

Norco College

Professional Development Minutes

May 10, 2016

Room: IT 218

Attendees

Dr. Gail Zwart chaired this meeting.

Members:

Dr. Gail Zwart.....	Business, Engineering and Information Technologies
Kris Anderson.....	Communications
Janet Frewing.....	Math & Sciences
Eva Amezola.....	Upward Bound
Jefferson Tiangco.....	Instructional Technology Specialist (DOI)
Beverly Wimer.....	Math & Sciences
Dr. Carol Farrar.....	Dean of Instruction
Dr. Tim Russell.....	Social and Behavioral Sciences
Sandra Popiden.....	Social and Behavioral Sciences
Jethro Midgett.....	Counseling
Leticia Martinez.....	SFS
Dr. Lorena Patton.....	Director, Title III STEM Grant
Gustavo Ocegüera.....	Grants & College Support Program
Richard Gillard.....	ASNC

Committee Support:

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

Absent:

Dr. Dominique Hitchcock.....	Arts, Humanities and World Languages
Mark Lewis.....	Communications
Dr. Stephen Park.....	Math & Sciences

Guest: NONE

A. Approval of Agenda for May 10, 2016

Added additional Action item 'C' - Gaming Career CON proposal for vote.

Motion to approve additional action item: S. Popiden/ J. Midgett **MSC**

Change to agenda. Change section C-Action item 'b' Suggestions for further new faculty training to section E-Old Business item 'b'; add to as an Action item concept approval for New Faculty orientation days. Abstain: M. Lewis.

Motion to approve: J. Midgett/ S. Popiden **MSC** *

Motion to approve agenda: J. Midgett/R. Gillard **MSC**

B. Approval of Minutes March 8, 2016

Motion to approve T. Russell/ J. Midgett **MSC**. **Abstained:** G. Zwart, E. Amezola, G. Ocegüera.

C. Action Items

- a. Approve new faculty orientation basic outline – see attached. An email was sent to faculty to ask for additional feedback from the agenda that was sent out. 14 new faculty positions are starting in for the 2016/2017 academic year. We need to add meeting times for Academic Senate, STEM Center, and move the lunch location to the STEM Center for time management efficiency. For faculty guide and timelines need to be reviewed. Discussing providing a document of acronyms to educate new faculty on as well as policy and procedures. Motion to approve: B. Wimer/ K. Anderson **MSC**
Melissa Bader provided a handout on the new faculty training outline that will begin in fall 2016 and will be part of their first year. This outline is not part of their IOI for their second year contract, only for the first year. This training outline cannot require part-time faculty to attend, but it can be extended and added for the part-time faculty to attend. Motion to approve ‘conceptual new faculty outline’’: J. Frewing/ K. Anderson **MSC**
- b. Gaming CareerCON: Workshop proposal. Motion to approve: J. Midgett/ R. Gillard **MSC**

D. New Business: NONE

E. OLD Business

- a. New Professional Development Coordinator Needed: Dr. Farrar nominated Melissa Bader for 2016-2017 PDC chair. She will not be in the Academic Senate in the Fall for her discipline. Motion to approve: K. Anderson/ B. Gomez. **MSC**
- b. Suggestions for further new faculty training:
 - 1) Including more on Assessment and Program Review as they are very important for even new faculty to be aware of,
 - 2) A discussion of how the Early Alert system and Trac Dat system and how they can be used,
 - 3) A discussion of Norco functions within the District in terms of institutional service and decision making,
 - 4) A list of all the acronyms used here at Norco (& more information on T3P and Puente)
 - 5) Clarification about ADT course rotation / offerings or AOE's. (ie. Perhaps a link to find out about your discipline - I'm still trying to learn more about the AOE's).
 - 6) Clarification about the difference between disciplines, programs, and interdisciplinary departments.
- Dr. Farrar talked about how there are no staff activities for the summer and winter sessions. We need to make it a standing action plan to assist the staff with their activity planning for professional development. Dr. Farrar asked if this committee be open to working with the new PDC chair and classified staff for the summer and fall agenda, and they were receptive. Motion to approve: B. Wimer/ T. Russell **MSC**

- c. Flex Days Fall 2016: Changed title for All about You, to All About Faculty/Staff. Added 'Autism' to the "All about the Students" section. Added.

