

Norco College

Professional Development Minutes

September 11, 2018

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. Marshal Fulbright.....	Dean of Instruction
Dr. Gustavo Ocegueda.....	Dean, Grants & College Support Program
Colleen Molko.....	Dean, Grant Development and Administration
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Starlene Justice.....	Sciences and Kinesiology
Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Lisa Martin.....	Social and Behavioral Sciences/Counseling
Dan Reade	Communications
Natalie Morford.....	Communications

Committee Administration Support:

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

Dr. Samuel Lee.....	Vice President of Academic Affairs
Jody Tyler	Sciences and Kinesiology
Paul VanHulle	Business, Engineering and Information Technologies
Janet Frewing.....	Math
VACANT.....	ASNC
Leticia Martinez.....	Student Financial Services Analyst
Stephen Park.....	Math & Sciences

A. Approval of the Minutes May 8, 2018 MSC: D. Reade/ N. Morford * 3 Abstained, Approved

B. Approval of the Agenda September 11, 2018 MSC: Motion to approve G. Ocegueda/ J. Midgett. * **Approved**

C. ACTION: All Actions items MSC: C. Buchanan/S. Popiden * **APPROVED**

1. Photonics Regional Meeting – September 5, 2018. Retroactive * 2 abstained
2. Energy, Construction & Utilities Regional Advisory and Industry Skills Panel – September 21, 2018 * All approved.
3. Social Justice Reading Group- September 27, 2018 * All approved
4. 2018 Leadership Retreat – September 28, 2018 * All approved
5. Understanding our Students: Students Equity Summit – October 26, 2018 * All approved. PDC sponsoring event. Amended hours to 6 hours of FLEX.

C. DISCUSSION:

1. **Effectiveness Survey:** Reviewed results with committee and discussed.
2. **PDC Fall 2018 FLEX Survey:** Reviewed responses with committee.
3. **PDC Budget:** Committee with working on a budget for the Spring 2019 that is transparent and fair. This needs senate approval by October meeting. Co-chairs will be investigating how other colleges do this to use as a guide. Developing steps and how to get grant approval.
4. **Spring Flex and Retreat brainstorming for topics – Tabled.**
5. **Membership Confirmation – Tabled**
6. **Subcommittees update – Tabled**

D. INFORMATION: NONE

E. Open Hearing: NONE

Next Professional Committee Meeting: Tuesday, October 9, 2018 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 WORKSHOP

PROPOSAL

Event Title: PHOTOALICS REGIONAL MEETING

Short Description:

THIS MEETING IS TO
HEAR VIEWS FROM
BUSINESS, AND
EDUCATORS, AND
THE GENERAL PUBLIC
ABOUT THEIR VIEWS
ON PHOTOALICS ED.
AT NORCO COLLEGE

Presenter(s): CHANCELLOR ISAAC
Contact Person: DR. ISAAC
Contact Email: WOLFE-ABO ISAAC@nccd.edu
Contact Phone: (951) 222-8000

* 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: (W) SEPT. 5 2018

Event Location: CORONA CHAMBER OF COMMERCE

Event Start Time: 10AM

Event Duration (for FLEX): 2HRS

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 ☐

NORCO COLLEGE

PROFESSIONAL DEVELOPMENT WORKSHOP

PROPOSAL

Event Title: ENERGY, CONSTRUCTION & UTILITIES REGIONAL ADVISORY
Short Description: AND, INDUSTRY SKILLS PANEL

ELE/ELE/SCOT DISAPPEARS
WILL PICK UP BACK ON THIS
MTG TO GATHER INFO
FROM INDUSTRY EXPERT
ADVISORS ABOUT THE
SKILLS OUR STUDENTS
NEEDS AND HOW WE
CAN BETTER SERVE
THEM. (THIS WILL ALSO BE
OUR ANNUAL ADVISORY MTG)

Presenter(s)*: LARRY McLAUGHLIN
Contact Person: JOAN CANNERY
Contact Email: joan.cannery@collegeofthedesert.edu
Contact Phone: 760-862-1393

* 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 ☐

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

Event Date: (F) SEPT. 21, 2018

Event Location: OUTRIO CARPENTER TRNG CTR

Event Start Time: 9 AM

Event Duration (for FLEX): 5 HRS

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 ☐

NORCO COLLEGE PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: Social Justice Reading Group

Short Description:

Structured somewhere between a graduate seminar and a book club, we would select a monthly reading (article length) from the emergent field of Social Justice. We would then meet approximately 4 times a semester to discuss the reading and its potential impact on our missions here at Norco in our respective roles. How do the issues brought forth in the interdisciplinary field of Social Justice Studies inform our roles, pedagogy and interactions at Norco College. The group would be open to all staff, faculty and administration, full and part time.

