

Crafton Hills College Professional Development Minutes	1st and 3rd Fridays Date: Friday, November 20, 2020 Time: 12:00 pm – 1:30 pm Location: Zoom Hyperlink
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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		Guests
Kashaunda Harris (co-chair)	Cherishea Coats	Alyssa Taylor
Tina Gimple (co-chair)	Kirsten Colvey	Cynthia Hamlet
Kay Weiss (co-chair)	Ruth Greyraven	
Breanna Andrews	Ashley Hayes	
Carrie Audet	Marina Kozanova	
Trinette Barrie	Colleen Maloney-Hinds	
Lauren Bond	Chris Olivera	
	Delmy Spencer	
	Diana Vaichis	
	Violeta Vasquez	
	Keith Wurtz	
	Isidro Zepeda	
	Skylar Banning – Student Senate	

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call meeting to order & approval of the minutes (5 minutes)	Meeting called to order at 12:03. Minor changes were made. Minutes were approved with the minor changes.	
DE Micro-courses and badges (10 minutes)	Cynthia reviewed the DE micro-courses and badges, approximately 11. The courses take approximately 30 – 60 minutes to complete. Those taking courses and completing receive and a badge for completing the course. Topics include syllabus best practices, using templates, CHC accessibility and canvas, etc. All of them are short one module courses. During in-service suggested offering 1-3 micro classes to complete courses. Suggested automatically including time for courses on flex time. Also suggested to include a master shell, include on website, and the DE resources website.	Cynthia and Kashaunda will facilitate creating of web page and master shell in Canvas.
Needs assessments results (15 minutes)	Diana reviewed the needs assessment results. 110 people responded to the needs assessment, an increase of 75 (214%) from the last time it was administered. Faculty were most likely to complete the survey. Respondents were most likely to learn about PD through email (75%). Fifty-one percent prefer email and 23% prefer an appointment request on Outlook . Thirty-three percent prefer workshops and 22% prefer independent/work study. Sixty-two percent prefer the 1 hour workshops. Respondents preferred workshops on Friday from 1PM-3PM . Top three requested workplace effectiveness workshops were how do I... , who can help me with, and Canvas. The top three requested remote workshops were engaging students , creating boundaries/work-life balance, and managing zoom fatigue. The top two requested diversity activities were supporting students through instruction and student services . The top three requested stress management workshops were guided meditation , cyber security, and collaborative fitness.	
Funding Requests (10 minutes)	<ul style="list-style-type: none"> In-Service keynote speaker - \$1500: Dr. Jeff Duncan Andrade is \$8,500. Kay suggested moving \$600 from food 	Tina will help with budget transfer.

	<p>and \$900 from conferences because not being spent during COVID. Committee voted to approve movement. The topic will be academic rigor and culturally responsive strategies.</p> <ul style="list-style-type: none"> Breanna Andrews: In January can visit Gallaudet University and also attend Presidential Inauguration and observing ASL interpreters. Committee approved \$500. 	
<p>Planning for spring Flex and In-Service (30 minutes)</p>	<ul style="list-style-type: none"> Keynote speaker & break out sessions: Kashaunda and Kay reviewed the In-Service and Flex sessions. Time for break and zoom host to administer survey. Each day has a theme. Daily schedule timeframe/blocks (shared blocks with SBVC) Break out sessions facilitators and zoom host: Proposing that members of PDC set-up zoom link, link to survey, and facilitate workshop. PDC members volunteered to facilitate the sessions. 	<p>Kay and Kashaunda will send link and time for new FT faculty workshop. Keith will send email inviting new faculty to attend.</p> <p>Diana will provide evaluation link to Kashaunda.</p> <p>PDC members will provide zoom link for sessions that they are facilitating.</p>
<p>Recommendations for new faculty training during the tenure process (15 minutes)</p>	<p>Include data showing effective strategies and characteristics of students at college. Personal connection with other faculty colleague/mentorship or big brother/sister. List of what is required of you: committee requirement, program review, SLOs, community-building opportunities for all tenure-track newbies, faculty handbook, and workshops/discussions with all the important information about our auxiliary duties. Introduction to program review and SLOs. A short student Services 101 with printout of all the services. Provide a place to ask questions and/or certain topics like how to use Canvas on a weekly basis. Introduction to the telecommuting form for Friday's. Bring back the welcome bag. Include DE certification as part of this process. Develop a shell for new employees that has recordings for topics.</p> <p>Suggested creating a new employee training for everyone. Also suggested that we bring back the mentor program, CHC².</p>	
<p>Committee Reports (5 minutes)</p>	<p>Student Senate: No updates. Academic Senate: No updates. Classified Senate: No updates. SEA Committee: No updates. ETC Committee: No updates.</p>	
<p>Future agenda items</p>	<ul style="list-style-type: none"> New faculty/staff training and getting something going for the spring. PD Newsletter Flex tracking – Vision Resource Center <p>PDC will meet in December if needed to finalize flex/in-service.</p>	
<p>Mission Statement To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p>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.</p>	<p>Institutional Values Academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>