

# Crafton Hills College

## Professional Development Minutes

Date: Sep 4, 2015

Time: 12:00 – 1:00 p.m.

Location: LRC-110

*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.*

*The Professional Development Committee relies on research, evidence-based decision making, and the results from the learning assessments to inform professional development activities. 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

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| <ol style="list-style-type: none"> <li>1. Student Access and Success</li> <li>2. Inclusiveness</li> <li>3. Best Practices for Teaching and Learning</li> <li>4. Enrollment Management</li> </ol> | <ol style="list-style-type: none"> <li>5. Community Value</li> <li>6. Effective, Efficient and Transparent Processes</li> <li>7. Organizational Development</li> <li>8. Effective Resource Use and Development</li> </ol> |
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Members: (bold = presence)

**Alicia Halex**  
**Breanna Andrews**  
 Daniel Bahner  
 Trinette Barrie  
**Ryan Bartlett**  
**Robert Brown**

**Robert Crise**  
**Kristin Garcia**  
**Tina Gimple (co-chair)**  
**Rick Hogrefe**  
 Marina Kozanova  
**Lynn Lowe**

**Dean Papas (co-chair)**  
**Bryan Reece (co-chair) ... via phone**  
**Lisa Schmidt**  
 Sam Truong  
**Jim Urbanovich**  
**Keith Wurtz**

**Guests:** Rhiannon Lares, Ben Gamboa

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call Meeting to Order	12:00pm	
Approval of Minutes	Approved (MSC)	
Current Budget	Apporximately \$6626.00	
New Business 1. Engage, Learn, Advance Strategy	<p>PDC had a phone conversation with Bryan regarding expanding our "Engage, Learn , Advance" Strategy. We should explore how we can move into the classroom.</p> <ul style="list-style-type: none"> <li>- Best practices in the classroom</li> <li>- Who is currently using this framework already?</li> <li>- Interview (effective) faculty</li> <li>- Contact former students of said faculty</li> <li>- "What made you so engaged?" Build a presentation with examples of best practices.</li> </ul> <ol style="list-style-type: none"> <li>1. We can do focus on one faculty/classified member this semester, and then maybe in the future focus on two per semester.</li> <li>2. We need to put a work group together to start the planning and execution of this project:                             <ul style="list-style-type: none"> <li>- Robert Brown, Tina Gimple, Dean Papas, Ryan Bartlett, Keith Wurtz</li> </ul> </li> <li>3. KCVR is looking at using these presentations for television programing and advertising. We can use this to help brand the</li> </ol>	<p><b>Work group:</b> Start planning first steps to resarch how "Engage, Learn, Advance" is succeeding and can grow.</p> <p><b>Bryan:</b> contact KCVR to see how we can utilize them to create videos that support this project.</p>