Event Date: 9/27/18

Event Location: tba

Event Start Time: evening (will survey for preferences)

Event Duration (for FLEX): 2 hours

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.*

Presenter(s)*: Lisa Nelson (a leadership team will be established)

Contact Person: Lisa Nelson

Contact Email: lisa.nelson@norcocollege.edu

Contact Phone: 951 203-0019

* 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 ☐

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

OFFICIAL PDC USE ONLY: Professional Development Workshop: Approved ☐ Not Approved ☐
FLEX Workshop (if requested): Approved ☐ Not Approved ☐

Date of Action:

Electronic ☐

PDC Meeting ☐

NORCO COLLEGE PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: Understanding Our Students: Student Equity Summit

Short Description:

A one day equity summit is being offered in collaboration with RCC and MVC. Dr. Harris and Dr. Wood (founders of CORA) will present three workshops based on their insights from their research and practice relevant to men of color in community colleges. The three workshops being offered are: Institutional Responsibility for Student Success; Racial Microaggressions; and Leading for College Student Success. Event is open to all faculty, staff, and administrators. NC is limited to 25 attendees.

Presenter(s)*: Dr. Frank Harris and Dr. Luke Wood

Contact Person: Gustavo Ocegueda

Contact Email: gustavo.oceguera@norccollege.edu

Contact Phone: 951-739-7885

** 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: Friday, October 26, 2018

Event Location: Riverside Convention Center

Event Start Time: 8:00 a.m- 3:00 p.m.

Event Duration (for FLEX): 8 hours

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)
- ☐ Retraining
- ☐ Intersegmental Exchange Program
- ☐ Development of Innovations in Instructional and Administrative Techniques and Program Effectiveness
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*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 ☐ Not Approved ☐
FLEX Workshop (if requested): Approved ☐ Not Approved ☐

Date of Action:
Electronic ☐ PDC Meeting ☐

NORCO COLLEGE PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: Understanding Our Students: Student Equity Summit

Short Description:

A one day equity summit is being offered in collaboration with RCC and MVC. Dr. Harris and Dr. Wood (founders of CORA) will present ~~three workshops based on their insights from~~

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Event Location: Riverside Convention Center

Event Start Time: 8:00 a.m- 3:00 p.m.

Event Duration (for FLEX): 8 hours

Presenter(s)*: Dr. Frank Harris and Dr. Luke Wood

Contact Person: Gustavo Ocegueda

Contact Email: gustavo.oceguera@norcollege.edu

Contact Phone: 951-739-7885

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

Scheduled in R25?

Yes ☐ No ☐

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

Are you requesting FLEX approval:

Yes ☐ No ☐

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

OFFICIAL PDC USE ONLY:

Professional Development Workshop:

Approved ☐ Not Approved ☐

FLEX Workshop (if requested)

