

Norco College

Professional Development Minutes

November 12, 2019

Room: IT 208

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. Samuel Lee.....	Vice President of Academic Affairs
Dr. Gustavo Ocegueda.....	Dean, Grants & Student Equity Initiatives
Dr. Marshall Fulbright, III.....	Dean of Instruction
Dan Reade	Communications
Dr. Jody Tyler	Sciences and Kinesiology
Starlene Justice.....	Sciences and Kinesiology
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Jethro Midgett.....	Social and Behavioral Sciences/Counseling

Committee Administration Support:

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

Absent:

Paul VanHulle	Business, Engineering and Information Technologies
Natalie Morford.....	Communications
Janet Frewing.....	Math
Ana Marie Olaerts	Communications
VACANT.....	ASNC

Guest:

Damon Nance – Dean, Technology and Learning Resources

Buck Stevens -----Faculty – Theater Arts

A. Approval of the Minutes September 10, 2019 MSC: S. Popiden/ S. Justice. *Approved. 9 Yays, 0 Nays. 2 Abstained.

Approval of the Minutes October 8, 2019 *MSC: S. Popiden/ S. Justice. *Approved. 9 Yays, 0 Nays.

Approval of the Agenda October 8th, 2019 MSC: *MSC: D. Reade/ S. Justice. *Approved. 9 Yays, 0 Nays.

Approval of the Agenda November 12, 2019 *MSC: D. Reade/ S. Justice. *Approved. 9 Yays, 0 Nays.

B. Action:

1. Add any FLEX proposals.

- i. **Lunch With the Library! Collection Review Activity – D. Nance** MSC: C. Buchanan/ D. Reade. *Approved. 9 Yays, 0 Nays.

2. Vote to endorse Dr. Oceguera as non-voting Administrative Co-Chair of PDC in a supportive role.

Currently there is no documentation of roles. ISPC is working on the language of the roles in committees. LFM Plan request to have a role of this committee. They wanted a faculty or administrator to be a supporting role. *MSC: S. Popiden/ S. Justice. *Approved. 9 Yays, 0 Nays.

3. Approval of funding application and Flow Chart.

We now have multiple sources of funding to tap into. Removed the \$800 limit from the information sheet.

Question: How do we handle Academic Year requests that is before they start the next academic year?

Answer: Dr. Oceguera would need to start the process and hold funding for that person for the next academic year. More discussion needed.

Issues for further discussion:

1. Limit for Faculty and Staff.
2. Part time faculty Limit?
3. PDC chairs signature process
4. When we have \$25K, what proportion is set aside?

MSC: C. Buchanan/ D. Reade. *Approved. 9 Yays, 0 Nays.

4. 1 year limit of FLEX proposal events. ****TABLED. Nicole needs to research this.**

C. Discussion:

1. **Spring FLEX Agenda** * Suggestion to add a PDC Funding Workshop.
2. **Dissemination of information after receiving funding for PD. How do we verify follow-through? What are consequences for not sharing what was learned?**

D. Information:

1. **PDC Chair(s) position becoming open in Fall 2020.**
2. **Standing Information Item: Professional Development Request Approvals.**

E. Open Hearing: NONE

Next Professional Committee Meeting: Tuesday, March 10, 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.