	<p>college.</p> <ul style="list-style-type: none"> <li>- This should be faculty driven and start piloting it with someone from PDC. In future semesters we can open it up for others to volunteer and share their best practices. This would hopefully eliminate or reduce people from becoming offended if they were/weren't chosen.</li> <li>- We need to make sure to include people from ALL divisions and disciplines (faculty, staff, classified, etc.)</li> <li>- Currently no budget for this but Bryan is confident that we can find money for it or find sponsorships.</li> </ul>	
<p>2. Report on Meeting with Vice Chancellor of HR and new HR PD Coordinator (The Coordinator of Professional Learning and Organizational Effectiveness)</p>	<ul style="list-style-type: none"> <li>- The meeting discussed what are the different professional development committees doing at each campus and at the district, and how we/they can coexist and support one another?</li> <li>- The district wants to learn more about each campus's needs and help supplement projects, both through workshops and financial assistance.</li> </ul>	
<p>3. Innovating our Infrastructure: LRC 107 and 110</p>	<p><b><u>LRC 110:</u></b></p> <ul style="list-style-type: none"> <li>- An underutilized space is now in higher demand. People are starting to reserve the space more.</li> <li>- What is the message that we want to put out there regarding this space? Is LRC 110 only for PD workshops or is it open to everyone?</li> <li>- If we lend out the room too much, then it loses its identity as a PD room.</li> <li>- An email should be sent out to (re) introduce the space as a PD room and allow people to understand what has changed. We can offer it to be for learning and development opportunities of various types.</li> <li>- The room should not be reserved for standing meetings, with the exception of PDC.</li> </ul> <p><b><u>LRC 107 (plus office spaces):</u></b></p> <ul style="list-style-type: none"> <li>- It would be great to add signage on the outside (back) of the building to identify the space</li> <li>- The whole lower level of LRC 107 (and offices 101-105) would be turned into professional development space and conducive to conferences, workshops, lounging, collaboration, etc. <ul style="list-style-type: none"> <li>- The only issue foreseen with this is that we need to find a home for Research and Planning</li> </ul> </li> <li>- The space was originally designed for PD and in the future, we foresee more money coming to support more conferences and workshops.</li> <li>- We could host regional conferences and open the space for other companies to hold their workshops there for a fee.</li> </ul> <p><b><u>Motion:</u></b> RecPDC reclaims LRC 107 for professional development and the creation of resources for our part-time faculty.</p> <p><b>Approved (MSC)</b></p>	
<p>4. Professional Development for New and Aspiring Faculty (Ben G.)</p>	<p>We have a handful of classified who have recently earned their master's degrees and are starting to become part-time faculty. While they are deeply knowledgeable in their disciplines, they may not have experience with:</p> <ul style="list-style-type: none"> <li>- Classroom management</li> <li>- What to do on the first day</li> <li>- Syllabus creation</li> </ul>	<p><b>Dean:</b> Email faculty to see if people are interested in a peer observation program. For those interested, they could send syllabi/schedules to be posted for others to view and come visit their</p>

	<ul style="list-style-type: none"> <li>- Pedagogy/androgogy and best practices</li> <li>- How to structure a lesson (plan)</li> <li>- Time magangement within a class session</li> <li>- Authentic assessments</li> <li>- Observation program to allow for peers to come visit other classes</li> <li>- Panel of classified → faculty who have done this in the past</li> <li>- Reading Apprenticeship</li> </ul> <p>These should be ongoing and open to these individuals as well as new part-time/full-time faculty members as well as those who just want to refresh or gain new ideas.</p> <ul style="list-style-type: none"> <li>- It should come from Classified faculty members. What do they know what they need and then they ask PD for help.</li> <li>- We should invite these individuals to join the mentor program or create a similar peer program.</li> </ul> <p><b><u>PDC members who are interested in becoming a “Teaching Pal”</u></b> (PAL= Professionals Advancing Learning):</p> <ul style="list-style-type: none"> <li>- Robert Brown, Breanna Andrews, Jimmy Urbanoivich, Dean Papas, Ryan Bartlett</li> </ul>	<p>classes.</p> <p>If we want to take it a step further, these instructors could also provide information as to if they are also willing to provide guidance to new faculty on a 1-on-1 basis (“Teaching Pals”).</p>
5. Blackboard or Canvas?	<ul style="list-style-type: none"> <li>- Blackboard’s presentation is next week and it is clearly a sales pitch.</li> <li>- Distance Ed (DECC) should be driving this conversation as to which LMS we use in the future.</li> </ul>	
6. Committee Size and Composition	<ul style="list-style-type: none"> <li>- There has been notice to the size of our committee and requests that some people move to another committee where their service could be utilized more.</li> <li>- Just because tyhey are on PDC doesn’t mean they can’t serve on more committees.</li> <li>- Some classified say they want more representation. PDC has no objection with more classified representation.</li> </ul>	
7. Conference Funding Requests through Sep 4	Julie McKee: <b>Approved (MSC) for \$225</b>	<b>Bob:</b> Notify Julie of her approval
Other Issues/ Announcements	None	
Future Agenda Items and Important Dates	<ul style="list-style-type: none"> <li>- Professional Development for Classified &amp; Classified Professionals Week (Dean and Tina)</li> <li>- Review models for options of the “new” potential academic calendar (Dean)</li> <li>- Calendar Committee</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> <li>- PD training for staff to use OneDrive and Google Drive (Tina)</li> </ul>	
Adjourn	1:39pm	<b>Next meeting:</b> Friday September 18, 2015 @ noon in LRC 110
<b>Mission Statement</b>	<b>Vision Statement</b>	<b>Institutional Values</b>

<p>To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</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>academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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