Approved ☐ Not Approved ☐

Date of Action

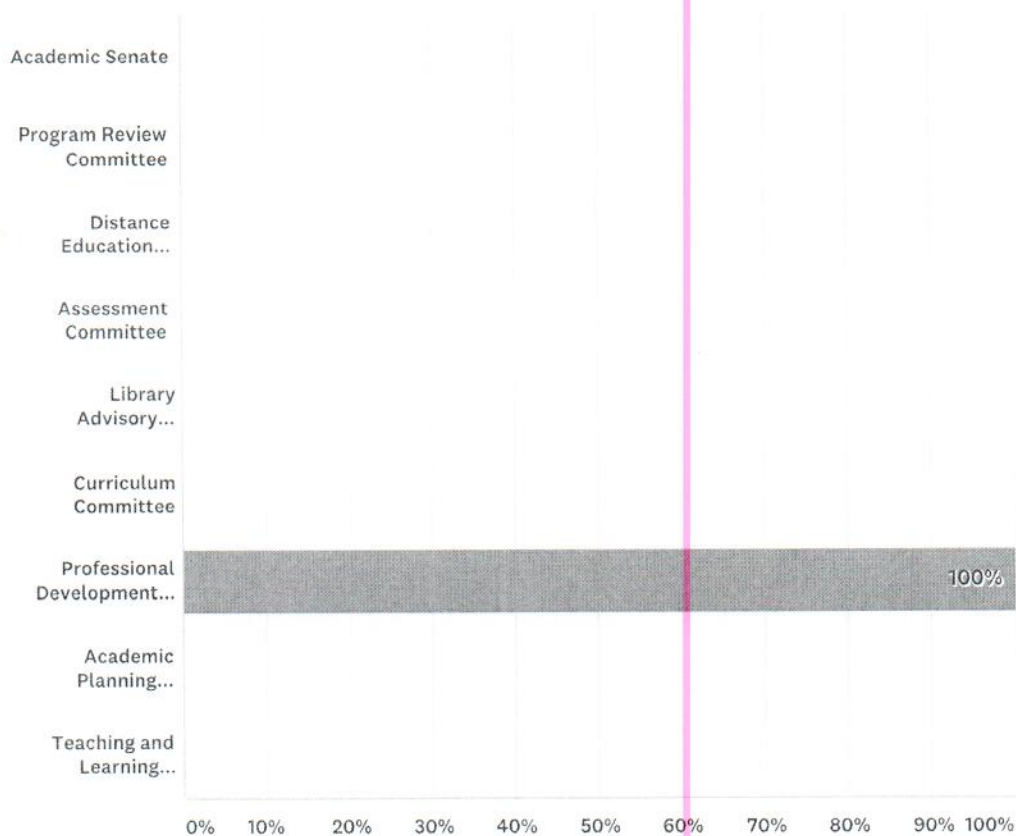
Electronic ☐ PDC Meeting ☐

*Please submit your completed form to the
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Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Q1 Which committee are you evaluating today using this survey?

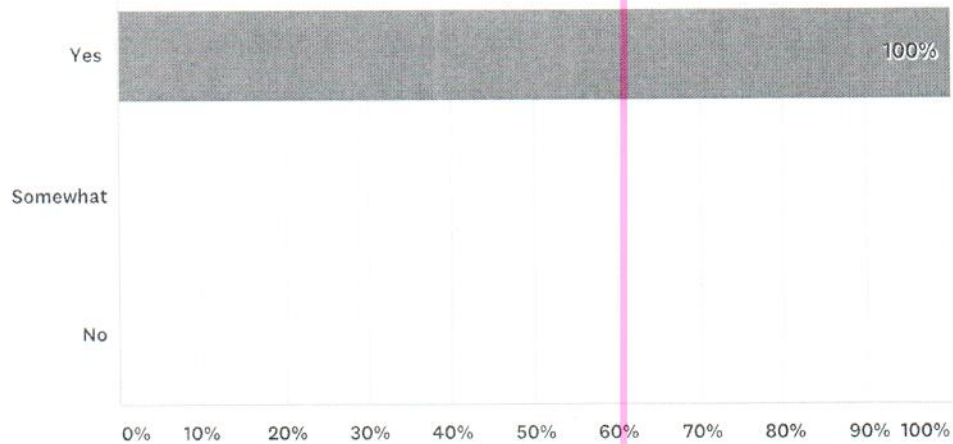
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Academic Senate	0%	0
Program Review Committee	0%	0
Distance Education Committee	0%	0
Assessment Committee	0%	0
Library Advisory Committee	0%	0
Curriculum Committee	0%	0
Professional Development Committee	100%	10
Academic Planning Council	0%	0
Teaching and Learning Committee	0%	0
TOTAL		10

Q2 Do you feel you have a clear understanding of the structure and purpose of this committee?