Breakfast 8:30		
Broad Spectrum meeting 9:00-11:45		
Completion Initiative/Equity		
Breakout sessions		
All about the College	All about the Students	All about *Faculty/Staff You
Focused application Applying Data Assessment Program Review Behavior Intervention Resource Team	**Strategies for developing GRIT/Resilience Self-discipline Positive outlook/learned optimism Autism	*Emotional intelligence Learning Strategies How to motivate curiosity Love of Learning Pedagogy Mandatory reporting on Harassment

- d. Others that have requested time speaking:
- i. Dr. Fleming – Update on Curriculum and to be given about 40 minutes to speak
 - ii. Dr. Dieckmeyer – Update on completion initiative and to be given about 20-30 minutes to speak.
 - iii. Possible Beth Gomez and Dr. Green – Request for time allotment is still unknown.
 - iv. Possible Union and Academic Senate
 - v. Possible Assessment Chair
 - vi. Possible Program Review Chair – **Dr. Alexis Gray**
 - vii. **Autism Speaker *ADDED*** We are seeing more autistic students coming into our campus. We need to train our faculty in how to be sensitive to their needs and maintain a productive learning environment.
 - viii. **How to apply for a full-time position workshop *ADDED***
 - ix. **Mandatory reporting on Harassment *ADDED***
 - x. **Behavior Intervention resource team *ADDED***

Mark Lewis suggested offering workshops to be taught by PT faculty to get them to shine and be more efficient teachers. Dr. Zwart will send out

a questionnaire for faculty with expertise that they would like to share to their fellow faculty co-workers. Ask them to submit a proposal to Dr. Zwart on the workshop for faculty and staff that they would want to teach. For FLEX days, we need to offer more workshops in teaching pedagogy and best practices in teaching methods that we can offer. A committee might be in the works that would be more centered in pedagogy, but it hasn't been formed. Active learning techniques and distance education would be great to have additional training/workshops offered for part-time and full-time faculty. Another suggestion is to look at ESL students who are transitioning from those classes into the regular main stream of courses and looking in our instructional design in assisting them with that transition. Look into offering more handouts or PowerPoint slides for those students because some might have difficulty in keeping up with the lecture component of the class. This can be part of 'equity'.

Some of the PDC members went to the Student Equity submit institute at USC in February and one of the speakers they heard in the workshops they attended was by Dr. Charles H.F. David, III, which was on the study of race relations that pertains in the classroom. A handout was provided to the committee members that outline the consulting they offer to higher education institutions. A conversation at the last meeting was to bring someone like this to our college. It can be something to think about for equity and not something offered in FLEX, but to use equity funds to bring consultants such as Dr. David or the team from USC to our college to have those conversations.

F. Electronic Approvals: These are the proposals that were approved.

- a. Healthcare Proposal
- b. Engineering Proposal
- c. Foster Youth Proposal
- d. Blackboard Workshops
- e. Automotive Equipment training

G. Part time Faculty professional development/assessment approvals: These are the professional development submissions that were approved.

- a. Sally Ellis, 3 hours professional development
- b. Luis Montes, 3 hours professional development
- c. William Manges, 2 hours, Assessment

H. Open Hearing

The committee all gave praise and thanks to Dr. Zwart for her service to the PDC. Mark Lewis would like to see more discussion on modality in providing access for professional development. A lot of workshops offered were cancelled. We need to serve stronger in the range of modality in meeting the needs and explore better ways to offer professional development for faculty and staff.

Next Professional Committee Meeting: Tuesday Sept. 13th in room IT 218 at 12:50 to 1:50pm

NORCO COLLEGE

New Faculty Orientation Agenda

Tuesday, August 25, 2016

8:30 a.m. – 3:00 p.m.

- 8:30 – 8:50**
ST 107 Light continental breakfast
Meet your Mentor
- 8:50 – 9:00**
ST-107 Welcome and Introductions –
Professional Development Coordinator/Business Faculty
- 9:00-9:20**
ST-107 Faculty Guide and Timeline – Dr. Carol Farrar, *Dean of Instruction*
- 9:20am – Noon**
Walking Orientation
- | | |
|----------------|---|
| 9:25-10:00am | Professional Development Center |
| 10:00-10:10am | Web Advisor/Forms/Book ordering/ Flex |
| 10:15-10:25 | Business Services/ Keys and Key cards |
| 10:30-10:40am | Copy Center/Mailboxes |
| Break | Campus Police |
| 10:50-11:05 am | Admissions/Grades, A & R Timeline |
| 11:10-11:25am | Library – Library Loan Books/Online Tutoring program |
| 11:30-11:55am | DRC – Disabled Student Requirements & Student Activities/Discipline/Clubs |
- Noon-1:00**
ST-107 LUNCH and Storytelling with the President and Vice President's
Dr. Irv Hendricks, *Norco Interim College President*
Dr. Diane Dieckmeyer, *Vice-President, Academic Affairs*
Dr. Monica Green, *Vice-President, Student Services*
Ms. Beth Gomez, *Vice-President, Business Services*
- 1:00-1:15**
Improvement of Instruction – Dr. Carol Farrar & Dr. Kevin Fleming,
Deans of Instruction
- 1:15-1:55**
ST 107 Choosing the Right Committee for You – Dr. Fleming, *CTE Dean of Instruction*
Or What is Institutional Service and How can I get involved?
- 1:55 – 2:10**
Break
- 2:10 - 2:30**
ST-107 Meet your Instructional Development Specialist (IDS) – Carol Farrar,
Dean of Instruction
- 2:30 – 3:00**
ST 107 What's Next? Mandatory Fall Workshops! Debrief and Questions

