

Crafton Hills College

Professional Development Agenda

Date: Fri Sept 29th 2017

Time: 12:30 – 2:00 pm

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:

Breanna Andrews
Trinette Barrie
Eva Marie Bell
Robert Brown
Robert Crise

Tina Gimple
Ruth Greyraven
Colleen Hinds
Sabrina Jaminez
Marina Kozanova

Lynn Lowe
Karol McCool
Kathy Bakhit (co-chair)
Kevin Palkki (co-chair)
Snezana Petrovic (co-chair)

Guest: Laura Oliver

AGENDA ITEM	DISCUSSION	FURTHER ACTION
1. Call Meeting to Order	12:34pm	
2. Approval of Minutes	Minutes approved MSC.	
3. Budget Update	\$500 books \$100 association fees and subscriptions \$1,280 after conference approvals \$600 speakers (disappearing money?) <ul style="list-style-type: none"> • Committee proposes all senates brings awareness to the campus that PD efforts are not being supported (i.e. funding for conferences and budgets being cut). 	Snezana: send email to Mark McConnel to bring up PDC's concern.
4. Conferences, Funds & Approvals	None	
5. Flex Day 10/03: Assigning tasks to PDC members	<ul style="list-style-type: none"> - Snezana handed out fliers about Flex workshops to advertise - There is a concern about lunch not being provided. Some members expect a low attendance because of it. However we do not have money for food. Rebeccah is donating breakfast and snacks but there is no lunch money. - In the future we can use SBVC's cullinary program for a cheaper option for event lunches. - Additionally, RSVPs should not be required, we are just adding hoops for people to jump through. - Help needed: <ul style="list-style-type: none"> - 7:30-8am: Set up food- Eva, Marina 	All hands on deck for Flex!

	<ul style="list-style-type: none"> - 7:30-8am: Set up rooms and technology- - All day: Announcing end of sessions- Marina, Colleen - 11am-12pm: cleaning and coffee- Ruth, Marina, Colleen, Sabrina - 3-4pm: post day clean up- Robert Brown, Bob Crise 	
6. Faculty Handbook (Ruth)	<ul style="list-style-type: none"> - We need to update the handbook with recent changes, as well as emergency procedures. We are looking for assistance in researching proper college protocols to add to the handbook. This will be discussed at the district Safety Committee too. Hopefully this can be completed by May 2018 to make it into the next academic year's handbook. - We should also make the handbook more technologically friendly, like a "living document" that is interactive with hypertext. Snezana and Tina volunteered to help with this. We could start by emailing links to other schools' examples for ideas. 	<p>Ruth and Tina: work on updating emergency procedures in the handbook.</p> <p>Ruth, Tina, and Snezana: research other schools' interactive handbooks and email committee for feedback and potentially start reworking ours.</p>
7. Fall: Soupapalooza ☺	Welcome Back BBQ tends to be "feed and leave" and there's not a whole lot of professional development aside from sitting together and talking. Soupapalooza seems to be more intimate and works better... but usually occurs in January. PDC wants to drop the BBQ but keep Soupapalooza. Tentatively planned for February 2 nd at 11:30am-1:30pm in LRC 226.	Snezana: Book room and start planning advertisements (requests) for Soupapalooza on February 2 nd .
8. Spring 2018 Workshops Brainstorming Days/Ideas	<ul style="list-style-type: none"> - Joe Cabrales sent a list of people in his area that would be willing to do Brown Bag sessions on any topic that relates to their offices. - Foster and Probation Youth Panel (Spring Flex?) - Canvas online support (FaceTime, Skype or screen sharing). Campus/District wide discussion board to help each other. - Starfish and Canvas Integration - Creating short helpful videos on a variety of topics. Every PDC member can create a different video. Send topics or ideas to Snezana. - Fitness Challenge (Colleen is working with her area but there is no money for the PTs who are running the lab) - Zoomba (Colleen's open invitation to her class) - Gardening (contact Janine Ledoux to inquire) - Walking workshops or Nature Walk (Ruth) - Black History Month in February - Monthly Movies - Creativity Series - Meditation and/or massages - Labrynth 	<p>PDC members: send video ideas to Snezana... as well as any other ideas that come to mind.</p> <p>Snezana: make a calendar of offering spaces, then the committee can fillin the workshops.</p>
Adjourn	2:04 pm	Next meeting 10/06/17 at 12pm in LRC 110
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.