

Norco College

Professional Development Minutes

November 14th, 2017

Room: IT 218

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. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Dr. Gustavo Ocegüera.....	Dean, Grants & College Support Program
Dr. Samuel Lee.....	Interim Vice President of Academic Affairs
Dr. Lorena Newson.....	Director, Title III STEM Grant
Lisa Martin.....	Social and Behavioral Sciences/Counseling
Janet Frewing.....	Math
Dan Reade	Communications
Paul VanHulle	Business, Engineering and Information Technologies
Starlene Justice.....	Sciences and Kinesiology
Isaac M. Nunez	ASNC

Committee Administration Support:

Nicole C. Brown..... Office of the Dean of Instruction

Absent:

Dr. Jason Parks.....	Interim Dean of Instruction
Colleen Molko.....	Associate Dean, CTE
Jody Tyler	Sciences and Kinesiology
Natalie Morford.....	Communications
Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Leticia Martinez.....	Student Financial Services Analyst
Stephen Park.....	Math & Sciences

A. Approval of Minutes October 10, 2017

MSC: Motion to approve P. Vanhulle/ C. Buchanan. Abstained: three

B. ACTION: NONE

C. DISCUSSION:

- a. **Subcommittees: We need at least two people as active members for each subcommittee. The co-chairs will send out an email asking for volunteers. Will ask for a response by December 1, 2017 and report back findings.**

- **Calendar** – Goal is to have a master calendar for all events at Norco College. Would like to reach out to clubs and organizations to get the word out on all events (FLEX credit and regular events). Need to speak to Lenny on this to post to our website calendar and 25LIVE on a monthly basis. Please submit your ideas to the PDC co-chairs
 - **FLEX:** Discussion on how to offer more opportunities for faculty.
 - **New Faculty Retreat:** Need to work on the schedule and speakers for the event in January, 2018.
 - **PDC Growth?** Would like to develop a “planning ahead” committee. Discussion to also create a sub-committee for part-time faculty.
 - **Budget (later)?** What kind of budget and how is PDC involved and our responsibilities? Committee discussed.
- b. **Spring FLEX Planning**
- **Confirmed presentations**
 - **Micro-aggressions** (exact speaker TBA; Lisa Nelson, Jessica Dobson, Ammanda Moore)
 - **DACA** (student panel)
 - **Veterans** (Kim Bell & Eric Betancourt)
 - **Canvas** (Sean Ulbert)
 - **Hire Me!** (Dan Reade & Cameron Young)
 - **Timing** (Need feedback on timing and length of sessions/lunch and break)
 - **Save-the-Date**

Draft of Spring FLEX schedule

February 9, 2018				
8:30-9:00	Coffee and Welcome (HUM 111)			
9:00-9:30	Accreditation Update (Kris Anderson & Greg Aycock) HUM 111			
9:30-11:30	Teaching Men of Color/Microaggressions HUM 111			
11:30-12:15	LUNCH with Dr. Reece			
12:15-1:30	DACA Student Panel	Our Veterans	Canvas	“PT-Hire Me”
1:30-1:45	BREAK			
1:45-3:00	DACA Student Panel	Our Veterans	Canvas	

- For Canvas training, what are the different applications available? Focus on more detailed training.
 - Lunch with th3 president: Office 365 training, strategic planning update. Lynda.com training
 - Canvas training: Those who have a prepared class, you now learn how to set up a class and optimize your course.
- c. **New Faculty Retreat: Possible dates of January 12-13 or 26-27th. The later date is the most optimal.**
- **Topics: Equity, Completion Initiative. Will be emailing to committee for feedback. Marriot Convention center in Riverside is the location chosen.**
- d. **Part-time PDC needs (Gustavo Ocegüera). A handout was given to the committee on suggestions to engage part-time faculty in professional development activities. Part-time faculty need to feel welcomed at the college. Need to discuss how they will fit in the 'schools'.**
- **Create a Part-time Faculty Professional Development subcommittee under the PDC. Subcommittee should be chaired by the part-time faculty representative to the Academic Senate.**
 - **Host 'all part-time faculty' meetings once per term with some Academic Senate and full-time faculty attending.**
 - **Install bulletin boards around campus for part-time faculty to promote activities and events (email does not work well and it is not accurate). This suggestion is currently being worked on now.**
 - **Offer new part-time faculty orientations in fall and spring like the one provided for full-time faculty in fall. Call it a Part-time Faculty retreat. Maybe offer it on First Friday's?**
 - **Organize single day, part-time faculty retreats.**
 - **Offer Saturday trainings that include compensation and/or incentives (FLEX credit, certifications, etc.)**
 - **Develop calendar of activities and disseminate early each term. 80 part-time faculty can plan to attend.**
 - **Include part-time faculty in PDC.**

D. INFORMATION: NONE

E. Open Hearing: NONE

Next Professional Committee Meeting: Tuesday, March 13, 2018 in IT 218 12:50-1:50

Professional Development Committee 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.