

Norco College

Professional Development Minutes

September 10, 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. Samuel Lee.....	Vice President of Academic Affairs
Dr. Gustavo Ocegüera.....	Dean, Grants & Student Equity Initiatives
Dan Reade	Communications
Starlene Justice.....	Sciences and Kinesiology
Dr. Jody Tyler	Sciences and Kinesiology
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Natalie Morford.....	Communications
Ana Marie Olaerts	Communications

Committee Administration Support:

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

Absent:

Paul VanHulle	Business, Engineering and Information Technologies
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Janet Frewing.....	Math
VACANT.....	ASNC

Guest: Ammanda Moore..... Communications

A. Approval of the Minutes May 14, 2019 MSC: G. Ocegüera/ D. Reade* 1 Abstained, Approved.

B. Approval of the Agenda September 10, 2019 MSC: S. Justice/ J. Midgett. * Approved

C. Action:

- 1. All faculty meeting 8/21/19 – Retroactive approval.** MSC: A. Olaerts/ S. Justice * Approved.
- 2. PDC Proposal - Equity Workgroup: Identifying Hidden Values in Our Classes #1, #2, #3** MSC: N. Morford/ S. Popiden * Committee Approved.
- 3. PDC Proposal- English Community of Practice** MSC: J. Midgett/ D. Reade. Approved.
- 4. PDC Proposal - Net Tutor – D. Nance.** MSC: D. Reade/ S. Justice. *Approved

D. Discussion:

- 1. Institutional self-evaluation report (Accreditation ISER) – Kara/Tim** Discussion on ISER with the PDC committee and requested any changes to improve or add to it to please email them to Kris Anderson. Committee agreed the information was accurate. Evidence of meeting the standard on page 2 of the first sentence, Kara made notations and will provide that to Kris Anderson.
- 2. Succession – Tim/Kara** The PDC co-chairs spoke about needing to look for new leaders. They will shadow and train them for this leadership position. They will be opening it up to the college. Deadline to choose by winter so they can shadow the current PDC chairs in the spring, so the new person will be ready for the fall term.
- 3. Spring 2020 FLEX Ideas:** Forms has been posted on the PDC website to submit ideas. Please spread the word in your department and disciplines.
- 4. Classified Staff Professional Development – Gustavo** Discussion on whether classified staff want to join the PDC. Gustavo wants to keep the funding the approval process separate. Discussion for ideas on how to revamp the process for funding proposals and looking at different organizational structure. Gustavo will keep us updated on the progress.

E. Information:

- 1. PDC rolls and responsibilities:** Gustavo's roll has changed. He is now taking the lead in assessing those funding request needs and organization of those funding needs.
- 2. Funding PDC Requests:** Gustavo's department will now be responsible for it. Support ordering the food, travel requests, logistics.
- 3. PDC Funds Parameters: Funding Catering for events. *Tabled**
- 4. PDC Funding request approved– K. Bell** *Handout provided to committee.
- 5. PDC Funding request approved – M. Allen** *Handout provided to committee.
- 6. PDC Proposals e-vote approved– Canvas Faculty Brown Bag Discussion: M. Bobo** * Nicole email sign in sheet to presenter.
- 7. Flow chart on steps for funding requests.** * Gustavo provided handout to committee.
- 8. Sources of Funding – Gustavo** * Gustavo provided handout to committee and spoke out he looks to see what funding source fits the needs. The \$800 limit will be changed and the language on how funding will be allocated to pay for the requests. The college will receive \$25K towards professional development each year. His department is working on the process of notification from the grant office to the requestor.
- 9. Funding for Part-time faculty *Tabled**

F. Open Hearing: NONE

Next Professional Committee Meeting: Tuesday, October 8, 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.



PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: _____

Short Description:

Presenter(s)*: _____

Contact Person: _____

Contact Email: _____

Contact Phone: _____

** Prior to submission, classified staff presenters must coordinate their workshop schedule with their direct supervisor.*

Scheduled in R25?

