Crafton Hills College Professional Development Agenda	1st and 3rd Fridays Date: Friday, November 4, 2022 Time: 12:00 pm – 1:30 pm Location: Zoom Hyperlink

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 (co-chair) **Tina Gimple (co-chair)** **Kay Weiss (co-chair)** Carrie Audet Trinette Barrie Lauren Bond Cherishea Coats Ruth Greyraven	Ashley Hayes Richard Hogrefe Marina Kozanova Natalie Lopez Colleen Maloney-Hinds Brandi Mello Chris Olivera Ivan Peña	Delmy Spencer Dave Stevenson Diana Vaichis Keith Wurtz Souts Xayaphanthong Butch Zein Isidro Zepeda	Ginger Sutphin Ruby Zuniga Talasi Haynes - Interpreter Tabitha Poplin - Interpreter

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call meeting to order & approval of the minutes (5 minutes)	Meeting called to order at 12:04 pm Minutes were reviewed. M. Colleen Maloney-Hines Scd, Natalie Lopez Approved by consensus at 12:05pm.	
Funding Requests/ Budget Updates	Current budget: Meals/Refreshments - $500 Travel/Conferences (PD)- $6750 Travel/Conferences (SEA) – $4584 Reference Books – $400 Dues - $200 (4CSD- No longer needed and can be moved.) Speakers/Consultants – $1200 Awards/Giveaways - $500 Supplies - $500 We have approved all other funding requests; however, the request from Breanna Andrews was approved for $500 from Professional Development funds and the remaining came from her department budget (PPR).	

	The funding for dues was initially created for 4CSD; however, this is no longer needed and can be moved into another object code, such as travel.	
Equity Funding Guidelines	Kay, Delmy, and Kashaunda met to discuss Equity funding guidelines and we will be adding this information to the Professional Development website.	Tabled until the next meeting when agreed upon criteria can be presented.
Subcommittee Report	• Update on webpage funding information Colleen stated that the committee looked through the PD website in detail. They found that many of the multiple forms were outdated, Also links to equity, technology, and PD were broken. There was no travel form on site either. The committee created a list of items they felt needed to be addressed. Kashaunda will work with the Web Developer, Kristi Simonson, to clean up the site, with the list provided. The committee also had questions as to whether or not we are we going to allow for gas (mileage) and food for travel. Kashaunda stated that this was also addressed in their Equity funding meeting. There is also no mention of out-of-state travel, and what that entails or if it's even possible.	
QFE – New Faculty Orientation	• Faculty participant data from the first year Ruby Zuniga presented the results from last year's New Faculty Orientation program. This was the first year for the New faculty program and was a program requested by President Horan. Emails with a link to the evaluations were sent to those faculty that participated in the program last year. 11 valid responses were received. These results were broken down by tenure track. 1st and 2nd year tenure track (3 respondents) and 3rd and 4th year tracks, which had 8 respondents. At least 2 attended each workshop from the 1st and 2nd year, while those in their 3rd and 4th year attended a minimal number. Ruby suggested that we should provide more offerings to those in the 1st and 2nd-year tracks and reduce offerings for those in the 3rd and 4th years. It was also suggested that those more tenured faculty were immersing themselves in the work and did not have as much free time to attend the offerings. A majority of the new faculty felt welcomed to CHC. There were 2 individuals that indicated they did not necessarily feel welcomed and one was identified as a first-year faculty member. The individual also suggested that they did not think their expertise was considered in the process. Some suggestions from the survey were to provide additional resources such as contacts available at the non-instructional offices, the tenure process, and Curricunet information. When asked what additional support to do you need? The following were suggested: an institutional knowledge guide, when to seek help and from whom, dedicated mentoring, guidance before evaluations to ensure success in the process, etc. Improvements, mentorship programs, brainstorming, and campus tours should be mandatory, and an outline and recordings of training so they can be reviewed when someone cannot attend. Another suggestion was to ge given time to connect with other non-instructional faculty (Counselors,	

	Librarians, etc.). Increase the number of offerings for 1st and 2nd year and reduce those for 3rd and 4th. Maybe we have 3rd and 4th years participants work on more independent-type activities. We will run this survey again at the end of the academic year so we can reflect on the findings.	
Spring Flex and In-service Planning	• Joint Flex Day activities with SBVC Updated schedule was presented for in-service (Wed, Thurs, Friday) Kashaunda with Rania from Valley and are still getting folks confirmed. We are also attempting to have Chemical Hygiene Training (requested by Mike and the District) this offering may be online. EEO training for anyone sitting on hiring training. DE Micro course offerings. Synchronous and Asynchronous options, DE, Keenan online training, Visions Resource Center, DEIA, and wellness options will be provided. Drop in information on Ungrading and District DE (any topic they see fit). Day 2 of the USC training will be from 9am-12pm. Two training options for the Adjunct to increase turnout for these. SLO/SAO training and alternative assessment. • Keynote speaker updates (Thursday) Administrative portion, keynote (meeting on Monday Dr. Stroud), lunch, senate and union meetings, division meetings, and then department meetings. Friday - bare for now and we have an April day - Academic Plenary, LFM training, burnout/wellness training, Excel. We also had a request for OER/Zero textbook and honors training from Judy Cannon, all of which will be rolled into April. There may be a major change to the schedule - District 10+1 training (Academic, Classified, Faculty Leads, Administrators) District office or online and are not certain for the time. Friday the 13th 9-11 or 2-4 pm. We still have two open spaces and we can use our list to fill these in. Keith suggested leaving the time open for department work or to work with Research. Anything we haven't placed here in January we will give first priority in April. Advancing in rank, and leadership training are often mentioned as options. What can you do on the outside for more money (GRE), UC application readers, SAT/LSAT proctoring to name a few. Going back to school, Master's or doctorate. Certificate options in the training - Counseling -trauma-informed certificate post covid issues was another one mentioned. • Spring schedule updates	

April In-service Planning	• Carry-over from January In-service April in-service planning. We have a few carryover offerings such as Honors, Zine, as well as, OER. We do have a running list of what we have offered and what we haven't gotten to yet. And we have the survey for what we should continue offering. Mini-ED Talks, campus updates, LAEP, and student employment opportunities. Academic Senate - guided pathways, counseling redesign (changes),	
Committee Reports	**Academic Senate**- Resolutions and feedback on Counseling ratio - this was mentioned and is being addressed at the ASCCC Plenary. • MOPED – Working on more standard schedule to includue NFO Learning Outcomes. Possible name change to Tenure Track Academy, which is being used by other colleges. A possible leadership project for 4th-year faculty may be included. Some topics include: Campus initiatives, counseling re-design, update on student conduct, NFO (We are looking to create and update the tenure track academey i.e. Canvas pages built for sustainable practices). • **Classified Senate-** Met with them last Friday and Ruby spoke about the results from in-service and flex surveys. We talked about the preferred workshops and times. They would like to keep workshops to an hour because many can only get away for an hour. We will increase the number of room hosts. • **Other committees -**Faculty Handbook Feedback from Academic Senate.	
Other Committee Business	• 2022 - 23 Faculty Handbook update Waiting for feedback.	
Future Agenda Items	• April in-service planning Spring activities - Things that are not part of flex or in-service that we can do to develop with other areas, classified, instructional, and non-instructional. Watercooler Wednesdays (check-in sessions), Wellness Wednesdays, Cynthia Hamlett's Tech Tuesdays (pre-recorded), campus meet-ups, and maybe Zumba in the quad. Meeting adjourned at 1:01 pm.	

- **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.