

Crafton Hills College

Professional Development Minutes

Date: Nov 19, 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"> 1. Student Access and Success 2. Inclusiveness 3. Best Practices for Teaching and Learning 4. Enrollment Management | <ol style="list-style-type: none"> 5. Community Value 6. Effective, Efficient and Transparent Processes 7. Organizational Development 8. Effective Resource Use and Development |
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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)

Lisa Schmidt

Jim Urbanovich

Keith Wurtz

Guest: Rhiannon Lares, Kirste Colvey, and students: Sara Stowitts, Noah Ouellette, Nathaniel Sicard, Jade Ramirez

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call Meeting to Order	12:06pm	
Approval of Minutes	10/16/15 Minutes Approved (MSC) upon completion of fixing typos	
Current Budget	Not given	
New Business 1. Universal Design for Learning	<p>Kirsten came to discuss Universal Design for Learning (UDL) and its implications for all students on campus. Some money has already been set aside to fund a "leading from the middle" team to look into on work on implimentation of UDL, as well as money for faculty to develop curriuulum that supports it.</p> <p>Kirsten showed two informational videos about UDL and will leave the links with Dean. She also provided the committee members with a handout regarding UDL guidelines.</p> <p>The goal or purpose of this discussion, is to see if we all (faculty in particular) can work together to make small changes in their teaching (whether that be addiing activities or diversifying assessment styles), that will help students of all learning styles.</p> <p>Kirsten and Dean discussed "leading from the middle" and the work/time committment and the focus of UDL. Teams are usually 4-5 people and there will be 4 sessions (3 in the spring 2016 and 1 in the fall 2016).</p>	<p>Kirsten: send website links for UDL resources.</p> <p>People who are interested in the UDL Leading from the Middle team, contact Kirsten Colvey.</p>
2. Classified Senate Professional	Many classified professionals show interest in attending PDC Workshops, but are unable to due to the conflicts of office hours and	Kristin: send a survey to classified staff to figure

<p>Development Survey</p>	<p>“college hour.”</p> <p>Classified senate has started discussing having one hour per week (or even per month or semester) to have their offices closed during their own “college hour”.</p> <p>Some PDC members inquired about the impact to students, but Kristin assured that these “hours” would be scheduled during down times (2-4pm or Fridays), and advertised to students as well so they are aware of temporary office closures, or limited services during that hour.</p> <p>Classified Senate provided PDC with a list of ideas of workshops they would like to see take place, since they feel PDC “NEVER” provides workshops for them.</p> <p>It is our (PDC’s) goal to make everyone feel connected and able to take part in campus activities.</p> <p>A list was provided to PDM members with a list of workshops/descriptions that the district can provide.</p> <p>Tina discussed the possibility of implementing PD Badges to recognize and show completion of workshops. Some districts pay their classified staff to attend workshops.</p> <p>The top workshops of interest: Business Writing Skills, Customer Service, Dealing with Difficult People, 7 Habits of Highly Effective People, and Budget</p> <p>We need to make sure that they are willing to do these workshops on our campus due to time constraints during the work day for classified staff.</p>	<p>out the best day/times to set up these training times.</p> <p>Dean: email Secret to let her know the four workshops that we would like to start with offering the classified staff... as well as budget training.</p>
<p>3. Calendar Committee Update</p>	<p>The calendar committee is nearly exploring the option of flexible calendar. If we were to move to a 16-week instructional calendar, and the union and the district would need to work out the details (increasing flex hour requirements and/or increasing required in-service days).</p> <p>If we moved to a 16-week instructional schedule, we would lose teaching days, but our individual class meetings would not get any longer.</p> <p>The union needs to do a survey of all faculty to gauge faculty’s opinions about this change. The calendar committee should not make a decision about this without faculty input. This survey will be going out in the “near” future.</p>	
<p>4. Planning for Part-Time Orientation</p>	<p>January 14th (starts at 5pm)</p> <ul style="list-style-type: none"> - 3:00pm Preparing for job search and interview for full-time employment - 4:00pm Turn it in - 5:00pm contract signing and food - 5:30pm-7pm (3) 25-minute sessions: Reading Apprenticeship (Lynn or Patricia), Student Success and Equity (Dean), and SLO Cloud (Gio) - Other: Introduction to Breanna’s “new position(s)” 	
<p>5. Planning for Flex and In-Service Days, Spring 2015</p>	<ul style="list-style-type: none"> - Flex days: January 13th and 14th - In-service: January 15th - Universal Design for Learning - Introduction to Breanna’s “new position(s)” 	<p>All PDC Members: create a list of fun (and educational) topics for you to present on in the spring.</p>
<p>6. Conference Funding Requests through Nov 19: Sternard et. al.</p>	<p>Evan Sterner: Requesting \$495 to go through the certification process to become a (certified) trainer in the area of suicide prevention. He is willing to train both students and employees of Crafton and go through professional development. Approved (MSC).</p>	<p>Bob: let Evan know he has been approved.</p> <p>Dean: need to change the</p>

		wording on the “conference funding requests” to also be able to receive \$500.
Other Issues/ Announcements	Having students in attendance today was fantastic and they were invited to join our committee to represent the student body.	
Future Agenda Items and Important Dates	<ul style="list-style-type: none"> - “Annual update of Faculty handbook” to a spring agenda (in time for distribution for the next academic year) - Professional Development for Classified & Classified Professionals Week (Dean and Tina) - Review models for options of the “new” potential academic calendar (Dean) - Calendar Committee - Payment for Workshop Presenters (Breanna) - List of common conferences throughout the year - The deans discussed setting aside money for professional development conference attendance (Bryan) - Strategic Thinking Workshop - PD training for staff to use OneDrive and Google Drive (Tina) 	
Adjourn	1:39pm	Next meeting in LRC 110 @ noon on December 4, 2015
Mission Statement To advance the educational, career, and personal success of our diverse campus community through engagement and learning.	Vision Statement 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.	Institutional Values academic excellence, inclusiveness, creativity, and the advancement of each individual.