

# Norco College

## Professional Development Minutes

September 12, 2017

Room: IT 218

### Attendees

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. Jason Parks.....	Interim Dean of Instruction
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Gustavo Ocegüera.....	Dean, Grants & College Support Program
Colleen Molko.....	Associate Dean, CTE
Dr. Lorena Newson.....	Director, Title III STEM Grant
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Janet Frewing.....	Math
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
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### Absent:

Natalie Morford.....	Communications
Dan Reade .....	Communications
Ruth Leal.....	Library and Learning Resources
Dr. Samuel Lee.....	Interim Vice President of Academic Affairs
Jethro Midgett.....	Counseling
Leticia Martinez.....	Student Financial Services Analyst
Stephen Park.....	Math & Sciences

### Guest:

Lisa Martin.....	Counseling
Jody Tyler .....	Sciences and Kinesiology

### A. Approval of Minutes March 13, 2017

MSC: Motion to approve S. Popiden/S. Justice. Abstained: six

## **B. New Business:**

- a. Member list for the 2017/2018 academic year – N. Brown. Nicole asked the members to review the list and will be emailing the list out to the committee members to ask if they are not able to commit to this academic year 2017/2018, to please email her so she can update the list and post an accurate list on the PDC website.
- b. Fall FLEX evaluation forms – Kara provided handouts on the feedback responses for the members to review. Melissa collected the feedback and compiled it in to a readable format for each day of the event.
  - i. The Growth Mindset workshop on 8/23 received positive feedback. Please provide the committee chairs suggestions on what type of questions you would like us to ask the participants next time. Some questions generated more questions than answers. In the Growth Mindset, the ACE academy (Academy for College Excellence) had a lot of overlap on what was presented and what the ACE academy was about. Dr. Ocegüera stated that there is available funding to help professional development in suggesting next steps for further educational opportunities. Dr. Burnett can make a short presentation on this opportunity for speakers to come to our college and the data on the impact curriculum is making.
  - ii. Food issue. The food ran out and in the future they will be better prepared on the quantity to order. Also, have options for people with gluten/nut allergy concerns.
  - iii. More training for courses. Example: Teaching Men of Color. Please email Dr. Nelson for a code to complete the training. Norco college will eventually buy a larger license but right now there is just a limit available.
  - iv. Is there a way for someone to video tape the workshops, so we can post it online for those who couldn't attend them to still view it? I can increase the body of knowledge for others to see it. It was recommended to contact Ruth Leal.
- c. Approval of submitted proposal requests
- d. Survey of FLEX Days to faculty for feedback – K. Zamiska. Discussion to split question 1 into two.
- e. Approval of Proposal:
  - i. Norco College Advanced Manufacturing Industry Panel 9/22/17. MSC: P. VanHulle/ C. Buchanan\*\*Approved\*\*
  - ii. CurricuCAMP. September 19<sup>th</sup>. B. Johnson. MSC: J. Frewing/ C. Buchanan \*\* Approved\*\*

## **C. Old Business: NONE**

## D. Discussion Items:

1. **Professional Development Committee Dates.** Informed the committee of the 2017/2018 committee dates. Emails were also sent to the committee members.

### FALL 2017

September 12, 2017  
October 10, 2017  
November 14, 2017  
December- No Meeting

### SPRING 2018

February 13, 2018  
March 13, 2018  
April – No meeting. Spring Break  
May 8, 2018

2. **New Faculty and Mentor retreat – T. Russell.** Discussion on how to get training to the part-time faculty members. How can we include them in the next retreat? Will create the separate assessment Q/A for part-time faculty. Location is narrowing down to either Riverside Marriot for the Lake Arrowhead resort. Great opportunity to build the college culture for new hires. Budget restrictions might reduce the number of days for the retreat. We need an orientation for part-time faculty.
3. **Spring FLEX organization.** New topics were discussed.
  - a. **More “Hire Me” workshops**
  - b. **Care Network team**
  - c. **Title 9**
  - d. **Veterans Services/ training**
  - e. **ACE**
  - f. **Men of Color**
  - g. **Curriculum approval process**
  - h. **TracDat training**
4. **The future of PDC.** The PDC will eventually be moved to the library in rooms 108/109. The PDC will have approval authority for conferences.
  - a. **Overview of Roberts Rule of Order. Nicole will email this out to the committee members.**
5. **Canvas training liaison.** Shawn Albert is our liaison. Those who were on the DE Committee are to be the PDC Liaison.
6. **Review of Goals and Planning. These goals are not our job ‘to do’ but to communicate ‘what’ is happening. \*\* TABLED UNTIL NEXT MEETING\*\***

### Norco College Strategic Goals and Objectives

#### ***Goal 1 - IMPROVE THE QUALITY OF STUDENT LIFE***

Obj 1: Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).

#### ***Goal 5 - STRENGTHEN STUDENT LEARNING***

Obj 5: Increase the number of faculty development workshops focusing on pedagogy each academic year.

#### ***Goal 7 - STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES***

Obj 1: Provide professional development activities for all employees.

**E. Open Hearing: NONE.**

**Next Professional Committee Meeting: Tuesday October 10, 2017 in room IT 218 at 12:50pm to 1:50pm.**

**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.

**Norco College MISSION STATEMENT (Board Approved August 2012)**

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.