Answered: 10 Skipped: 0

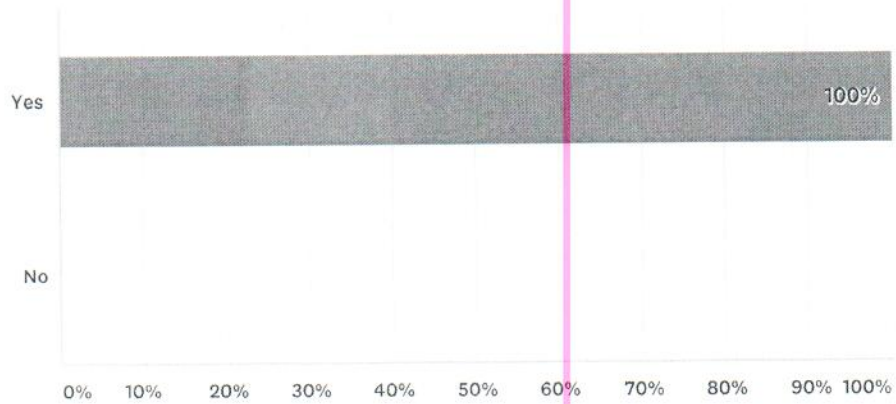


ANSWER CHOICES		RESPONSES	
Yes		100%	10
Somewhat		0%	0
No		0%	0
TOTAL			10

#	ADDITIONAL COMMENTS	DATE
1	Yes, the committee's role and purpose are clear.	5/14/2018 10:37 AM

Q3 Are agendas and minutes provided electronically prior to the committee meetings?

Answered: 10 Skipped: 0

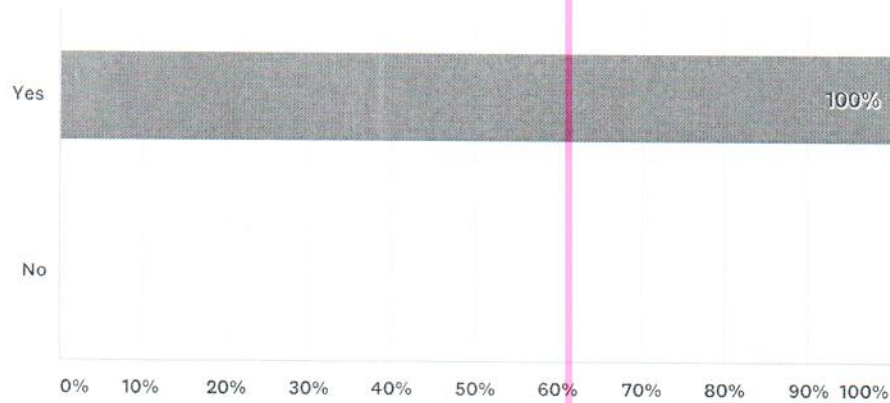


ANSWER CHOICES
Yes
No
TOTAL

RESPONSES
100%
0%
10

Q4 Are the agenda items usually completed within the meeting time?

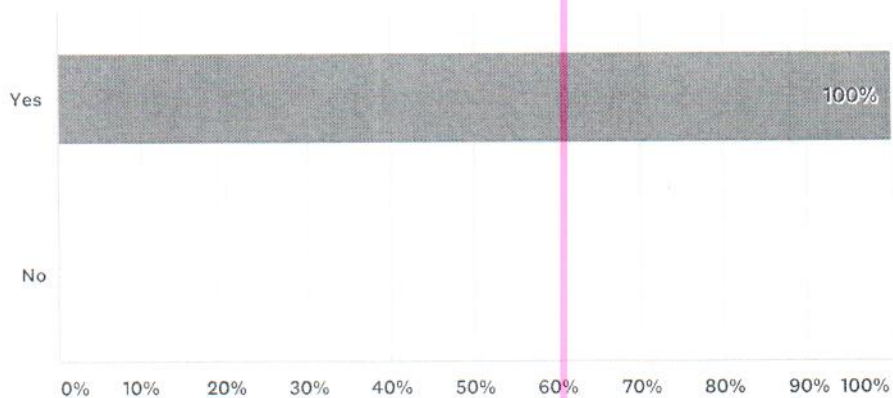
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100%	10
No	0%	0
TOTAL		10

Q5 Are committee members given adequate information to make informed recommendations and decisions?

