

Crafton Hills College

Professional Development Agenda

Date: Fri Aug. 31, 2018

Time: 12:00 – 1:30 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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|---------------------------------------------|---------------------------------------------------|
| 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:

Rebecca Abeyta Breanna Andrews Trinette Barrie Eva Marie Bell Robert Brown Tina Gimple Katherine Hendrickson	Sabrina Jimenez Marina Kozanova Rhiannon Lares Lynn Lowe Frank Madrid Colleen Maloney-Hinds Christopher Olivera	Kevin Palkki (co-chair) Snezana Petrovic (chair) Rebecca Warren-Marlatt Dr. Keith Wurtz (co-chair) Cherishea Hector ? ? (student rep)
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Guests: Brandi Mello, Krista Ivy, Laura Van Genderen

AGENDA ITEM	DISCUSSION	FURTHER ACTION
1. Call Meeting to Order & Minutes Approval	- Call to order at 12:04. - Minutes MSC Approved.	
2. Chair/Co-chairs updates, review PDC charge & norms	- Speed of Trust: We may have a winter cohort of about 25-30 people to go through a workshop series that will work to build a culture of trust on campus. It will be district wide. Stay tuned. - EDTC is hosting free workshops that are open to us on a variety of topics. Look out for those emails. - New On Boarding training events were shown. This is a collaboration between HR as well as both PD Coordinators at CHC and SBVC. PDC committee also recommended having a buddy system, phone directory, and a dictionary of acronyms. Tina Gimple, Lynn Lowe, and Katherine Hendrickson volunteered to start the acronym list. - Snezana inquired about the committee's opinion regarding having the Chair of PDC be a permanent member of Crafton Council. The committee was in support of this by majority.	<p>Tina Gimple, Lynn Lowe, and Katherine Hendrickson: start working on acronym list.</p> <p>Snezana: email committee norms and committee charge to PDC members.</p> <p>PDC Members: go through committee norms and charge, and bring back feedback to next meeting. Be ready to make changes, additions, edits, etc. and approve.</p>

	<ul style="list-style-type: none"> - Committee norms were discussed and will be sent out for further edits and suggestions. Members will bring back feedback to next meeting. - Committee charge will be emailed to the committee to review our charge. 	
3. PDC Self-evaluation + Surveys- Keith Wurtz	- Tabled for next meeting.	Snezana: move this to next meeting's agenda.
4. Faculty Handbook Updates- Breanna Andrews	<ul style="list-style-type: none"> - The Faculty handbook is out of date. It was not looked at last academic year and needs to be reviewed. The new CTA contract also changes some of the content. Directory needs to be edited. - PDC agreed to bring the document to Academic Senate. PDC isn't the right "home" for the document as a mixed committee (faculty, staff, managers). It needs to be in the hands of faculty. 	Snezana: Bring faculty handbook to Senate to hopefully form a faculty subcommittee to update, or send to Chairs.
5. SLO updates & dates - Sabrina Jimenez	<ul style="list-style-type: none"> - Sabrina is working on a trailer for SLO trainings that will take place and needs actors (scared looking faculty). - These sessions will take place on Mondays and Tuesdays for three weeks (sessions are the same on Monday and Tuesdays, just repeated for accessibility). - Session Dates: October 15/16, 22/23, and 29/30. 	Sabrina: Keep up the good work!
6. AVID updates +Flex Day 10/03 - Tina, Kevin & Snezana	<p><u>AVID:</u></p> <ul style="list-style-type: none"> - 3,000 educators went to Denver for an AVID training conference. - The data on AVID students was impressive. Committee members would love to see AVID come to Crafton, even if we start small. The program is really impactful. - Traditionally, we don't train teachers (pedagogically) at the community college level. This program provides amazing opportunity for professional development training in these areas. <p><u>FLEX workshop Ideas:</u></p> <ul style="list-style-type: none"> - Student Success Site Team Support - Culturally Relevant Teaching - Intercultural Communication - Student Success Seminar - CurricUNET trainings - Budgeting - Oracle - ADP - Safe Space for Employees* - Safe Space for Students* - Swimming with Starfish Q&A* (CHC and SBVC) <p>(*Need to coordinate times and locations so they do not overlap. Coordinate with Rania and Breanna)</p>	Continue this discussion next meeting.
7. Workshop requests with focus on "Teach the Teacher" with Tina, Brandi & Kevin	<ul style="list-style-type: none"> - Tina is working with Jim Holbrook to host workshops for new teachers (or potential teachers) through the fall semester for FREE. - Proposed dates: Mondays and Tuesdays in Novembers, or first Fridays of the month, or FLEX days - These could also include topics such as interviewing, resume building, etc. 	Tina: go ahead and coordinate with Jim. We are looking at a full-day Friday workshop (first Friday of the month)
8. Budget	<ul style="list-style-type: none"> - We have almost \$13,000 for the 2018-2019 academic year. - Hispanic Heritage Month committee is requesting some assistance to help cover their \$2,500 budget. 	Snezana: start the transfer funds for the Hispanic Heritage Month in the amount of \$500.

	Committee motioned, seconded, (discussed) and approved to assist in the amount of \$500.	
9. Conference requests	- Watch out for emails. We will do voting via email before next meeting.	PDC members: check your email and vote on conference requests before next meeting.
10. Future Agenda	- PDC Self-evaluation + Surveys - Keith Wurtz - Alignments - Faculty Handbook updates from Senate - Workshops that may occur throughout the semester (Lunch and Learns, Flex Your Brain Fridays, FLEX Days)	Next Meeting 09/07 @ 12:00-1:30pm 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.