

Norco College

Professional Development Minutes

May 9, 2017
Room: IT 218

Attendees

Melissa Bader chaired this meeting.

Members:

Melissa Bader.....	Communications
Kris Anderson.....	Communications
Dr. Jason Parks.....	Interim Dean of Instruction
Dr. Tim Russell.....	Social and Behavioral Sciences
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Colleen Molko.....	Associate Dean, CTE
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Dr. Kara Zamiska.....	Social and Behavioral Sciences
Eva Amezola.....	Upward Bound
Dan Reade	Communications

Committee Administration Support:

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

Absent:

Dr. Gustavo Ocegüera.....	Dean, Grants & College Support Program
Dr. Lorena Newson.....	Director, Title III STEM Grant
Natalie Morford.....	Communications
Timothy Huneck.....	ASNC
Ruth Leal.....	Library and Learning Resources
Janet Frewing.....	Math
Paul VanHulle	Business, Engineering and Information Technologies
Beverly Wimer.....	Sciences and Kinesiology
Starlene Justice.....	Sciences and Kinesiology
Jessica Dobson.....	Communications
Dr. Diane Dieckmeyer.....	Vice President of Academic Affairs
Jethro Midgett.....	Counseling
Leticia Martinez.....	SFS
Dr. Dominique Hitchcock.....	Arts, Humanities and World Languages
Dr. Stephen Park.....	Math & Sciences

Guest: NONE

A. Approval of Minutes March 13, 2017

MSC: Motion to approve C. Buchanan/K. Zamiska Abstained: NONE

B. Action Items: MSC: T. Russell/ C. Molko ** Committee Approved.

- a. Approval of submitted proposal requests:
 1. April 20: District Technology – Universal Design workshop
 2. April 24: Office 365 for Educators Workshop
 3. May 4: Poetry Performance at Library
 4. May 9: May is National Foster Care Awareness Month
 5. June 2: Basic Skills/Student Equity/SSSP Integrated retreat
 6. September 15: Teaching and Learning Committee Fall 2017 Faculty

C. Old Business:

- a. Fall Flex Planning: The IT Growth Mindset speaker hasn't been confirmed; therefore, the fall back option is that we can double up the morning sessions. Melissa Bader asked Dr. Sandra Popiden to follow up on whether this speaker can come and report back to her on the status. The committee also needs to look at funding.
 - i. The DE Best Practices workshop will be presented by Dr. Parks along with a group of people that went to the DE Conference.
 - ii. The Equity Best Practices workshop will be presented by Patti Worsham and Dr. Gail Zwart.
 - iii. The Faculty Advisement section, Jethro Midget will be presenting.
 - iv. Canvas workshop will be presented by Dr. Laura Adams.
 - v. Millennial Populations workshop will be moved from the Wednesday line-up to Thursday's schedule and presented by Dr. Laura Adams.
 - vi. Teaching DRC Students will be presented by Kimberly Bell.
 - vii. The Extended Conversations on Study Skills Instruction workshop will be held outside of the classroom and presented by Dr. Monica Gutierrez.
 - viii. Active Learning Strategies is held in class and presented by Dr. Alexis Gray. We need to develop ways to get the students engaged.
 - ix. Learning Resource Center – What we have to offer is presented by Janet Frewing. Also need to include the library.
 - x. Student Life workshop will be presented by Mark Harley and Edwin Romero.
 - xi. The School of Arts and Humanities is presented by Melissa Bader.
 - xii. The School of Social & Behavioral Studies is presented by the department chair.
 - xiii. The school of Business and Management is presented by the department chair.
 - xiv. The School of STEM is presented by the department chair.
 - xv. For Friday, the State of the College and Administration section will be presented by Dr. Reece. Topics of Initiatives and goals for the college as well as the budget update.
 - xvi. Completion Initiative-Rolling it OUT will be presented by Dr. Green.

D. New Business:

- a. Fall Calendar: Legacy? Student Services? PDC? Library? Curriculum? Program Review?
 - i. Ask (email) and get tentative plans for approval in May: Melissa will email the committees again because she hasn't received a response yet.
 - ii. Tentative Calendar for May will be ready.
- b. Summer Flex Approvals? Most the activities are retroactive. If there are any necessary approvals needed, we could do e-votes.
- c. New Leadership: It was announced that Melissa Bader would not be the chair for the 2017/2018 and that Dr. Kara Zamiska and Dr. Tim Russell will be co-chairing. They can both 'team lead' so that the First Friday's can continue and share duties. Melissa will be available for guidance. Kris Anderson nominates Dr. Kara Zamiska and Dr. Tim Russell as co-chairs and Colleen Molko seconds. The committee approves.
- e. Open Hearing: Nicole will be working on the new 2017/2018 meeting calendar, updating the PDC website and will be sending out the Outlook notifications as well as securing the room reservations. The 2017/2018 committee member list will be distributed at the next meeting for discussion and necessary revisions.

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

Professional Development Committee Statement of Purpose:

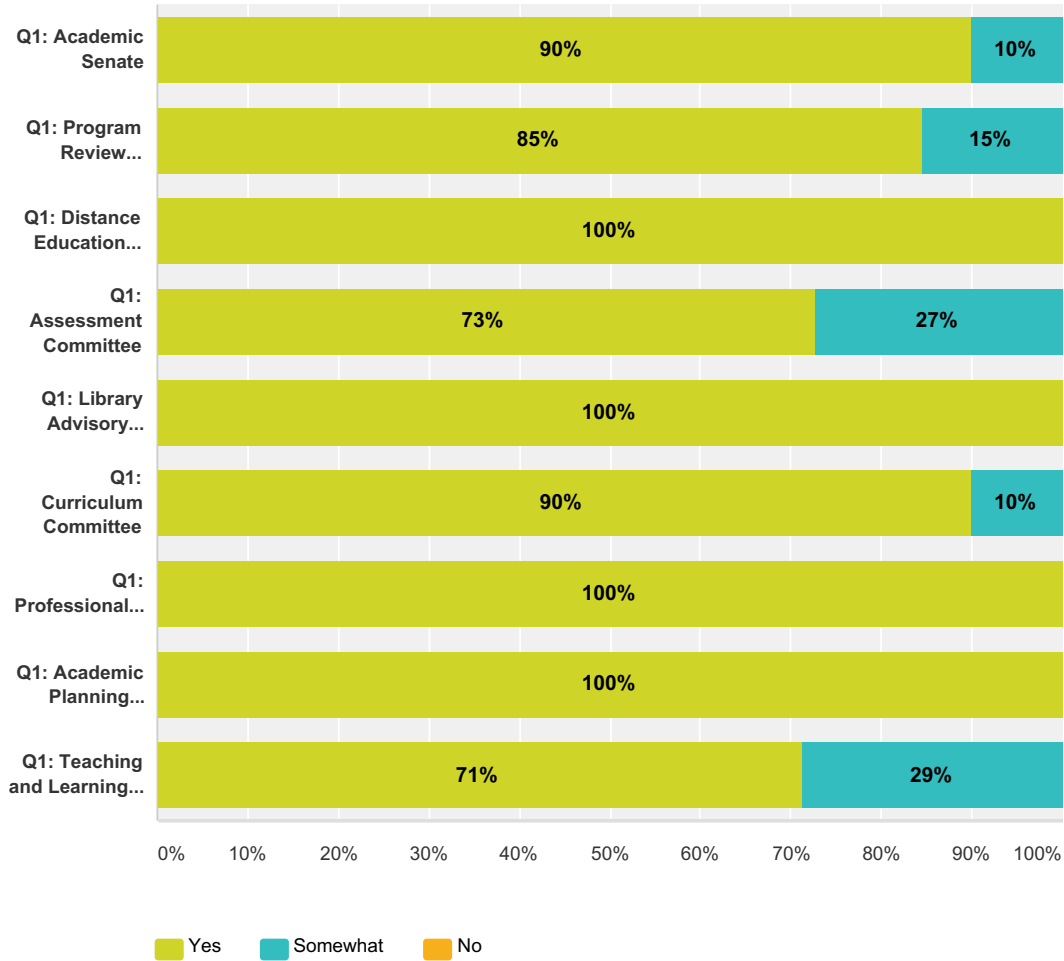
The Norco Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals.

