

# Crafton Hills College

## Professional Development Minutes

Date: **Apr 03, 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

- |   |   |
|---|---|
| 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)

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

**Guests:** Julie McKee

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call Meeting to Order	12:03pm	
Approval of Minutes	Approved (MSC)	<b>Dean:</b> Add a standing "Budget Review" row to the agenda with our current PDC account information.
New Business 1. Final Revisions of Charge Statement for Crafton Council	Approved (MSC) to approve the final statement as stated on the handout. Approved (MSC) to change " <u>Faculty</u> on the committee also serve as the college's Flex Advisory Committee..." to " <u>Members</u> of the committee..."	<b>Keith</b> will report this back to Academic Senate.
2. Report on GEO-ILO Outcome Assessment Workshop and Other Flex Day Workshops.	<u>Keith</u> : it went great! We had a really good turn out and lots of good conversations. A lot was learned from this event and it is just the beginning. <u>Dean</u> : feedback from participants was that they liked the set up of the dialogue. <u>Marina</u> : Felt like we were lacking advertising for Chris Biffle's session. If we want to have him come back, we may want to consider offering him an honorarium. <u>Ryan</u> : Behavioral Specialist from Redlands Unified School District spoke about ASD from both the medical and educational lenses. The dialogue has started and needs to be continued, especially between our local feeder schools and CHC. It would be nice to expand this conversation on campus through workshops and possibly an autism support group where students and employees can keep the dialogue alive. <u>Dan</u> : Panel of previous STEM students answered questions about increasing student transfer success rates, had a networking	

	<p>lunch, and then had a final session. It all went really well.</p> <p><u>Rick</u>: Networking luncheons can be discipline specific where k-12, community college, and 4-year university faculty get together, have lunch, and discuss relevant topics.</p> <p><u>Dean</u>: “Until Tuesday” presentation was well attended and was well received.</p> <p><u>Lynn</u>: There were many community members that attended and increased our visibility. It really brought many diverse people together.</p> <p><u>Rick</u>: I would advocate that this committee supports speakers once per semester/year that comes to speak about issues within diversity and equity (Speaker Series), where we can have community members come and be involved on campus.</p>	
3. SLO Open Lab Hours for Spring	<ul style="list-style-type: none"> <li>- A flier and sign up sheet for staffing the Open SLO Lab during finals week and the week prior, was passed around.</li> <li>- Part-time faculty SLO payment forms will be available in Instruction office, through chairs, as well as the office of Research and Planning.</li> </ul>	<p><b>Breanna and Dean</b> will work together to reserve SLO 107, finish scheduling staffing, and sending out advertisements for SLO Open Lab hours.</p> <p><b>Dean</b>: start putting together a training video for SLO assessing/data/submission</p>
4. 2014-2015 Flex Form Submissions	We will start looking at forms soon.	<b>Robert</b> : Update forms to reflect this years’ dates
5. Flex Calendar	<p>- Julie McKee: We currently have 177 days of service (includes 4 days of Flex and 3 In-service days). Valley is looking into a “Flexible Calendar” where as we would keep our 177 days of service (17 weeks of teaching with 4 days of Flex/professional development during the first week of the semester to do SLOs, Annual Plan/Program Review, Curriculum, Professional Development). These 4 days would be required and we would also have 2 additional Flex days prior to this week each semester that would allow outside conferences to count towards our hours. This will help us meet our accreditation standards and have meaningful dialogue.</p>	<p><b>Julie</b> will report to Academic Senate that the PDC supports the flexible calendar as described and wants the CHC calendar committee members to speak in favor of it at the district calendar committee meeting.</p>
Other Issues/ Announcements	<p>Breanna: We have a full-time faculty handbook in the works and will likely be in your email boxes soon for editing.</p> <p>Lisa: Talked with Chaffey and they are open for our PDC visiting their Success center on Friday April 10<sup>th</sup> at 12:45pm</p>	<p><b>Breanna</b>: email “finished” full-time faculty handbook to PDC members</p>
Future Agenda Items and Important Dates	<ul style="list-style-type: none"> <li>- Flex Day calendar requests to be discussed at the April calendar committee meeting</li> <li>- Payment for Workshop Presenters (Breanna)</li> <li>- List of common conferences throughout the year (Daniel)</li> <li>- The deans discussed setting aside money for professional development conference attendance (Bryan)</li> <li>- Strategic Thinking Workshop</li> </ul>	
Adjourn	1:06pm	Next meeting April 17, 2015
<p><b>Mission Statement</b></p> <p>To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p><b>Vision Statement</b></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><b>Institutional Values</b></p> <p>academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>