Professional Development Committee - Agenda

Meeting Details

Date: May 1, 2026

Time: 11:30 a.m. - 1:00 p.m.

Location: Online - Zoom

Acronyms used in this agenda

Members (Attendance)

Enter P (present) or A (absent) in the Attendance column.

Attendance (P/A)	Member	Role / Representation
	Kashaunda Harris	Tri-chair - Faculty
	Sara Butler	Tri-chair – Manager
	Cierra Divens	Tri-chair – Classified
	Skylar Antowncew	Member/Academic Senate
	Trinette Barrie	Member/Academic Senate
	Lauren Bond	Member/Academic Senate
	Cherishea Coats	Member/DSO
	Danae Hart	Member/Academic Senate
	Steve Hellerman	Member/Academic Senate
	Richard Hogrefe	Member/Academic Senate
	Richard Hughes	Member/Academic Senate
	Brandi Mello	Member/DSO
	Belinda Navarrete	Member/Academic Senate
	Chris Olivera	Member/Academic Senate
	Jillian Robertson	Member/Academic Senate
	Keith Wurtz	Manager
	Souts Xayaphanthong	Member/Academic Senate
	Ginger Sutphin	Guest

Agenda Items

Agenda Item	Discussion	Proposed action / next steps
Call meeting to order & approval of the minutes		
Funding Requests/ Budget Updates	**Current budget:** Reference Books $250 Non-Instructional Supplies $0 Printing $ 170 Meals/Refreshments $0 Speakers/Consultants $1,800 Travel/Conferences (PD) $9,936 Travel/Conferences (SEA) $8,500 Dues/Memberships $200 Awards/Giveaways $500 Pending Request: None	
Employee Appreciation Week: May 4th – 7th	• Monday Munchies – Breakfast: Bagels,muffins, vegan donuts, fruit, yogurt and juice (9am – 11am). • Tasty Tuesday – Ice cream & giveaways (12pm – 2pm). • Thankful Thursday - Thank you cards, succulents, and snacks (12pm – 2pm). Assistance needed for set up and clean up on all three days.	
Fall 2026 Flex and In-service Planning	• Flex and Adjunct Orientation schedules • Wednesday and Thursday In-service Schedule • Keynote Speaker	
Committee Reports	• Academic Senate • Classified Senate • Other committees	
Committee Announcements		
Future Agenda Items		

College Mission, Vision, and Values

Mission Statement

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.

Vision Statement

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.

Institutional Values

- **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.

Professional Development Committee Charge

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.

Enrollment Strategies Committee Membership

- Faculty, classified staff, management, and students are represented on the committee.

- Term: Two year (for appointees)

To export your Word document to an accessible PDF

1. Start by clicking the "File" menu toward the top left corner.
2. Select "Save As" from the left-side menu
3. Click the file extension/type drop-down menu and choose "PDF (*.pdf)." Then,

4. Select the "More options..." blue link just below the drop-down menu. When the "Save As" window appears,
5. Select the "Options" button at the bottom of that window. This will pop up one more small window for your PDF "Options."
6. Here, you want ensure that "Create bookmarks using:" is checked if you have headings or bookmarks of any kind in your document (recommended for longer documents of 10 pages or more), "Document properties" is checked, and "Document structure tags for accessibility" is also checked.
7. Lastly, select the "Okay" button in the Options window, and finish by selecting the "Save" button in the Save As window.

Accessibility checklist for editors

- Use built-in heading styles (Heading 1, Heading 2, etc.) instead of manually bolding/underlining.
- Write full words the first time you use an acronym; avoid unexplained abbreviations.
- Use tables only for data; include a clear header row; avoid merged cells where possible.
- If you add links, use descriptive link text (not “click here”).
- If you add images, charts, or logos, include concise alt text and ensure information is not conveyed by color alone.
- Exporting to PDF: use “Save As PDF” (not print-to-PDF) and verify that text is selectable and headings/tags are preserved.