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.

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

Answered: 89 Skipped: 0



	Yes	Somewhat	No	Total
Q1: Academic Senate	90% 9	10% 1	0% 0	11% 10
Q1: Program Review Committee	85% 11	15% 2	0% 0	15% 13
Q1: Distance Education Committee	100% 7	0% 0	0% 0	8% 7
Q1: Assessment Committee	73% 8	27% 3	0% 0	12% 11
Q1: Library Advisory Committee	100% 12	0% 0	0% 0	13% 12
Q1: Curriculum Committee	90% 9	10% 1	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	0% 0	8% 7

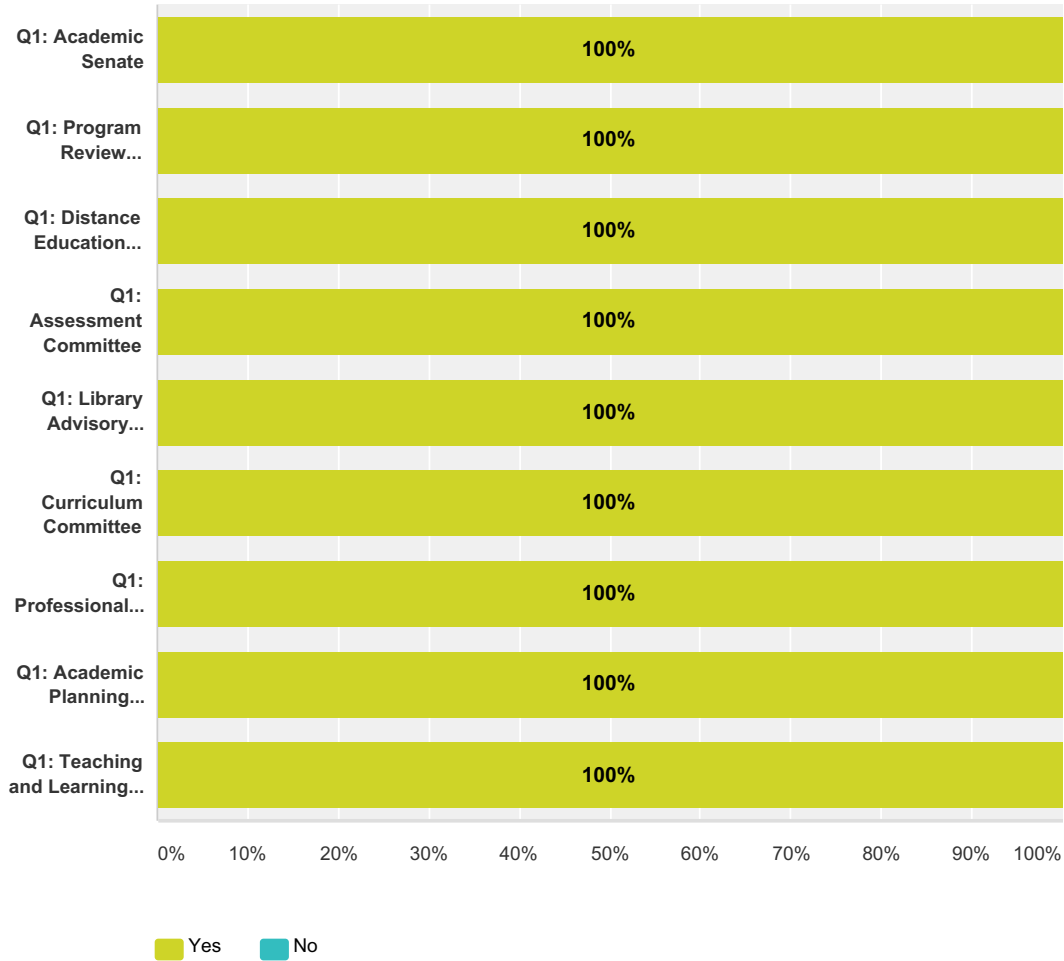
Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Q1: Academic Planning Council	100% 5	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	71% 10	29% 4	0% 0	16% 14
Total Respondents	78	11	0	89
	Additional Comments			Total
Q1: Academic Senate			0	0
Q1: Program Review Committee			1	1
Q1: Distance Education Committee			1	1
Q1: Assessment Committee			1	1
Q1: Library Advisory Committee			0	0
Q1: Curriculum Committee			0	0
Q1: Professional Development Committee			0	0
Q1: Academic Planning Council			0	0
Q1: Teaching and Learning Committee			3	3

#	Q1: Academic Senate	Date
	There are no responses.	
#	Q1: Program Review Committee	Date
1	The purpose of the committee is to help units within the college continue to improve.	4/27/2017 3:55 AM
#	Q1: Distance Education Committee	Date
1	The Norco DE committee has become increasingly proactive and focused on the effectiveness and progress of Distance Education at the college.	4/28/2017 3:48 AM
#	Q1: Assessment Committee	Date
1	It is my first year at Norco and on this committee, so the learning curve was steep. However, I do feel like I have a better understanding the purpose of the committee as well as assessment in general after this initial year.	5/11/2017 3:37 AM
#	Q1: Library Advisory Committee	Date
	There are no responses.	
#	Q1: Curriculum Committee	Date
	There are no responses.	
#	Q1: Professional Development Committee	Date
	There are no responses.	
#	Q1: Academic Planning Council	Date
	There are no responses.	
#	Q1: Teaching and Learning Committee	Date
1	I understand the mission statement, but it feels like the committee itself is unclear as to the overall purpose. Is it to organize opportunities for teaching and learning amazing faculty? Or is it about discussing and sharing concerns? Both are great, but it would be nice to have a better understanding so that the expectation is set for what needs to be accomplished in the meetings. It feels like it may need structure and perhaps clearer attainable goals.	5/11/2017 5:40 AM
2	Initially I thought there would be more time to talk about teaching strategies with each other. However, it seems like it is more administrative driven than faculty driven. I think the problem is because it is a Standing Committee and we do need to contribute some type of feedback to the college, but I am not sure it is clear to all of us what that should be. It may be that if faculty want to talk about teaching strategies, pedagogy, etc. in a less formal way, that these faculty get together at some other time. I think the TLC committee members need to clearly define our role better with respect to what the college needs from us and what we can contribute to the college.	5/10/2017 8:25 AM
3	I really enjoy serving on this committee.	4/26/2017 9:24 AM

