

# Crafton Hills College

## Professional Development Agenda

Date: Fri Oct. 19, 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

- |   |   |
|---|---|
| 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:

Breanna Andrews  
Trinette Barrie  
Eva Marie Bell  
**Robert Brown**  
**Tina Gimple**  
Catherine Hendrickson

**Marina Kozanova**  
**Rhiannon Lares**  
Lynn Lowe  
**Rebecca Warren-Marlatt**  
**Colleen Maloney-Hinds**  
**Christopher Olivera**  
**Guests: Alyssa ...**

**Alex Jaco**  
**Sabrina Jimenez**  
**Ruth Greyraven**  
**Snezana Petrovic (chair)**  
Kevin Palkki (co-chair)  
**Dr. Keith Wurtz (co-chair)**

#### Guests:

AGENDA ITEM	DISCUSSION	FURTHER ACTION
1. Call Meeting to Order & Minutes Approval	Call to order 12:05 Minutes Approved at 12:08pm.	
2. Chair/Co-chairs updates: ADA, Flex Calendar Forms	ADA: (Web Committee) Motion for all classes to become ADA approved. TESS create a sub-committee. SJ: Asked if AVID has training on this. RWM: Makes sense for PDC to lead this. Funding could come from Equity?  Flex Form: SP → Passed Handouts "Guideleins for Flex Calendar Obligation". We need to "go back" to state requirements of more detailed parameters. SP is working with K. Simonson to integrate parameters online. No more hard copies.	ADA: PDC needs to be at forefront of this training.
3. PD Funding request and processes	KW (on forms): Issues with refunds. Forms have been updated. Alyssa (on Processing Purchase Requisitions...): Steps disussed. RWM: Faculty need to allot enough time for approvals. Board does not like ratifications.	Updates on form: Typo "reaming" More options on funding sources.

	<p>There are hierarchies in place on approvals based on quantity requested.  MK: Confusing on knowing where to go to approvals.  SP: What if request does not come to us first? Responsible Sources decide to forward.</p> <p>RB: Questions on what items are reimbursable? Is there a link? – District does.</p>	<p>RWM: We need a person to “Triage” remainder of funding and approvals? – Alyssa and KW are such persons – Form is being edited (minor changes) – will be forwarded to SP</p> <p>KW: Conversation with council regarding rearrangement of protocol on funding.</p>
4. Review PDC Charges edits	<p>KW (on PDC Charge): Council recommendations Membership, number of faculty member is now a range, but there is “wiggle” room.  CMH: Maxima et minima?  RWM: Membership should be representational.  RB: We had great representation, we did not preoccupy over membership.  KW: Concern is balance of representation.  SJ: More of an informal/personable approach to committee participation.  Everyone: Concerns about Labor Delegation in PDC, Purpose of most committees, established times of committees.  RG: Motion to diversify committee participation (by division, including classified) but not establish minima et maxima.  Everyone: Minimum Faculty (8, from all 5 divisions)(2 management) (1 classified senate, 1 CSCA) (1 student rep) (1 member from District PD stagg). No MAX!!!</p>	<p>KW + RWM: Bring it up to council?</p>
5. Guide Pathways: Review yearlong PD opportunity (Dr. Wurtz)	<p>KW (on PDF for GP): Free training on campus for Classified Staff to move through 4 pillars. KW seeks endorsement.  TG: Motion to endorse. CMH second motion.</p>	
6. Next Flex Day & Spring Schedule Brainstorming (Alex)	<p>AJ: New position 😊. Do we need HSD/GED to attend CHC? No – Most people don't know that. Undocumented students can attend CHC? YES! Disinformation in spreading.  SP: Can AJ present on this subject? Consult Professional Expert on campus on details.  TG: We have a committee working on aspects of this student population.</p> <p>Read AVID Document to decide which seminars to use on Flex Day</p> <p>SJ: Health and Wellness Coordinator (Presentation on SErivities available) iswilling to come to Flex day.</p>	<p>CMH: Banner on information on Main Website.  SJ: General Announcement @ Flex/In-service.</p> <p>Next meeting: participants in dissemination of information.</p> <p>SP: Please email a minimum of 3 interesting seminars.</p>
7. Conference requests	<p>SP: Standard requests</p> <p>SP: Decision on Ruby's request (\$500). TG: Motion to approve. CMH second motion.  CC: Eva Bell</p>	<p>SP: Will email those.</p>
8. Budget	<p>Alyssa:  Object Code 5200: Conferences - \$10360</p>	

	Encumbered \$640 Outstanding \$1575 \$8793 balance IF all proceeds through.	
9. Future Agenda	Next Meeting: Solidify Spring PD/FLEX	Meeting 11/02
<b>Mission Statement</b> To advance the educational, career, and personal success of our diverse campus community through engagement and learning.	<b>Vision Statement</b> 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.	<b>Institutional Values</b> academic excellence, inclusiveness, creativity, and the advancement of each individual.