* **Bi-Monthly Meetings**

Each meeting is the first Friday from 9-12 This fulfills one week of institutional service and mentor meetings a second week. Each new faculty member will also contribute through service on one college committee. Completion of the activities will be included in each contract faculty member's improvement of instruction plan.

September 2nd

Norco College 101

History and Traditions

Acronym Bingo

Meetings, meetings, meetings

Choosing your committee

Strategic Planning/Shared Governance

Senate & Union

- **September 16th with Mentor Prep for your I of I**

October 7th

Article on Equity (Student Success)

Teaching to the Modern Student

Technology in the Classroom

Turnitin.com, Remind, Linda.com

Classroom Management: Questions, Conundrums, Ideas

Equity

Who have we identified?

How do we intend to help? What does that mean for your classroom?

Sign up for online training on teaching African American Males (be ready to share in Nov.)

- **October 14th with Mentor College Committee follow-up/questions**

November 4th

Article on Data Usage –(Academic Senate)

Data and how to use it

SLOs and data

Demographics

Active Learning and Other Strategies

- **November 18th with Mentor First Semester Follow-up**

December 2nd

Article on Reflection and Self-Evaluation (Assessment Committee)

SLO assessment for everyone

Fall Semester Wrap-Up

What must be finished before you leave on break?

Finals Schedules and Grades

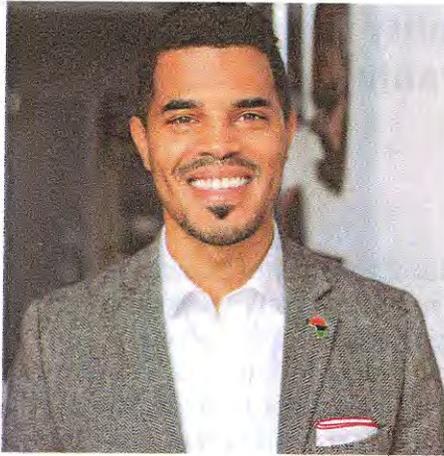
Looking at Next Semester

New Classes, new challenges

Time, place, prep—Committee

Books, TA, IDS follow-up

What went well? What needs to change? Distance Education Training?



Director of Higher Education Research and Initiatives Charles H.F. Davis III, Ph.D.

Charles H.F. Davis III oversees the Center's postsecondary portfolio, which includes campus climate assessments, institutes and other professional learning experiences for college faculty and administrators, and commissioned studies related to equity in higher education.

Charles's research examines activism, social justice, and identities in college and university contexts. He recently completed field research for his doctoral dissertation in conjunction with the [Activist Millennials Project](#), which serves as the nexus of research and practice for millennials engaged in activism and social justice organizing at the intersections of educational institutions and communities.

His previous research and writing has focused on the racialized and gendered experiences of students in a variety of postsecondary educational settings, including community colleges. He previously served as a Summer Research Fellow in the Center for the Study of Race and Equity in Education, where he worked with the Grad Prep Academy and Institutional Change for Black Male Student Success Project. Additionally, he served as a research specialist for the 'Getting Connected' project funded by the Bill & Melinda Gates Foundation, which examined the role of social media technology in community college student success. Charles brings to the Center an extensive professional background in marketing, as well as expertise on social and digital media

Charles earned his Ph.D. in Higher Education from the University of Arizona. His bachelor's degree in English and master's degree in Communications are from Florida State University. He also earned a master's degree in Education, Culture and Society at Penn GSE.

NORCO COLLEGE

PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: Gaming CareerCON

Short Description:

Panel presentation with gaming industry professionals

Presenter(s)*: J. Finley, J. Perry, J. Coverdale, C. Molko

Contact Person: Colleen Molko

Contact Email: colleen.molko@norcocollege.edu

Contact Phone: 951-739-7808

Event Date: May 6, 2016

Event Location: Norco College

Event Start Time: 4:00 PM

Event Duration (for FLEX): 4 hours

** 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
- 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 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 Instructional Programs Support Coordinator at least two weeks before your event.