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

Answered: 89 Skipped: 0



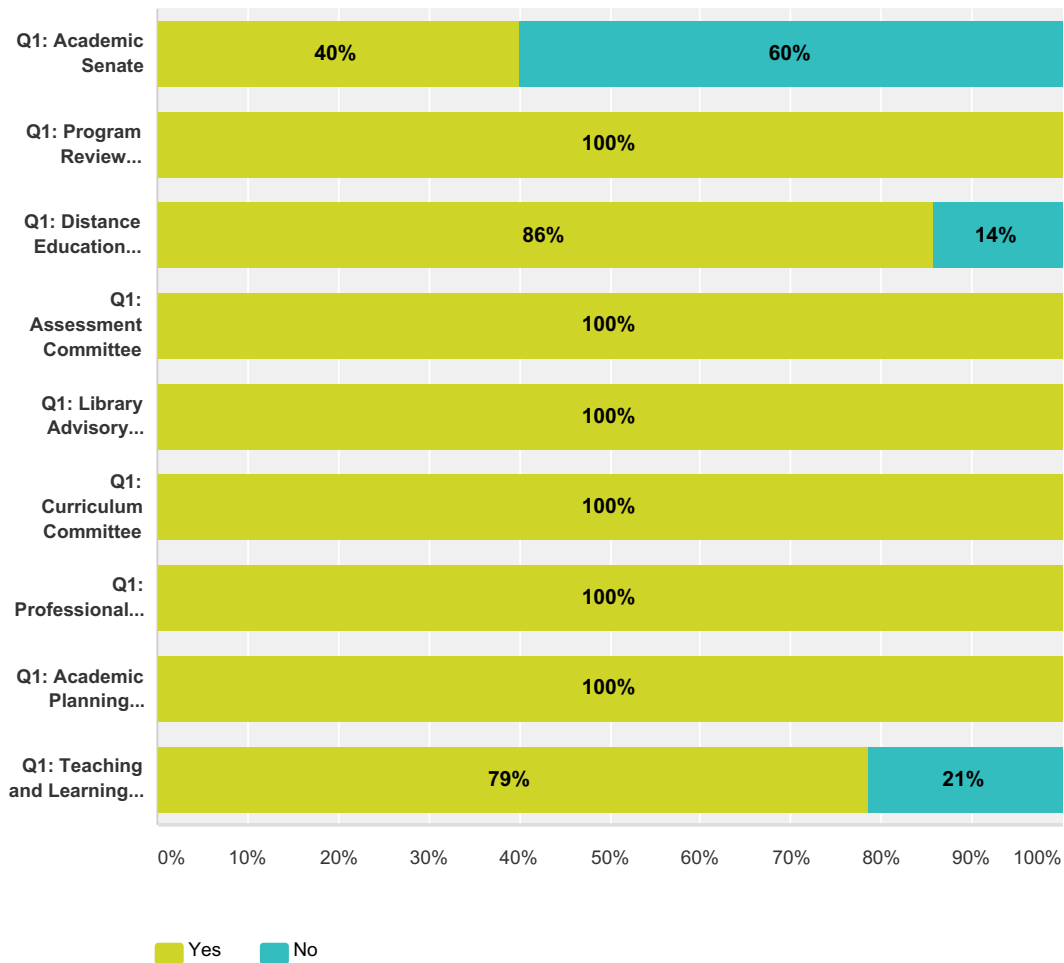
	Yes	No	Total
Q1: Academic Senate	100% 10	0% 0	11% 10
Q1: Program Review Committee	100% 13	0% 0	15% 13
Q1: Distance Education Committee	100% 7	0% 0	8% 7
Q1: Assessment Committee	100% 11	0% 0	12% 11
Q1: Library Advisory Committee	100% 12	0% 0	13% 12
Q1: Curriculum Committee	100% 10	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	8% 7

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Q1: Academic Planning Council	100% 5	0% 0	6% 5
Q1: Teaching and Learning Committee	100% 14	0% 0	16% 14
Total Respondents	89	0	89

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

Answered: 89 Skipped: 0



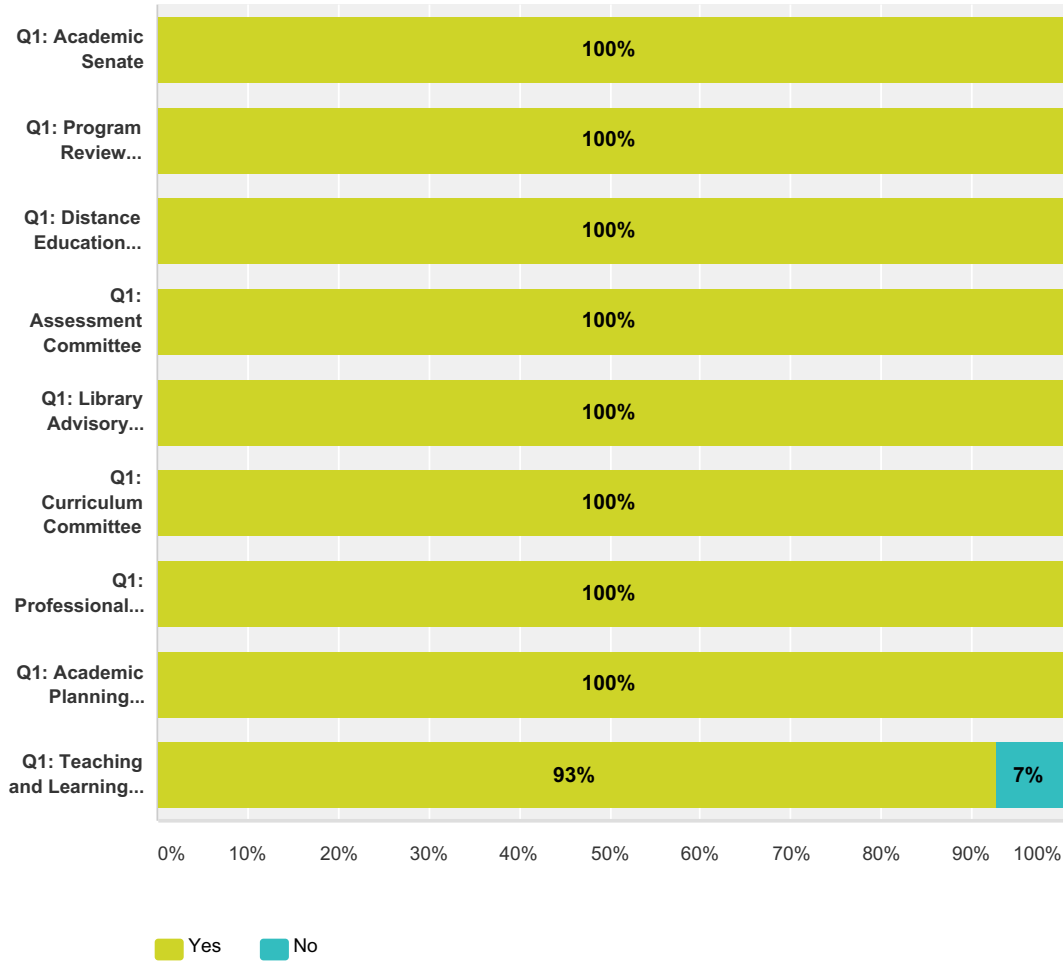
	Yes	No	Total
Q1: Academic Senate	40% 4	60% 6	11% 10
Q1: Program Review Committee	100% 13	0% 0	15% 13
Q1: Distance Education Committee	86% 6	14% 1	8% 7
Q1: Assessment Committee	100% 11	0% 0	12% 11
Q1: Library Advisory Committee	100% 12	0% 0	13% 12
Q1: Curriculum Committee	100% 10	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	8% 7

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Q1: Academic Planning Council	100% 5	0% 0	6% 5
Q1: Teaching and Learning Committee	79% 11	21% 3	16% 14
Total Respondents	79	10	89

