

The Professional Development Committee reports to the Crafton Council and relies on research and evidence-based decision making to inform professional development activities that encourage collaboration and conversations to promote equity driven inclusive practices. The PDC completes this work by focusing on:

- Working with campus group representatives, such as unions, Senates, special projects, and other participatory governance committees, to create and foster a broad array of Professional Development activities that focus on equity driven inclusive practices
- Engaging with faculty and staff from all areas to support professional development that addresses student needs (e.g.: career and academic pathways, educational planning, instructional support, etc.)
- Collaborating with research to develop, collect, and review data from a variety of surveys and assessments
- Developing, planning, scheduling, promoting, and facilitating Flex and In-Service activities
- Building activities that help people to 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
- Promoting learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college
- Reviewing and recommending approval of funding requests for professional development materials, workshops, and conferences

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	
<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

Members			Guests
Kashaunda Harris (tri-chair) Sare Butler (tri-chair) Ciera Divens (CSEA tri-chair) Carrie Audet Trinette Barrie (SA) Jessica Beverson	Cherishea Coats Jodi Hanley (SA) Ashley Hayes (SA) Steve Hellerman Richard Hogrefe (SA) Veronica Lehman	Brandi Mello Chris Olivera Keith Wurtz Souts Xayaphanthong Butch Zein (SA) (SA = Senate Appointment)	Ginger Sutphin Interpreter – no video

AGENDA ITEM	DISCUSSION	FURTHER ACTION																
Call meeting to order & approval of the minutes	The meeting was called to order at 12:01 pm. The minutes were reviewed. The motion to approve the minutes was made by Jessica and was seconded by Trinette. Chris abstained.																	
Funding Requests/ Budget Updates	<p>Current budget:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Reference Books</td><td style="text-align: right;">\$250</td></tr> <tr><td>Non-Instructional Supplies</td><td style="text-align: right;">\$350</td></tr> <tr><td>Meals/Refreshments</td><td style="text-align: right;">\$246.94</td></tr> <tr><td>Speakers/Consultants</td><td style="text-align: right;">\$1,425</td></tr> <tr><td>Travel/Conferences (PD)</td><td style="text-align: right;">\$11,639</td></tr> <tr><td>Travel/Conferences (SEA)</td><td style="text-align: right;">\$5,000</td></tr> <tr><td>Dues/Memberships</td><td style="text-align: right;">\$200</td></tr> <tr><td>Awards/Giveaways</td><td style="text-align: right;">\$500</td></tr> </table> <p>Requests: Breanna Brighton – The Association of California Community College Administrators Conference. \$500 – PD & \$500 – Equity</p> <p>Chris motioned to approve both (PDC/Equity) and Jessica seconded. The motion was approved by consensus at 12:09 pm.</p>	Reference Books	\$250	Non-Instructional Supplies	\$350	Meals/Refreshments	\$246.94	Speakers/Consultants	\$1,425	Travel/Conferences (PD)	\$11,639	Travel/Conferences (SEA)	\$5,000	Dues/Memberships	\$200	Awards/Giveaways	\$500	
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	<p>(Revisit) Lauren Bond – PAMLA Conference. Awarded \$500 from PD, but also requested \$500 from Equity.</p> <p>Chris motioned to approve the additional funding from Equity, which was seconded by Trinette. The motion was approved at 12:12 pm.</p>	
<p>Planning for Spring Flex & In-service</p>	<ul style="list-style-type: none"> • Keynote Speaker 3 names were presented to Keith for in-service. • Mandatory DSO Training(s) • Workshop Topics The planning schedule for FLEX was reviewed. Those highlighted in green have been confirmed and are set. <p><u>DE workshops:</u></p> <ul style="list-style-type: none"> -Beyond the Screen: Canvas and DE updates (10 am); -Better Discussions and Easier Grading -Harmonized Training (1 pm); -AI meets LMS: Practical Strategies for using Khanmingo in Canvas (2:30 pm). <p><u>Other</u></p> <ul style="list-style-type: none"> -Wellness activity at Valley -Anthony White – Cyber Security -First Amendment/Freedom of Speech - Undocu-Ally Training -POCR – What is it and what does it cover? -PPR 2-Year Plan Review -CalGETC (Troy, Ernesto, Jimmy) -Active shooter & campus lockdown – interested committee members were requested to attend the planning meeting for this training. (Jodi) -Book Club Presentation (Sara) -Academic Freedom (VESPA) -CPR, fire extinguisher, Field Trip Driver Training, self-defense, AI, Advanced -----Excel, and Google Docs. Safe Space Training Addl workshop spaces are still available -Evaluations -what are administrators looking for? Review the form. Changes in the process, etc. (FT/PT Faculty) -Grading -AI student submissions -Disabled student disability checker and special characters, online accessibility for math and sciences. (Part-timers as well) <p><u>Adjunct Orientation</u></p> <ul style="list-style-type: none"> -Research will present the new SLO/SAO submission process. -CalGETC (can this be added to the adjunct orientation) <ul style="list-style-type: none"> • AVID workshop -Academic reading for math and science (STEM) • Classified Specific Workshop Options 	
<p>Committee Reports</p>	<ul style="list-style-type: none"> • Academic Senate – No report. <ul style="list-style-type: none"> ○ MOPED • Classified Senate – No report. • Other committees -None. 	

	Curriculum – Gwen will be hosting online drop-in hours for curriculum or Curricunet. Zoom will be deleting recordings and will be only held for a year.	
Other Committee Business	<ul style="list-style-type: none"> International Holiday Bake-off Flyer went out. December 4th from 11 am- 1 pm. Committee members are needed for setting-up, ballots, etc. 	
Future Agenda Items	The meeting was adjourned at 1:21 pm.	

<p>Mission Statement</p> <p>The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.</p>	<p>Vision Statement</p> <p>To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.</p>	<p>Institutional Values</p> <p>We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> Respect: To champion active listening and open dialogue within our community. Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration. Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work. Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas. Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience. Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.
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