Yes

No

Are you requesting FLEX approval:

Yes

No

Event Date: _____

Event Location: _____

Event Start Time: _____

Event Duration (for FLEX): _____

If so, FLEX event connects to: (check all that apply)

Improvement of Teaching

Maintenance of Academic/Technical Knowledge and Skills

In-Service Training (Vocational Ed and Employment Prep)

Retraining

Intersegmental Exchange Program

Development of Innovations in Instructional and Administrative Techniques and Program Effectiveness

Computer and Technological Proficiency Programs

Course and Training Implementing Affirmative Action and Upward Mobility Programs

Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not limited to, programs to develop self-esteem

CONNECT WITH STRATEGIC PLANNING:

Which of the 7 Strategic Goals does this event relate to? (check all that apply)

Increase Student Achievement and Success

Improve the Quality of Student Life

Increase Student Access

Create Effective Community Partnerships

Strengthen Student Learning

Demonstrate Effective Planning Processes

Strengthen Our Commitment to Our Employees

None of the Above

Please submit your completed form to the [Instructional Programs Support Coordinator](#) at least two weeks before your event.

OFFICIAL PDC USE ONLY: Professional Development Workshop: Approved
FLEX Workshop (if requested): Approved

Not Approved
Not Approved

Date of Action:

Electronic

PDC Meeting

Event Title: Equity Workgroup: Identifying for Students the Hidden Features of College #1

Short Description:

In this workshop, faculty will discuss ways to identify those aspects of college about which students may be unaware. For example, students who are the first in their family to attend college may be unaware that some aspects of their college experience (e.g. due dates) can at times be negotiated. The goal of this workshop is to help faculty begin to identify those aspects of college which may seem obvious to us but which may not be obvious to our students, and to discuss methods for helping our students become more fully aware of these aspects.

Presenter(s)*: Jessica Dobson/Dan Reade

Contact Person: Dan Reade

Contact Email: Dan.Reade@norcollege.edu

Contact Phone: X7772

** Prior to submission, classified staff presenters must coordinate their workshop schedule with their direct supervisor.*

Scheduled in R25?

Yes No

Are you requesting FLEX approval:

Yes No

Event Date: 10/3/2019

Event Location: TBD

Event Start Time: 12:50 pm

Event Duration (for FLEX): 1 hour

CONNECT WITH STRATEGIC PLANNING:

Which of the 7 Strategic Goals does this event relate to?
(check all that apply)

- Increase Student Achievement and Success
- Improve the Quality of Student Life
- Increase Student Access
- Create Effective Community Partnerships
- Strengthen Student Learning
- Demonstrate Effective Planning Processes
- Strengthen Our Commitment to Our Employees
- None of the Above

If so, FLEX event connects to: (check all that apply)

- Improvement of Teaching
- Maintenance of Academic/Technical Knowledge and Skills
- In-Service Training (Vocational Ed and Employment Prep)
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OFFICIAL PDC USE ONLY: Professional Development Workshop: Approved Not Approved
FLEX Workshop (if requested): Approved Not Approved

Date of Action:

Electronic PDC Meeting

Event Title: Equity Workgroup: Identifying for Students the Hidden Features of College #2

Short Description:

In this workshop, faculty will break out by school to identify hidden features of college that may be particular to individual schools or disciplines. Faculty will also be encouraged to discuss methods for sharing these aspects with students in ways that fit within the particular constraints and opportunities of their individual classrooms.

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Scheduled in R25?

Yes No

Are you requesting FLEX approval:

Yes No

Event Date: 10/31/2019

Event Location: TBD

Event Start Time: 12:50 pm

Event Duration (for FLEX): 1 hour

CONNECT WITH STRATEGIC PLANNING:

Which of the 7 Strategic Goals does this event relate to? (check all that apply)

- Increase Student Achievement and Success
- Improve the Quality of Student Life
- Increase Student Access
- Create Effective Community Partnerships
- Strengthen Student Learning
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- None of the Above

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Event Title: Equity Workgroup: Identifying for Students the Hidden Features of College #3

Short Description:

In this workshop, faculty will come together to share what they developed as individual schools as part of workshop #2. Faculty will be encouraged to share these ideas and to discuss potential revisions to their syllabi or classrooms that they might consider for upcoming semesters.

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Scheduled in R25?

Yes No

Are you requesting FLEX approval:

Yes No

Event Date: 11/7/2019

Event Location: TBD

Event Start Time: 12:50 pm

Event Duration (for FLEX): 1 hour

CONNECT WITH STRATEGIC PLANNING:

Which of the 7 Strategic Goals does this event relate to?
(check all that apply)

- Increase Student Achievement and Success
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- Increase Student Access
- Create Effective Community Partnerships
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Event Date: _____

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