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

Answered: 88 Skipped: 1



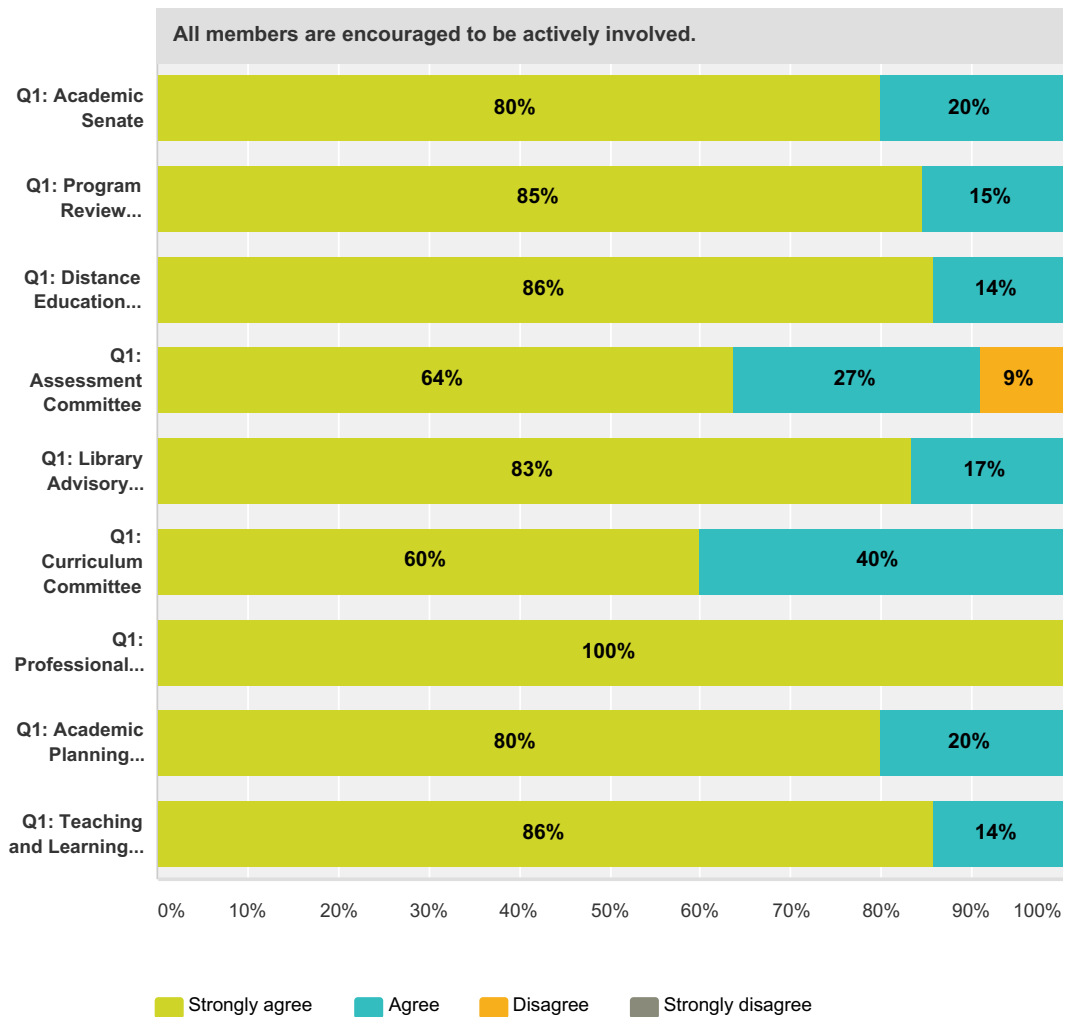
	Yes	No	Total
Q1: Academic Senate	100% 9	0% 0	10% 9
Q1: Program Review Committee	100% 13	0% 0	15% 13
Q1: Distance Education Committee	100% 7	0% 0	8% 7
Q1: Assessment Committee	100% 11	0% 0	13% 11
Q1: Library Advisory Committee	100% 12	0% 0	14% 12
Q1: Curriculum Committee	100% 10	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	8% 7

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

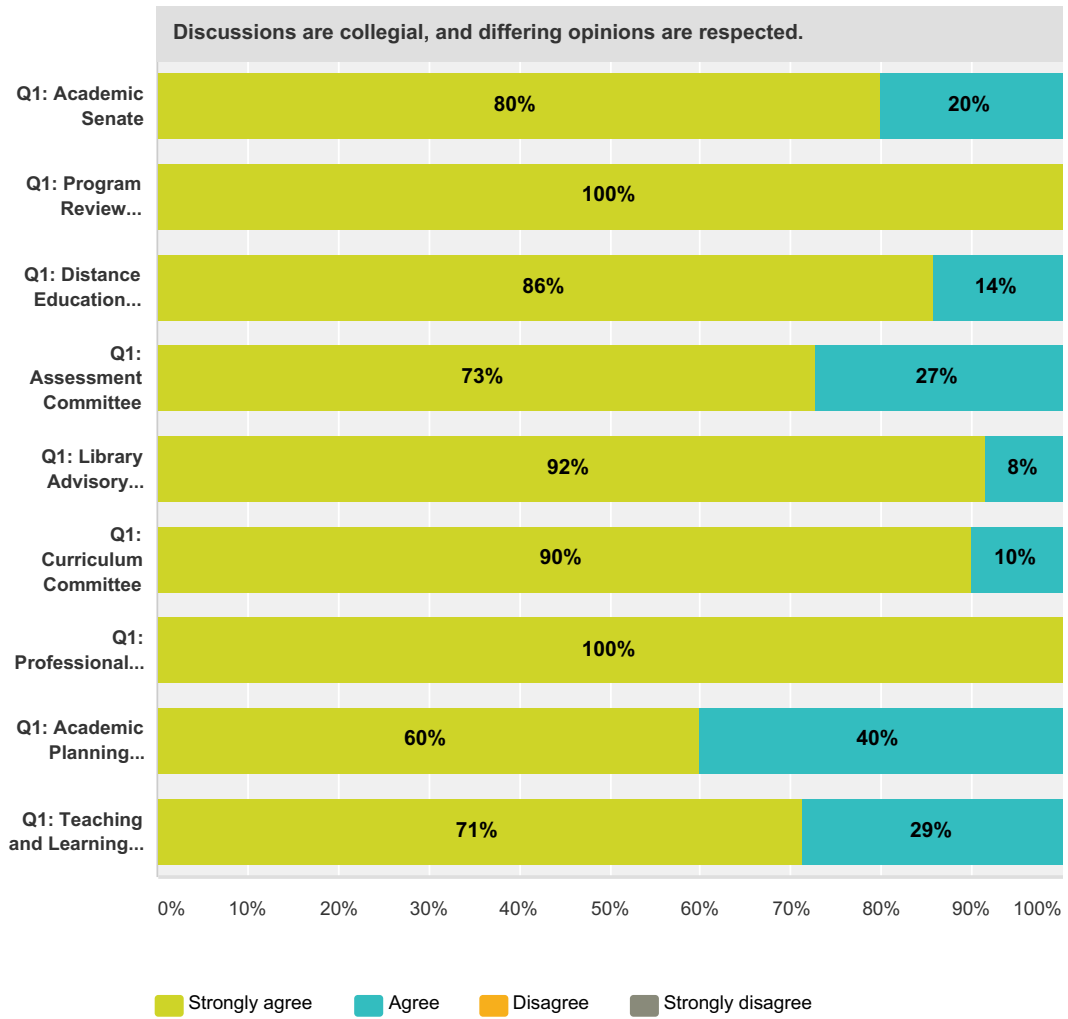
Q1: Academic Planning Council	100% 5	0% 0	6% 5
Q1: Teaching and Learning Committee	93% 13	7% 1	16% 14
Total Respondents	87	1	88

