

Norco College

Professional Development Minutes

November 13, 2018

Room: IT 218

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

Members:

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| 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 |
| Starlene Justice..... | Sciences and Kinesiology |
| Natalie Morford..... | Communications |
| Paul VanHulle | Business, Engineering and Information Technologies |
| Dr. Sandra Popiden..... | Social and Behavioral Sciences |
| Dr. Courtney Buchanan..... | Social and Behavioral Sciences |
| Jethro Midgett..... | Social and Behavioral Sciences/Counseling |
| Lisa Martin..... | Social and Behavioral Sciences/Counseling |
| Dan Reade | Communications |
| Jody Tyler | Sciences and Kinesiology |

Committee Administration Support:

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|----------------------|--|
| Nicole C. Brown..... | Office of the Vice President of Academic Affairs |
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Absent:

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| Dr. Marshal Fulbright..... | Dean of Instruction |
| Colleen Molko..... | Dean, Grant Development and Administration |
| Dr. Lisa Nelson | Arts and Humanities |
| Janet Frewing..... | Math |
| VACANT..... | ASNC |
| Leticia Martinez..... | Student Financial Services Analyst |
| Stephen Park..... | Math & Sciences |

Guest: NONE

A. Approval of the Minutes October 9, 2018 MSC: D. Reade/J. Tyler * 4 Abstained, Approved

B. Approval of the Agenda November 13, 2018 MSC: D. Reade/S. Justice. * **Approved with amendment.**

C. Action: All Actions items MSC: L. Nelson/S. Popiden * APPROVED

1. English 1A Assessment Project Norming and Reading Session. * N. Capps-
MSC: C. Buchanan/ P. VanHulle * Approved

2. Approval of DE Letter: Notated corrections to change wording from 'sight' to 'site' in letter. Needs to go to Executive Cabinet for final approval. MSC: J. Midgett/ S. Justice * Approved

D. Discussion:

1. Spring FLEX: This will be a tech focused workshop. Received list of notifications and are in the process of constructing the agenda and workshops. There are some repeat topics and the committee didn't object. Need suggestions for the lunch period and that will also receive FLEX credit. Suggestion to provide a block of time for various announcements for the lunch period. Spoke about the budget changes and cost. Also spoke about developing a full-time Professional Development Coordinator position.

2. PDC Funding procedures: In the process of constructing forms and user examples obtained from Fullerton College. Dr. Zamiska showed the committee their travel request form and how user friendly it is. This must be submitted to the Board of Trustees BEFORE the money is given. SO it needs to get on the agenda at least two months prior. Goal is to have some type of pilot outline by Spring 2019.

E. Information:

- 1. Leading from the Middle (LFM) Plan for PDC * See attachment.**
- 2. New Faculty Review update.** Great and productive time at Dr. Lee's house.

F. Open Hearing: NONE

Next Professional Committee Meeting: Tuesday, February 12, 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.

Norco College

Professional Development Minutes

February 12, 2019

Room: IT 218

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

Members:

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|----------------------------|--|
| 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 |
| 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 |
| Dr. Courtney Buchanan..... | Social and Behavioral Sciences |
| Jethro Midgett..... | Social and Behavioral Sciences/Counseling |
| Dan Reade | Communications |

Committee Administration Support:

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

Absent:

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

Guest: Quinton BeMiller - AWHL

A. Approval of the Minutes November 13, 2018 MSC: J. Midgett/S. Popiden * 2 Abstained, Approved

B. Approval of the Agenda February 12, 2019 MSC: C. Buchanan/P. VanHulle. * Approved

C. Action:

1. **Things We've Learned for Student Success * Damon Nance **** Will send requestor to clarify description statement. Not clear. Will conduct an e-Vote after a revision is submitted to the committee. MSC: D. Reade/S. Justice * DENIED.

2. **Training Workshop for YOU to become More Equity-Minded in the Classroom!** MSC: S. Popiden/D. Reade * APPROVED
3. **Now that you have your Equity Data – What Now?** MSC: S. Popiden/D. Reade * APPROVED
4. **I have my Equity Data and have Implemented Changes – How do I know if it's Working?** MSC: S. Popiden/D. Reade * APPROVED
5. **NAC workshop: Using Outcomes in Canvas** MSC: J. Midgett/D.Reade Approved via e-Vote on 2/20/19.

D. Discussion:

- 1) **Reflection on Spring Flex:** The evaluations will be ready later on and will be discussed at the March meeting. Discussion on how many people attended and lack of space and people RSVP'ing the day before the event, which made it difficult for the food preparations. We needed more space to accommodate a larger crowd. The committee thought the game portion was a fun event. Requested to repeat Office 365 class.
- 2) **Fall Flex ideas:** Please remind people that suggestion forms are available on the PDC website. Please send them to the co-chairs. We need to get the word out for part-time faculty that they can get paid for assessment and professional development. We need to educate the part-time faculty on the process. Suggestions to create an orientation day just for them.
- 3) **PDC Funding procedures:** There is a budget line now but the amount is unknown. Now is the time to start working on the forms and procedures. The PDC co-chairs will work with members on the project.
- 4) **Outreach to staff for PD:** Email went out and the PDC co-chairs are working with management to identify needs by each department.
- 5) **Calendar of events (Embed an Outlook calendar? Who should be permitted to make edits? Who is responsible for maintaining the calendar?)** Dr. Zamiska will contact Denise Hernandez on this and report back her findings.
- 6) **Suggestions for updates to PD website:** Please send your suggestions for improvement to the co-chairs.

E. Information:

1. **Recording of Flex events to post on PD website for Flex credit.** The audio component wasn't very good and Dr. Zamiska will look into seeing if we can obtain better recording equipment. Dr. Zamiska will embed the videos in Google forms to capture how many people view it.
2. **Foster Youth Event.** Paul VanHulle assisted in that.

F. Open Hearing: NONE

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

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