

**CHC Professional Development Committee
Meeting Minutes
Friday September 7, 2012
Room LRC-135**



Members Present:

Daniel Bahner, Robert Brown, Robert Crise, Rick Hogrefe, Kristen Overturf, Karen Peterson, Jeff Schmidt

Members Absent:

Karen Childers

Guests:

Debbie Bogh

1. Minutes: August 17, 2012

No minutes were provided from the previous meeting.

2. Thomas Brown & Associates Workshops: Debbie Bogh

Debbie informed the committee that Thomas Brown signed the contracts for the upcoming workshops and that we are still waiting for confirmation of board approval. The following tentative schedule was suggested by the committee:

Tuesday October 23, 2012

9:00 – 10:30am Pathways to Persistence"

10:30 – 10:45am Break

10:45 – 12:00pm "From Diversity to Inclusion"

12:00 – 1:00pm Lunch

1:00 – 3:00pm Creating a Culture of Inclusion (Managers only – simulation & planning)

Thursday January 10, 2013 (specific times to be determined)

- Afternoon session targeting student services*
- Evening session for adjunct instructors during the part-time orientation/meeting (repeat of "Pathways to Persistence")*

Friday January 11, 2013

9:00 – 10:00am In-service session/president's updates

10:00 – 12:00pm Thomas Brown workshops with faculty

12:00 – 1:00pm Lunch

1:00pm Division meetings

3. Committee Responsibilities

The committee discussed and agreed upon every member taking on the general responsibility of encouraging faculty and staff in our respective areas to participate in professional development opportunities.

4. **PDC Committee Members' Roles & Responsibilities**

The descriptions and duties of each committee role are located on the professional development website (click on the following link to access the page):

http://www.craftonhills.edu/Faculty_and_Staff/Professional_Development/Professional_Development_Committee_Membership.aspx

The committee roles were filled by the following members:

- *Co-Chairs* – Daniel Bahner, Kristen Overturf, & Rick Hogrefe
- *Logistics Coordinator/Publicist* – Daniel Bahner
- *Data Coordination* – Kristen Overturf
- *Secretary* – Robert Brown (with Bob Crise supporting in Robert's absence)
- *Clerical Manager* – Karen Peterson
- *Conference Request Liaison* – Bob Crise
- *Librarians* – Robert Brown & Daniel Bahner
- Each committee member will serve as *Needs Advisors*

5. **Budget Information**

Rick confirmed that there was approximately \$4000 leftover over from the previous year ("25" account funds) and approximately \$5000 in general funds from the current year ("02" funds that do not carry over).

6. **Funding Request Parameters and Criteria**

It was agreed that the committee should send reminders campus-wide that opportunities exist for funding requests, and that all funding will be distributed as reimbursements (instead of advancements). The reimbursements will be allocated contingent upon the recipients providing a plan for disseminating information/results of conference attendance.

7. **Funding Requests**

Julie McKee – Approved for \$150 to attend the 26th Annual Children's Network Conference in Ontario, CA on September 27, 2012. Rick will talk with Julie regarding possible college hour presentations based on the conference information.

8. **Online Flex Calendar Reporting**

After a review of the list of instructors required to report flex hours, it was agreed that the entire list will be divided into groups based on last name with committee members being responsible only for faculty within their group (although flex submittals will go to all members).

9. **Upcoming Fall 2012 PD Events**

- Ten copies of *Millennials Rising* will be available for the October book club, and ten copies of ten copies of *Hotel on the Corner of Bitter and Sweet* will be available for the November book club.
- Robert's workshop on what faculty need to know about student learning styles will be postponed until October 3.
- Leela MadhavaRau signed her contract for her workshops on Culturally Responsive Teaching (November 5 and November 7). They should be approved at the October board meeting.

- Rick will talk with Joel Harris about leading the presentation on Working with ESL Students (December 5).

Next Meeting: Friday September 21, 10:30am – 12:00pm