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

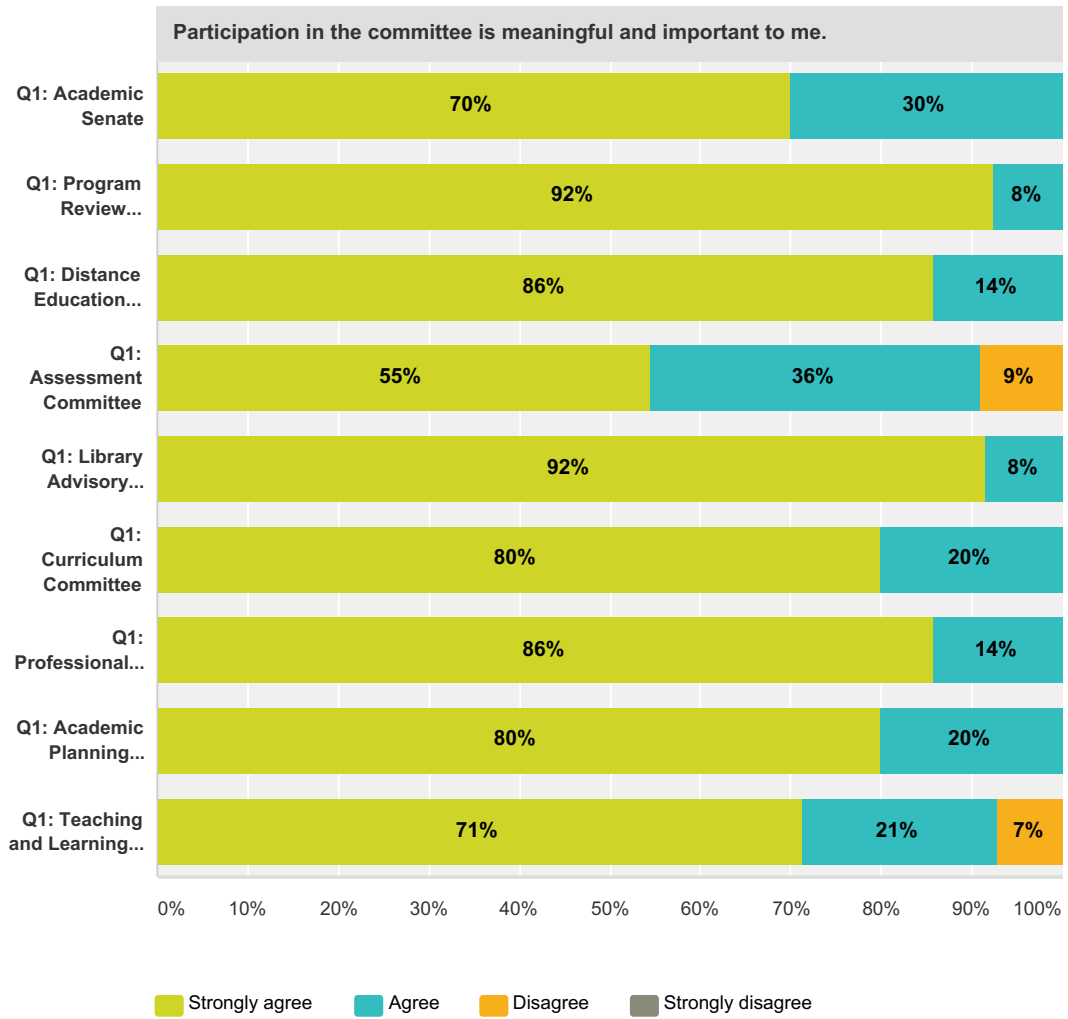
Answered: 89 Skipped: 0



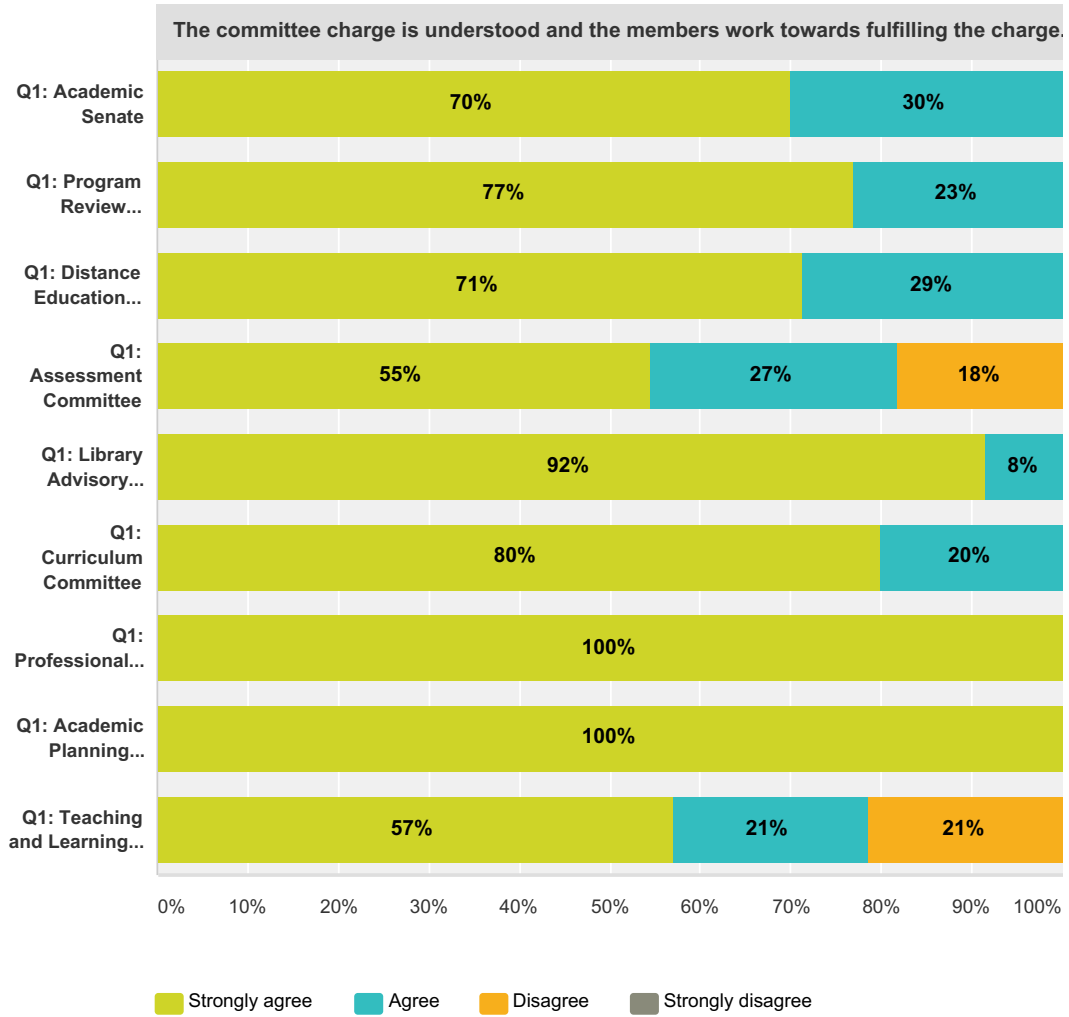
Academic Senate and Senate Standing Committees Evaluation of Effectiveness



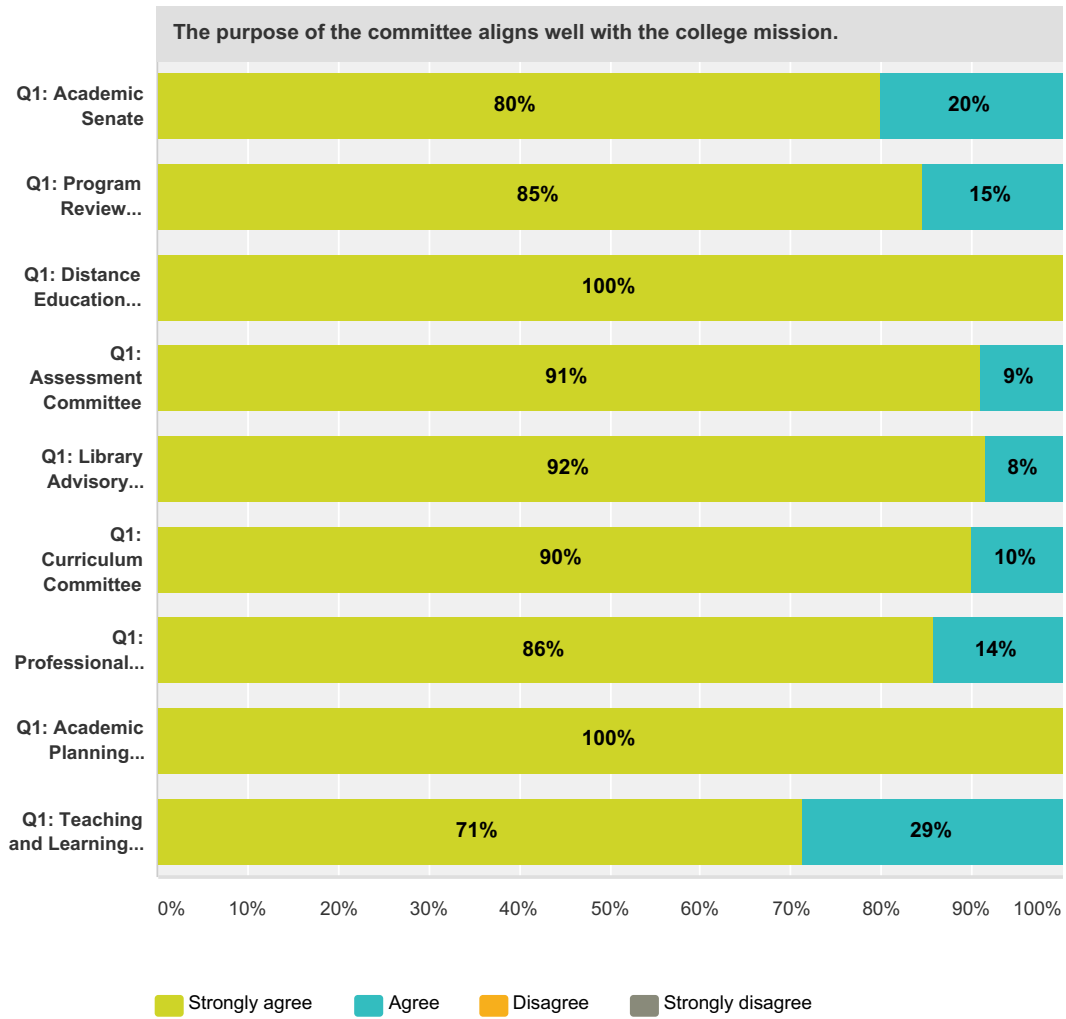
Academic Senate and Senate Standing Committees Evaluation of Effectiveness