Answered: 10 Skipped: 0

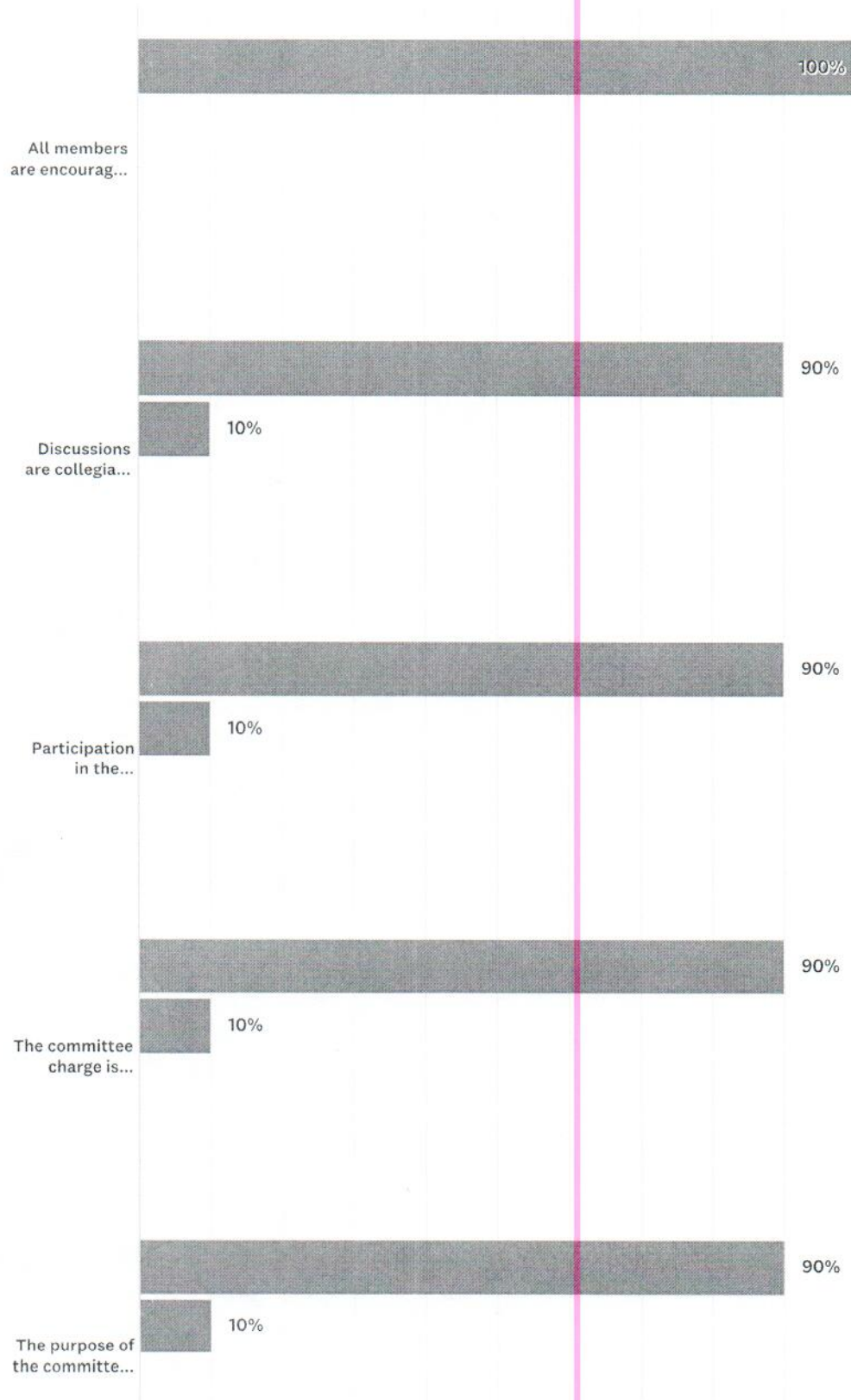


ANSWER CHOICES
Yes
No
TOTAL

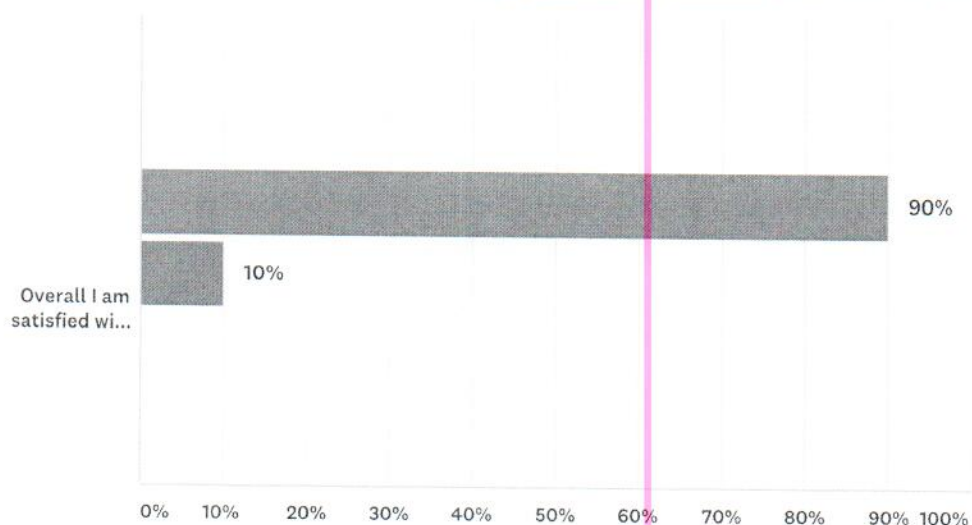
RESPONSES
100%
0%
10

Q6 Please rate your level of agreement with the following statements:

