

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	
1. Student Access and Success 2. Inclusiveness 3. Best Practices for Teaching and Learning 4. Enrollment Management	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

AGENDA ITEM	DISCUSSION	FURTHER ACTION																
Call meeting to order & approval of the minutes	The meeting was called to order at 12:14 pm. The minutes were reviewed. Trinette made the motion to approve and seconded it to Chris. The minutes were approved by consensus at 12:15 pm.																	
Funding Requests/ Budget Updates	Current budget: <table style="width: 100%; border: none;"> <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> Requests: Joshua Estrada – Membership with California Community College Physical Education Kinesiology and Dance (CCPEKD), \$250 – PD. https://www.cccpekd.org/membership-application	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>Rick moved to approve and Chris seconded. Approved by consensus at 12:16 pm.</p> <p>Jonathan Anderson - 2025 "Artificial Intelligence in Education" Academic Academy, \$500 from Equity and \$500 from PD = \$1000 total. https://www.eventbrite.com/e/2025-artificial-intelligence-in-education-academic-academy-registration-1028934018347</p> <p>Rick made a motion to approve PD funds only which was seconded by Jodi. The motion was approved at 12:20 pm.</p> <p>George Patino – American Historical Association Annual Meeting, \$500 from Equity and \$500 from PD = \$1000 total. https://aha.confex.com/aha/2025/webprogram/PROCOM.html</p> <p>The motion to approve PD and Equity funds for \$1,000 was made by Chris and seconded by Rick. The motion was approved by consensus at 12:21 pm.</p>	
<p>Planning for Spring Flex & In-service</p>	<ul style="list-style-type: none"> • Updates <ul style="list-style-type: none"> ○ Keynote – AI Conectado will be our keynote presentation for January. If we know of any information that may be missing from other presentations, please let Kashaunda or Sara know so they can ask for training specific to those areas. The FLEX schedule was reviewed. ○ Mandatory DSO training(s) – Kashaunda is working with Keith Patrick, but we are unable to get folks here during the open spot on Wednesday from 9-10; 15 am. So, for now, we will put a pin on this. ○ Schedule changes <ul style="list-style-type: none"> -Review the BIT process and how to handle student behavioral issues. Sara will work with Ivan to put together this presentation. -AI dishonesty – there needs to be a policy at the campus level, which would help our faculty. Discussion regarding AI integrity policy. Ex. Run papers through CHATGPT and attach the results to the paper. Caution not to go down the AI rabbit hole. -Absenteeism has increased. -Students are expecting to pass and more complaints going to the deans and chairs. Students not paying attention to their grades on Canvas. Students need to know how to resolve conflict without going to the dean. -Students/student workers. They need to know how to read policy, follow instructions, and have emotional intelligence. There are many issues such as time management, work ethics, unrealistic expectations – inappropriate student behavior. Pandemic Effect. Grade inflation was also called out. Solutions to issues should be discussed later. -Training for the Evaluation process- including how syllabi are part of the process. • Classified specific workshop options 	

Committee Reports	<ul style="list-style-type: none"> • Academic Senate District-wide dual enrollment plan. They are still looking for feedback. Report for substantive change- online offerings. AP/BPs <ul style="list-style-type: none"> ○ MOPED – No report. • Classified Senate – No report. • Other committees Part-timers are coming to other full-time faculty regarding changes to their syllabus. This is a 10+1 issue? Or is this specific to how your class is to be taught? The course objectives and your names may be the only things required on their syllabus according to the chair’s council. There are best practices that should be followed but are not required. 	
Other Committee Business	<ul style="list-style-type: none"> • International Holiday Bake-off - Cancelled 	
Future Agenda Items	The meeting was adjourned at 1:00 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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