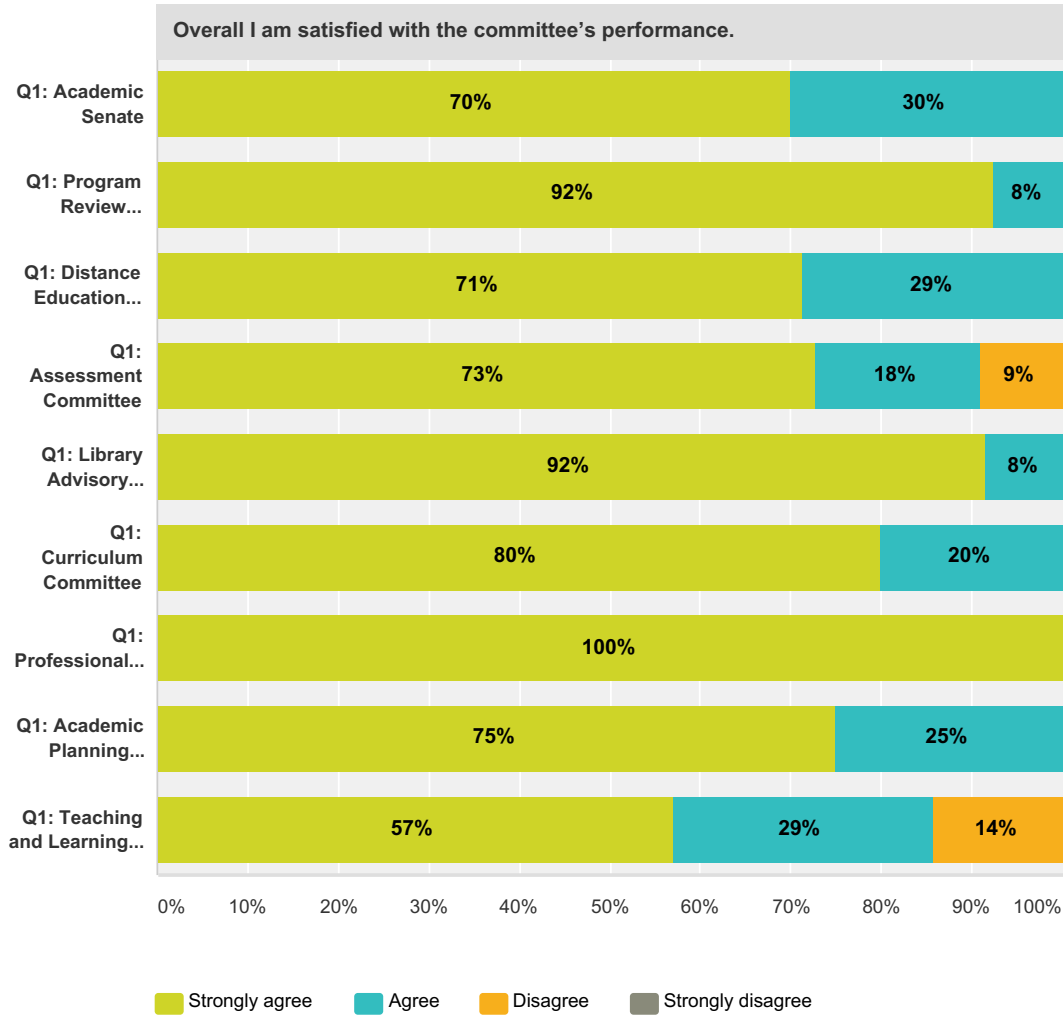
Academic Senate and Senate Standing Committees Evaluation of Effectiveness



Academic Senate and Senate Standing Committees Evaluation of Effectiveness



Academic Senate and Senate Standing Committees Evaluation of Effectiveness



All members are encouraged to be actively involved.

	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Program Review Committee	85% 11	15% 2	0% 0	0% 0	15% 13
Q1: Distance Education Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Assessment Committee	64% 7	27% 3	9% 1	0% 0	12% 11
Q1: Library Advisory Committee	83% 10	17% 2	0% 0	0% 0	13% 12
Q1: Curriculum Committee	60% 6	40% 4	0% 0	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	0% 0	0% 0	8% 7
Q1: Academic Planning Council	80% 4	20% 1	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	86% 12	14% 2	0% 0	0% 0	16% 14

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Discussions are collegial, and differing opinions are respected.					
	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Program Review Committee	100% 13	0% 0	0% 0	0% 0	15% 13
Q1: Distance Education Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Assessment Committee	73% 8	27% 3	0% 0	0% 0	12% 11
Q1: Library Advisory Committee	92% 11	8% 1	0% 0	0% 0	13% 12
Q1: Curriculum Committee	90% 9	10% 1	0% 0	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	0% 0	0% 0	8% 7
Q1: Academic Planning Council	60% 3	40% 2	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	71% 10	29% 4	0% 0	0% 0	16% 14
Participation in the committee is meaningful and important to me.					
	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	70% 7	30% 3	0% 0	0% 0	11% 10
Q1: Program Review Committee	92% 12	8% 1	0% 0	0% 0	15% 13
Q1: Distance Education Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Assessment Committee	55% 6	36% 4	9% 1	0% 0	12% 11
Q1: Library Advisory Committee	92% 11	8% 1	0% 0	0% 0	13% 12
Q1: Curriculum Committee	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Professional Development Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Academic Planning Council	80% 4	20% 1	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	71% 10	21% 3	7% 1	0% 0	16% 14
The committee charge is understood and the members work towards fulfilling the charge.					
	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	70% 7	30% 3	0% 0	0% 0	11% 10
Q1: Program Review Committee	77% 10	23% 3	0% 0	0% 0	15% 13
Q1: Distance Education Committee	71% 5	29% 2	0% 0	0% 0	8% 7

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Q1: Assessment Committee	55% 6	27% 3	18% 2	0% 0	12% 11
Q1: Library Advisory Committee	92% 11	8% 1	0% 0	0% 0	13% 12
Q1: Curriculum Committee	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	0% 0	0% 0	8% 7
Q1: Academic Planning Council	100% 5	0% 0	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	57% 8	21% 3	21% 3	0% 0	16% 14

The purpose of the committee aligns well with the college mission.

	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Program Review Committee	85% 11	15% 2	0% 0	0% 0	15% 13
Q1: Distance Education Committee	100% 7	0% 0	0% 0	0% 0	8% 7
Q1: Assessment Committee	91% 10	9% 1	0% 0	0% 0	12% 11
Q1: Library Advisory Committee	92% 11	8% 1	0% 0	0% 0	13% 12
Q1: Curriculum Committee	90% 9	10% 1	0% 0	0% 0	11% 10
Q1: Professional Development Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Academic Planning Council	100% 5	0% 0	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	71% 10	29% 4	0% 0	0% 0	16% 14

Overall I am satisfied with the committee's performance.