Answered: 10 Skipped: 0



Academic Senate and Senate Standing Committees Evaluation of Effectiveness

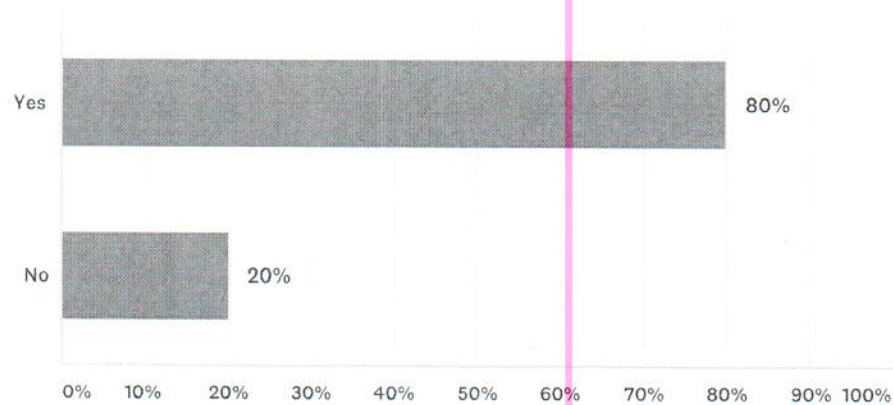


Strongly agree
 Agree
 Disagree
 Strongly disagree

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
All members are encouraged to be actively involved.	100% 10	0% 0	0% 0	0% 0	10
Discussions are collegial, and differing opinions are respected.	90% 9	10% 1	0% 0	0% 0	10
Participation in the committee is meaningful and important to me.	90% 9	10% 1	0% 0	0% 0	10
The committee charge is understood and the members work towards fulfilling the charge.	90% 9	10% 1	0% 0	0% 0	10
The purpose of the committee aligns well with the college mission.	90% 9	10% 1	0% 0	0% 0	10
Overall I am satisfied with the committee's performance.	90% 9	10% 1	0% 0	0% 0	10

Q7 Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?


Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	80%	8
No	20%	2
TOTAL		10

Q8 Is there something that you would recommend to help the committee function more effectively?

Answered: 2 Skipped: 8

#	RESPONSES	DATE
1	N/A	5/16/2018 10:51 AM
2	I think the committee is moving in the right direction by chartering sub-committees/work groups to focus on some of the committee's larger projects between committee meetings. I would like a bit more leadership in this area--the subcommittee I'm on has not met nor received any communication regarding its efforts--but overall, I think this breaking up of responsibilities is a smart way to go.	5/14/2018 10:37 AM 

Q9 Please make suggestions on how this evaluation (survey) could be improved:

Answered: 2 Skipped: 8

#	RESPONSES	DATE
1	N/A	5/16/2018 10:51 AM
2	More linkages with actual pedagogy and the TLC work.	5/15/2018 10:21 AM

STUDENT EQUITY PROFESSIONAL DEVELOPMENT

WHEN

October 26, 2018

8am -3pm

WHERE

RIVERSIDE CONVENTION CENTER

3637 FIFTH STREET, RIVERSIDE, CA 92501 1234 Market street, Riverside

Breakfast and Lunch Provided.

ONLY 25 SEATS AVAILABLE

RSVP AT: _____

FOR MORE INFORMATION, CONTACT GUSTAVO OCEGUERA AT
Gustavo.Oceguera@NorcoCollege.Edu

INSTITUTIONAL RESPONSIBILITY

For Student Success

ISSUES IN CLASSROOM
CONTEXTS

RACIAL MICROAGGRESSIONS

Redressing Inequities

FOR MEN OF COLOR IN
COMMUNITY COLLEGES

LEADING FOR COLLEGE

Student success (M2C3)

INTRUSIVE SUPPORT PRACTICES
FOR MEN OF COLOR

PRESENTERS:



Dr. Frank Harris



Dr. Luke Wood

SPONSORS

Riverside City College

Norco College

Moreno Valley college