

Crafton Hills College

Professional Development Minutes

Date: **Mar 13, 2015**

Time: 12:00 – 1:00 p.m.

Location: LRC-107

The Professional Development Committee seeks to involve the entire campus in learning activities characteristic of the very best teaching and learning organizations. The Committee places the highest value on activities that help people 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. In addition, the Committee actively seeks to help people to take advantage of learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college.

Educational Master Plan Strategic Directions

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

Members: (bold = presence)

Breanna Andrews	Kristin Garcia	Dean Papas (co-chair)
Daniel Bahner	Tina Gimple (co-chair)	Bryan Reece (co-chair)
Trinette Barrie	Rick Hogrefe	Lisa Schmidt
Ryan Bartlett	Marina Kozanova	Sam Truong
Robert Brown	Lynn Lowe	Jim Urbanovich
Robert Crise	Luis Mondragon	Keith Wurtz
	Daniel O'Hare	Cindy Omana (student Services rep)

Guests: Rhiannon Lares

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call Meeting to Order	12:02pm	Dean: Copy over member names to future agendas
Approval of Minutes	Approved (MSC)	
New Business 1. Preparation of Revised Charge Statement for Crafton Council	<ul style="list-style-type: none"> - Keith would like the PDC to consider including the following statement into their charge statement: "Professional Development activities are informed by evidence, research, and a review of the student learning assessment results at the start of each primary term (fall and spring)." - Dean played with the language and modified the statement to read: "At the start of each primary term, the Professional Development Committee shall review student learning assessments and develop activities based on evidence and research." The committee supported the wording and the message. - Keith moved to include Dean's version of the statement into our charge. Bob seconded. Committee approved unanously. 	<p>Dean: look into changing the wording for the section reading "<u>Faculty</u> on the committee also serve as the college's Flex Advisory Committee..." in regards to AB2558</p> <p>Dean and Keith: present the new statement to Crafton Counsel.</p>
2. SLO Open Lab Hours During Finals Week (Breanna)	<ul style="list-style-type: none"> - All full-time and part-time faculty would be invited to attend SLO Open Hours to write, develop, and submit SLOs. Each PDC member can sign up for a few hour block the week of, and leading up to, finals in LRC 107 to staff this event. We also need to provide forms for part-time payment during this event. - We need to make sure the advertising addresses the various form of meeting that people can parttake: in person, by phone, etc. Keith said he could take an evening block and give his phone 	<p>Breanna: create a sign up sheet for people to sign up for days/times they would like to staff.</p> <p>Dean: Look for part-time payment form and video regarding SLOs (District wiki</p>

	<p>number.</p> <ul style="list-style-type: none"> - Starting in a week or two, Keith volunteered to start hosting preliminary SLO development workshops, once or twice per week. 	<p>and Valley's video).</p>
<p>3. Full-Time Faculty Handbook (Breanna)</p>	<ul style="list-style-type: none"> - Breanna: We need a full-time faculty handbook with the small details that new faculty members are never told. Jeff Cervantez and I have created a list of items we wish we knew but were never told. - There is a book already in existence that we can modify. It is not linked to our current "Staff and Faculty" tab but can be found on Google. - Keith and Daniel: Faculty Success program would be ideal. One semester (or year) where they are given 20% reassign time to learn all the ins-and-outs of the position. Start it out with full-time faculty and then continue with part-timers. <ul style="list-style-type: none"> - This needs to be apart of our plan. 	<p>Lisa: will look into Chaffey's Faculty Success Center and report back about what it entails.</p> <p>Dean and Keith: work incorporating a faculty success program into the new/"in process" annual plan for PDC. Start discussing a new full-time faculty orientation.</p> <p>Trinette, Daniel, Breanna: work on updating the full-time faculty handbook.</p>
<p>4. Finalize Apr 1 Flex Day Schedule and Post to Campus Website</p>	<p>9am: Whole Brain Teaching 10am: Raising Autism Awareness 11am-2pm: STEM symposium 2-4pm: ILO/GEO assessment 4-5pm: Academic Senate Meeting 5-7pm: Tuesday visits Crafton</p> <p>* SBCCD Police did not go through PDC to host their self defense class and it overlaps other two other workshops (1-3pm).</p>	<p>Keith: contact Cheryl about SBCCD police running their self defense class during the time of an accreditation related workshop.</p> <p>Dean: post calendar online and send out via email to the campus community.</p>
<p>5. Funding Requests: Papas, Tinoco, Garcia, Lehman, Gimple, et al.</p>	<ul style="list-style-type: none"> - Dean needs to confirm, but it looks as though we have exceeded our conference budget for this academic year (2014-2015). He will look at other funds and see if some reallocation can take place (i.e. speakers budget, books, and/or rollover money). - Papas: Leila MadhavaRau's Culturally Relevant Teaching presentation (August 2014) was originally paid out of pocket (\$250) and now funds are being requested for reimbursement. This would come out of our "speaker/consultants/honorarium" budget. APPROVED. - Tinoco, Garcia, Lehman: request for \$500 for attendance to Classified Leadership Conference. Cheryl has provided them with \$1,000 to help offset some of the costs since registration alone is over \$500 each. Concerns with this request include: <ol style="list-style-type: none"> 1. If classified senate knows they want to send people every year, why not set aside some money out of their own budget? Currently, classified senate does not have a budget. 2. Two of these three people have attended this conference for two consecutive years prior. They are currently members of the executive board which is who this conference is aimed at, and are believed to be the only ones who are eligible to attend. This is their last term and want to leave the classified senate strong. Lynn supports the same people going for the purpose of networking. 3. Are three people necessary to attend since that \$1500 would be equivalent to about 43% of our professional development conference budget? Necessary, probably note, but they want to attend the most workshops possible since they are presented at 	<p>Dean: In the future, PDC would like to have a current spreadsheet that can be kept and updated each time we approve funds so we can see, as we go along, how much money remains in our budget.</p> <p>Bob: inform Tinoco, Garcia, and Lehman that their funding requests has gone through.</p>

	<p>overlapping times.</p> <p>Daniel suggest we vote in a manner that it is contingent upon availability of funding.</p> <p>Other questions/concerns: Academic Senate has a budget and Valley College's Classified Senate has a budget... why doesn't our Classified Senate doesn't.</p> <p>Motion by Daniel, seconded by Keith: "We approve the funding requests for all three people to attend this conference at \$500 each contingent upon funding. If less money is available, the three participants can decide how many and which people they want to send." APPROVED (support=11, oppose 1).</p>	
Other Issues/ Announcements		
Future Agenda Items and Important Dates	<ul style="list-style-type: none"> - Flex Day calendar requests to be discussed at the April calendar committee meeting - Payment for Workshop Presenters (Breanna) - List of common conferences throughout the year (Daniel) - The deans discussed setting aside money for professional development conference attendance (Bryan) 	
Adjourn	1:53pm	<p>Next meeting: Friday March 27, 2015 in LRC 107</p>
<p>Mission Statement</p> <p>To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p>Vision Statement</p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p>Institutional Values</p> <p>academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>