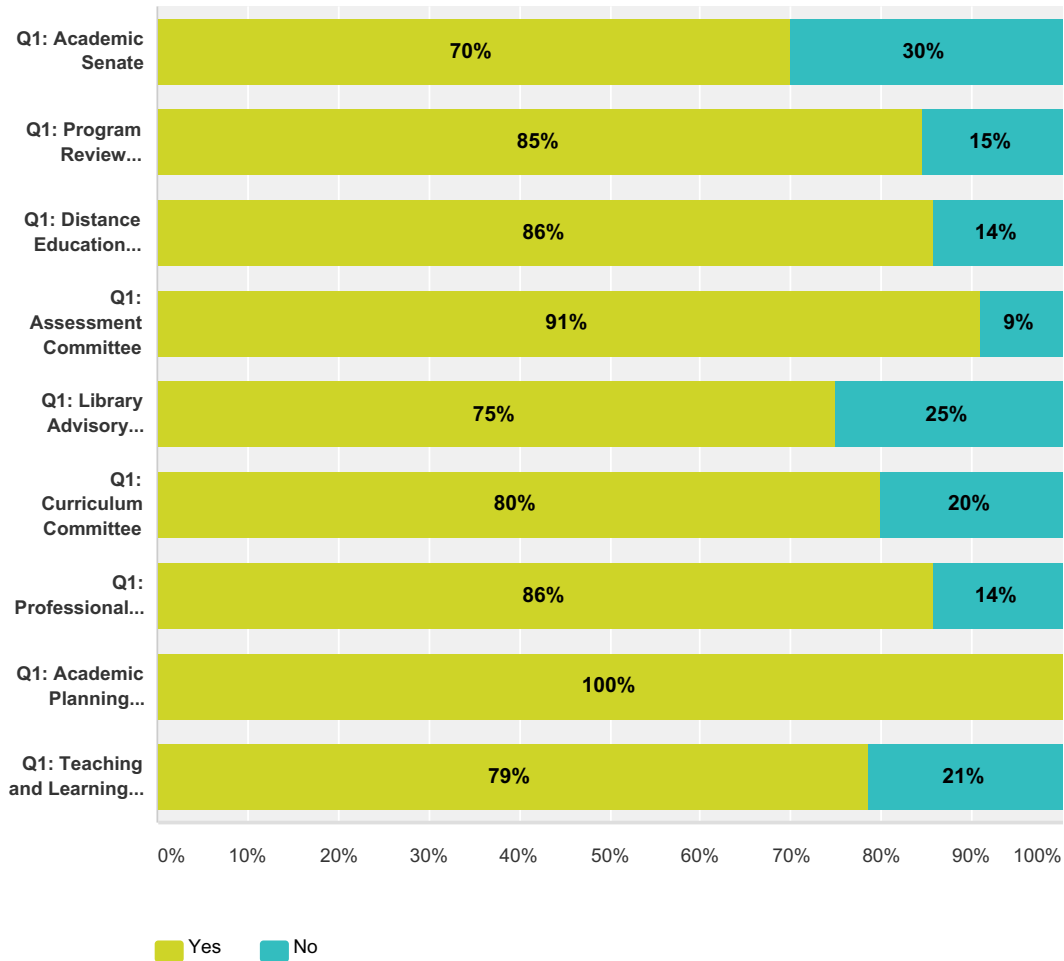
	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	70% 7	30% 3	0% 0	0% 0	11% 10
Q1: Program Review Committee	92% 12	8% 1	0% 0	0% 0	15% 13
Q1: Distance Education Committee	71% 5	29% 2	0% 0	0% 0	8% 7
Q1: Assessment Committee	73% 8	18% 2	9% 1	0% 0	12% 11
Q1: Library Advisory Committee	92% 11	8% 1	0% 0	0% 0	13% 12
Q1: Curriculum Committee	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	0% 0	0% 0	8% 7

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Q1: Academic Planning Council	75% 3	25% 1	0% 0	0% 0	4% 4
Q1: Teaching and Learning Committee	57% 8	29% 4	14% 2	0% 0	16% 14

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: 89 Skipped: 0



	Yes	No	Total
Q1: Academic Senate	70% 7	30% 3	11% 10
Q1: Program Review Committee	85% 11	15% 2	15% 13
Q1: Distance Education Committee	86% 6	14% 1	8% 7
Q1: Assessment Committee	91% 10	9% 1	12% 11
Q1: Library Advisory Committee	75% 9	25% 3	13% 12
Q1: Curriculum Committee	80% 8	20% 2	11% 10

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

Q1: Professional Development Committee	86% 6	14% 1	8% 7
Q1: Academic Planning Council	100% 5	0% 0	6% 5
Q1: Teaching and Learning Committee	79% 11	21% 3	16% 14
Total Respondents	73	16	89

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

Answered: 34 Skipped: 55

	Is there something that you would recommend to help the committee function more effectively?	Total
Q1: Academic Senate	100% 3	9% 3
Q1: Program Review Committee	100% 5	15% 5
Q1: Distance Education Committee	100% 3	9% 3
Q1: Assessment Committee	100% 3	9% 3
Q1: Library Advisory Committee	100% 3	9% 3
Q1: Curriculum Committee	100% 5	15% 5
Q1: Professional Development Committee	100% 2	6% 2
Q1: Academic Planning Council	100% 2	6% 2
Q1: Teaching and Learning Committee	100% 8	24% 8
Total Respondents	34	34

#	Q1: Academic Senate	Date
1	I feel the meetings need more time on a consistent basis or shorter more frequent. It seems that there is always more than we can address.	5/12/2017 4:17 AM
2	I think we often talk about being inclusive, but at our campus and most campuses the voice of those who have a conservative perspective on issues is not welcomed nor does it want to be heard. Therefore those individuals who have a more conservative perspective on issues tend to keep their mouths shut, rather than speak out. While I like to think that Norco is inclusive, I have found this present at our campus as well.	4/27/2017 9:45 PM
3	N/A	4/27/2017 11:40 AM

#	Q1: Program Review Committee	Date
1	Too much abbreviation makes confusion.	5/1/2017 10:23 PM
2	This committee had to work through a significant transition with program reviews this year and due to the work of the committee to see it through, we have introduced the new process starting 2017-18.	4/28/2017 10:28 AM
3	Stronger connection between scores and resources/money that is allocated by the college.	4/27/2017 8:16 AM
4	The committee functions very well, thanks to effective leadership who are knowledgeable and wonderful to work with. Although the committee clearly understands and works hard to maintain the function of program review as a way for units to review and improve their goals and outcomes as well as their place within the institution's mission, sometimes I think we (and our colleagues who aren't on the committee, too) lose sight of the fact that program review isn't done just because someone says we have to. Of course, it's true that accreditation requires it, and program review is a lot of work. (Would we choose this extra work if we didn't have to?) But program review is an opportunity to cultivate our own quality control--and to plan strategically--within our units of the college. Maybe this already is happening more than I'm aware, but perhaps we might more often acknowledge that benefit and purpose as we talk about program review, both among ourselves and with colleagues outside the committee.	4/27/2017 3:55 AM

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

5	It has been a joy to serve on program review this academic year. I feel that we are finally making strides to improve the program review process and fix many of the long-standing concerns of faculty/staff who complete PR. It feels good to know we're making life at the college better and more effective.	4/27/2017 3:44 AM
#	Q1: Distance Education Committee	Date
1	Knowledge of the transition to canvas or the continuation of BlackBoard.	4/28/2017 2:34 PM
2	It might be more efficient to change the meeting times so that 1) More faculty could serve on the committee, and 2) An extended meeting time of about 1.5 hours could facilitate more efficient addressing of committee issues. When the committee met on Wednesday afternoons we seemed to get not only a great deal of responsible work completed, but were also able to have robust, collegial and productive conversations about relevant issues concerning DE. We might seriously consider and implement (as we have often discussed in session) the potential for attending and facilitating the meetings (at least once a semester) in the virtual format. As a Distance Ed. committee it would seem appropriate and progressive given the nature of the charges.	4/28/2017 3:48 AM
3	Broader participation from the faculty as a whole--discipline representation. If the college wants to create a stronger culture of DE, then a couple of actions would go a long way toward that goal: 1) give the chair reassign time, 2) administrative/secretarial support, 3) programmed substantial professional development.	4/27/2017 5:17 AM
#	Q1: Assessment Committee	Date
1	I think every thing well organized.	5/1/2017 10:28 PM
2	A specific meeting time and place that can be honored (easier said than done, I know). More clarity in regards to how the committee functions/who is involved in decision making/role of committee members.	4/27/2017 3:51 AM
3	find a meeting time where we don't have to cancel as often	4/26/2017 7:12 AM
#	Q1: Library Advisory Committee	Date
1	Like all of Norco College, this committee works well together with everyone contributing and caring about the success of the library, the success of our students, and genuinely caring about each other. Norco College's library is more than a quiet place to study successfully, it is also a place that provides meaningful activities and events that cause many people to be aware and become involved.	5/15/2017 12:47 PM
2	It might help to actively solicit more student participation on the committee and perhaps offer some sort of incentive so that students feel a sense of responsibility and service.	4/28/2017 3:37 AM
3	N/A	4/27/2017 11:38 AM
#	Q1: Curriculum Committee	Date
1	Training on distance ed requirements	5/1/2017 4:49 AM
2	N/A	4/27/2017 11:38 AM
3	Regarding #7, all the discussion takes place during the meetings, so there is no need to discuss key items or actions taken outside of that space and time, unless it's a discipline-specific issue, in which case, I would bring it up in my discipline meeting. :)	4/27/2017 4:04 AM
4	The minutes seem to be written more like a transcript of what was said, rather than a summary. I'd like to see some improvements to the minutes. Some of the committee members never participate and even have side bar conversations during the meeting and it is distracting to me when I'm trying to listen. Curriculum is a really important part of our college and I think all the members should participate and contribute to the meetings.	4/27/2017 3:10 AM
5	Nicole does a great job! Brian too.	4/27/2017 2:25 AM
#	Q1: Professional Development Committee	Date
1	Melissa is an awesome leader!	5/13/2017 5:21 AM
2	N/A	5/10/2017 8:36 AM
#	Q1: Academic Planning Council	Date
1	As the group largely responsible for developing class schedules, I would like to strongly recommend an established policy and procedure on the processes involved with creating schedules, including space assignments, number of sections per discipline, and order of priority for courses to be taught. I would also like to suggest creation of 3 - 5 year model for course sequencing so that students and faculty can better anticipate course offerings as part of the education planning process.	5/11/2017 4:24 AM
2	decaffeinated coffee	5/10/2017 7:31 AM
#	Q1: Teaching and Learning Committee	Date

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

1	Perhaps keeping the faculty on track. I'm not sure how to do this. I love so many aspects of this committee but just want more direction when it comes to objectives for each meeting.	5/11/2017 5:40 AM
2	This is an interesting committee with some terrific members. However, I feel like TLC meetings need to be a bit more focused. People seem to get side tracked easily and often lose sight of what's trying to be accomplished.	5/10/2017 10:27 PM
3	I recommend the following: 1. committee members should more clearly define the role and the types of contributions needed to justify the TLC as a standing committee. 2. Put pressing matters first on the agenda and don't have speakers come to the meeting (or give them much less time) if it does not pertain to something that has a looming deadline that needs to be decided. 3. Help monitor faculty who go on lengthy tangents which take away from productivity. 4. Start the meeting at 12:50 (not 1pm or after). Assign a backup person to get the meeting started promptly if someone who regularly runs the meeting is not able to start it on time. 5. Summarize the decisions that were agreed on from the committee at the end of each meeting. 6. I get the impression that some things seem to be decided outside the meeting. I recommend that all ideas be presented and discussed at the meetings so adequate input from faculty can be provided so that a definite decision can be made and clearly stated prior to the close of the meeting.	5/10/2017 8:25 AM
4	We need to stay on topic. There are so many issues faculty want to discuss, it is easy to get off-track.	5/10/2017 7:26 AM
5	Clearer direction	5/1/2017 4:53 AM
6	Dominique and Quinton have done a wonderful job in coordinating the TLC. It provides an excellent opportunity for interdisciplinary discussions between faculty. These are my favorite meetings and not only because of the great snacks and coffee provided!	4/27/2017 3:02 PM
7	My main concern at this point has more than anything to do with the fact that the committee is new. With that in mind, my concern is that at the moment, the committee's purpose--in particular, what concrete steps it can take to improve Norco--seems somewhat vague. While the upcoming teaching conference in the fall is a great first step, I'm hopeful that the committee will push itself to continue to find new ways to make a practical impact on the life of students and faculty at NC.	4/26/2017 12:01 PM
8	Because we will be involved with the creation of workshops, activities, etc., I would like the opportunity to reflect prior to attending the meetings. I would not be opposed to reflective or brainstorming "homework". It might also be helpful to address some topics in small groups (with a time limit) to encourage even more participation. I truly enjoy this committee and feel very happy to be a part of it. I also appreciate the degree of communication that occurs between meetings and would love to see the committee evolve toward sharing more articles, ideas, etc. between meetings (via email). We might consider asking a question via email (once a month). For example: "What worked for you this week in terms of helping students maintain their focus during class?" Committee members could then reply all. This could help us develop lists of "best practices".	4/26/2017 8:20 AM

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

Answered: 13 Skipped: 76

	Please make suggestions on how this evaluation (survey) could be improved:	Total
Q1: Academic Senate	100% 2	15% 2
Q1: Program Review Committee	100% 3	23% 3
Q1: Distance Education Committee	0% 0	0% 0
Q1: Assessment Committee	100% 1	8% 1
Q1: Library Advisory Committee	100% 1	8% 1
Q1: Curriculum Committee	100% 2	15% 2
Q1: Professional Development Committee	100% 1	8% 1
Q1: Academic Planning Council	0% 0	0% 0
Q1: Teaching and Learning Committee	100% 3	23% 3
Total Respondents	13	13

#	Q1: Academic Senate	Date
1	Add sometimes to some of these questions, it isn't always a yes or no.	4/27/2017 9:45 PM
2	N/A	4/27/2017 11:40 AM
#	Q1: Program Review Committee	Date
1	Our meetings are very organized and disciplined, I do not see any short comings.	5/1/2017 10:23 PM
2	The survey is fine as is.	4/28/2017 10:28 AM
3	None	4/27/2017 8:16 AM
#	Q1: Distance Education Committee	Date
	There are no responses.	
#	Q1: Assessment Committee	Date
1	Meetings times scheduled to College hours.	5/1/2017 10:28 PM
#	Q1: Library Advisory Committee	Date
1	N/A	4/27/2017 11:38 AM
#	Q1: Curriculum Committee	Date
1	N/A	4/27/2017 11:38 AM
2	#7 could be a little more clear. I'm not sure what "regularly" means in this context.	4/27/2017 4:04 AM
#	Q1: Professional Development Committee	Date
1	N/A	5/10/2017 8:36 AM
#	Q1: Academic Planning Council	Date

Academic Senate and Senate Standing Committees Evaluation of Effectiveness

	There are no responses.	
#	Q1: Teaching and Learning Committee	Date
1	Could you have something that allows you to write in what is working well? It would be nice to point out these as well.	5/11/2017 5:40 AM
2	Give more options. Disagree and agree are two extremes in a range of possible answers. Add options such as "somewhat agree", "somewhat disagree", "no comment" or "not enough information to comment". Questions 3,4, 5 and 7 should have the option of "somewhat" like what was provided for question 2.	5/10/2017 8:25 AM
3	I like the question that is related to collegiality and respect! With all committees, I think it's important to tap into the degree of professionalism that is present.	4/26/2017 8:20 AM

**Flex Planning
Fall 2017**

Wednesday August 23, 2017			
8:30-9:00	Coffee and Welcome		
9:00-11:00	Growth Mindset Speaker		
Break			
11:15-12:45	DE Best Practices	Equity Best Practices	Faculty Advisement
Lunch			
1:30-3:30	Canvas	Millennial Populations	Teaching DRC Students

Thursday August 24, 2017				
8:30-9:00	Coffee and Welcome			
9:00-10:30	Student Life-			
Break				
10:45-12:15	Extended Conversations on Study Skills Instruction	Active Learning Strategies	Learning Resource Center – What we have to offer.	
Lunch				
1:30-3:30	School of Arts & Humanities	School of Social & Behavioral Studies	School of Business & Management	School of STEM

Friday August 25, 2017	
8:30-9:00	Coffee and Welcome
9:00-11:00	State of the College and Administration
Break	
11:15-12:30	Completion Initiative Rolling it OUT!
Lunch	
1:30-3:30	Discipline Meetings