Crafton Hills College Professional Development Minutes	**1st and 3rd Fridays** **Date: Friday, Apirl 4, 2025** **Time: 12:00 pm – 1:30 pm** **Location: Zoom Hyperlink**

The Professional Development Committee reports to the Crafton Council and relies on research and evidence-based decision making to inform professional development activities that encourage collaboration and conversations to promote equity driven inclusive practices. The PDC completes this work by focusing on:

- Working with campus group representatives, such as unions, Senates, special projects, and other participatory governance committees, to create and foster a broad array of Professional Development activities that focus on equity driven inclusive practices
- Engaging with faculty and staff from all areas to support professional development that addresses student needs (e.g.: career and academic pathways, educational planning, instructional support, etc.)
- Collaborating with research to develop, collect, and review data from a variety of surveys and assessments
- Developing, planning, scheduling, promoting, and facilitating Flex and In-Service activities
- Building activities that help people to realize their individual and collective aspirations, raise the quality of their reflection and conversation, and hone their conceptualizations of the larger system in which their work is situated
- Promoting learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college
- Reviewing and recommending approval of funding requests for professional development materials, workshops, and conferences

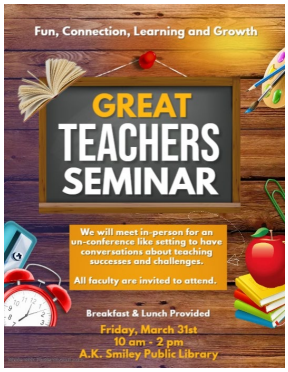
Members of the committee also serve as the college's Flex Advisory Committee, which views flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.

Educational Master Plan Strategic Directions

1. Student Access and Success
2. Inclusiveness
3. Best Practices for Teaching and Learning
4. Enrollment Management
5. Community Value
6. Effective, Efficient and Transparent Processes
7. Organizational Development
8. Effective Resource Use and Development

Members			Guests
Kashaunda Harris (tri-chair)	Cherishea Coats	Brandi Mello	Ginger Sutphin
Sare Butler (tri-chair)	Jodi Hanley (SA)	Chris Olivera	Glen Blanco
Ciera Divens (tri-chair)	Ashley Hayes (SA)	Keith Wurtz	Diana Vaichis
Carrie Audet	Steve Hellerman	Souts Xayaphanthong	
Trinette Barrie (SA)	Richard Hogrefe (SA)	Butch Zein (SA)	
Jessica Beverson	Veronica Lehman	(SA = Senate Appointment)	

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call meeting to order & approval of the minutes	The meeting was called to order at 12:05pm. The agenda was suspened to allow for Diana Viahis to gather information for ACCJC Standard 2 questions. Minutes reviewed at 12:41 pm. Motion to approve was made by Chris and seconded by Souts. Minutes approved at 12:41pm.	
Funding Requests/ Budget Updates	**Current budget:** Reference Books $250 Non-Instructional Supplies $350 Meals/Refreshments $246.94 Speakers/Consultants $50 Travel/Conferences (PD) $9,139 Travel/Conferences (SEA) $2,628 Dues/Memberships $200 Awards/Giveaways $500	

	Request: PD funds for Employee Appreciation Week: $245 – Meals/refereshments. $300 – Non-instructional supplies. $400 – Awards/giveways. Motion to approved was made by Souts and seconded by Chris. Approved at 12:44pm. Brandi Mello: $195 (PD Funds) - Teaching with AI hosted by Educause: 2-week online program includes 5 modules. Motion to approve was made by Chris and Jodi seconded. Approved at 12:46 pm. Arianne Schulz: $500 (PD Funds)- NAFSA: Association of International Educators 2025 Annual Conference & Expo May 27-29th, 2025, San Diego, CA. Motion to approve was made by Chris and seconded by Jodi. Approved at 12:47pm.	
CHC IEAOC Work – Diana Vaichis	• **PD input on the CHC report. 12:06 pm** AIEAOC Committee – ACCJC Standard 2-Sub Standard 2.6 specifically looking for feedback from the PD Committee. How does the committee help to meet the standard? How we prepare instructors to do the work they do? ***Evidence of when these trainings took place.** Great Teachers Conference  -DE Online Certification https://docs.google.com/document/d/1j9CvZtZ5nFlduHeNFSFMJUFYWPfIdwFY/edit?tab=t.0 -CANVAS accessibitlity is met for all students. -ACUE -Faculty run seminars and workshops -STEM Center for URMs. *Where do we offer professional development? **Flex/In-Service Offerings** https://www.craftonhills.edu/faculty-and-staff/flex-and-in-service/in-service-day-one.php -Fostering Resilience and Connection: Addressing -Student Mental Health and Behavioral Concern Through -Restorative Practices," "Empowering Students with Accessibility Needs." -Montly PD Calendars Actions taken -assess -reimplement or improve -needs survey -conitnue to evaluate the data.	

	Data coaching- ensuring that faculty can read their data. Spring workshops https://www.craftonhills.edu/faculty-and-staff/flex-and-in-service/in-service-day-two.php PPR- 5/6 Chairs evaluate reace/ethnicity/gender, etc. and plan for item 10. -scavenger hunt to learn about services on campus. -Video of what is new Crafton that employees could watch. -CSUSB STEM Center/Labs field trips for students and faculty This conversation concluded at 12:40 pm.	

Employee Appreciation	• Monday, April 14th – Donuts and coffee for all employees.
	• Wednesday, April 16th with Academic Senate
	  ○ Activities: Students write "Thank you" letters to faculty
	  ○ Student & Faculty photo booth
	  ○ Probing questions on tables to engage students and faculty in conversation
	  ○ Team buidling games with faculty and students
	• Thursday, April 17th - Employee Gratitude Day
	  ○ Succulents and Thank you cards	

Fall Flex & In-service Planning	• Keynote speaker recommendations -Wellness path for a keynote. • Workshops (template reviewed) -Breakouts and what do we want to see. - Are they expecting to expand flex/in-services activities with the move to the compressed calendar? Sara will follow-up on this. -SAS presentation – new director will be starting soon. Sara will be reaching out to this person to get them on the calendar. • Mandatory trainings -Kashaunda reached out to the District; however, they did not response or provide a list of required trainngs.	
Committee Reports	• Academic Senate -Committee Blocks- suggested that our meeting be moved to 12:45pm. -POCR certified now and will -Salary updates. -Syllabi best practices. ○ MOPED -No report. • Classified Senate – no report. • Other committees	
Other Committee Business	• AI Academy with Conectado - May 2nd & 9th from 9am – 1pm Landing Page: https://conectado.com/sbccd-ai-academy/ Registration Page: https://forms.gle/ySGTk47DTGB6sQGp9	
Future Agenda Items	The meeting was adjourned at 1:01 pm.	Workshop items for the fall schedule

Mission Statement	**Vision Statement**	**Institutional Values**
The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College	To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.	We rely on the following values to support our vision and mission: ▪ Respect: To champion active listening and open dialogue within our community.

welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.		■ Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration. ■ Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work. ■ Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas. ■ Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience. ■ Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.