

Norco College

Professional Development Minutes

May 14, 2019

Room: IT 208

Dr. Tim Russell and Dr. Kara Zamiska co-chaired this meeting.

Members:

Dr. Tim Russell..... Social and Behavioral Sciences
Dr. Kara Zamiska..... Social and Behavioral Sciences
Dr. Marshal Fulbright..... Dean of Instruction
Dr. Gustavo Ocegueda..... Dean, Grants & Student Equity Initiatives
Colleen Molko..... Dean, Grant Development and Administration
Dan Reade Communications
Starlene Justice..... Sciences and Kinesiology
Dr. Jody Tyler Sciences and Kinesiology
Paul VanHulle Business, Engineering and Information Technologies
Dr. Sandra Popiden..... Social and Behavioral Sciences
Lisa Martin..... Social and Behavioral Sciences/Counseling
Jethro Midgett..... Social and Behavioral Sciences/Counseling

Committee Administration Support:

Nicole C. Brown..... Office of the Vice President of Academic Affairs

Absent:

Dr. Samuel Lee..... Vice President of Academic Affairs
Dr. Lisa Nelson Arts and Humanities
Dr. Courtney Buchanan..... Social and Behavioral Sciences
Natalie Morford..... Communications
Janet Frewing..... Math
VACANT..... ASNC
Leticia Martinez..... Student Financial Services Analyst
Stephen Park..... Math & Sciences

Guest: Ammanda Moore..... Communications

A. Approval of the Minutes March 12, 2019 MSC: J. Tyler/ S. Popiden* 2 Abstained, Approved.

B. Approval of the Agenda May 14, 2019 MSC: J. Tyler/P. VanHulle. * Approved

C. Action:

1. **Equity in Pedagogy – Workshop 5/13 & 5/14/19:** Dr. Fulbright MSC: P. VanHulle/
G. Ocegüera. 1 abstained. * Committee Approved.

D. Discussion:

1. **Fall Flex Event Planning:** Reviewed the Fall FLEX planning grid with committee. Discussion on whether to have a working lunch or not. Updated theme for 8/21/19 to “Difficult Discussions” and suggestions on either having roll-playing or just have the speaker present.

Possible topics:

- How to restore working relations; maintaining a positive culture during a time of change; crucial accountability.
- Offer an open session for CTE to showcase what they do.
- Email fatigue. Discussion on general understanding and procedures. Only executive cabinet can develop procedures.
- Workshop on Micro-aggressions
- Disabled students.

Please email any suggestions to the co-chairs.

2. **PDC Funds Parameters: Funding catering for events:** The limit is \$800.00 and applications are starting to be received. The process is moving smoothly. The question on allocating funding for food is denied by Dr. Fulbright. The money should be used for events and conferences. Will move this as an action item for fall meeting.

E. Information:

1. **Survey of Effectiveness Results:** Committee went over all the questions and discussed the results. See attachment of survey.

2. **PDC Succession Planning:** Next year 2020 will the co-chairs final 3rd year and the hunt is on to find a successor! If interested, please inquire within.

F. Open Hearing:

1. Need to work more on reaching out to faculty in promoting FLEX sponsored events. Discussion continued.

Next Professional Committee Meeting: Tuesday, September 10, 2019 in IT 218 @ 12:50 PM to 1:50PM.

Statement of Purpose The Norco Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals.