

# Norco College

## Professional Development Minutes

February 13, 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. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Dr. Gustavo Ocegüera.....	Dean, Grants & College Support Program
Dr. Jason Parks.....	Dean of Instruction
Colleen Molko.....	Associate Dean, CTE
Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Lisa Martin.....	Social and Behavioral Sciences/Counseling
Janet Frewing.....	Math
Jody Tyler .....	Sciences and Kinesiology
Dan Reade .....	Communications
Natalie Morford.....	Communications
Paul VanHulle .....	Business, Engineering and Information Technologies

### Committee Administration Support:

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

### Absent:

Dr. Samuel Lee.....	Interim Vice President of Academic Affairs
Dr. Lorena Newson.....	Director, Title III STEM Grant
Starlene Justice.....	Sciences and Kinesiology
Isaac M. Nunez .....	ASNC
Leticia Martinez.....	Student Financial Services Analyst
Stephen Park.....	Math & Sciences

**Guest:** Eric Doucette .....

Business, Engineering and Information Technologies

### A. Approval of Minutes November 14, 2017

MSC: Motion to approve P. Vanhulle/ C. Buchanan. Abstained: four

### B. ACTION:

1. **Retroactive Completion Initiative Summit** \* Committee will conduct an e-vote for approval once the form is submitted.
2. **Green light future Completion Initiative events** \*\* Committee will conduct an e-vote for approval once the form is submitted.

3. **Norco College 2018 Employer Meet & Greet** \* MSC: D. Reade/ J. Midgett \* Approved
4. **CTE Professional Development Speaker Series w/ Rachael Mann** \* MSC: P. VanHulle/N. Morford \* Approved.
5. **Equity in Hiring Faculty Workshop**\* MSC: J. Midgett/ C. Buchanan \* Approved.

### **C. DISCUSSION:**

1. **Spring FLEX –Debrief.** The committee spoke about the various workshops that enjoyed and was the most informative. The majority praised the “micro-aggressions’ workshop but felt it was more like a presentation than a workshop. It was well attended and would want more on that subject. Food suggestion is to have the lunch presented in one room and then eat in the adjoining room. Book suggestion for those wanting to work in higher education “The Professor is in”. The CORA equity training was well received and more licensing to use that software is being ordered.
2. **FALL FLEX- Begin brainstorming:** We need to start planning and suggestions are welcomed. Please send ideas to your PDC co-chairs!  
**Thursday:** CTE (Paul VanHulle), Open Ed resources, Office 365 training, SharePoint training, Online learning. Breakout session for Interactive option for Office 365. San Diego University speakers, Distance Education Instructional design support for Norco, OEI rubric.  
**Friday:** State of the College Address, Completion initiative update and feedback (what is working and what is not), services of CaWorks (who is eligible?), food pantry, American Red Cross training, discipline meetings in the afternoon.
3. **Work groups:** We want your input and your help. Goal is to have everyone participate in one section and the overseers are the PDC co-chairs. Nicole will email out list to the PDC members to choose which workgroup they want to participate in.
  - i. **Spring and Fall FLEX**
  - ii. **Calendar**
  - iii. **Part-time PD**
  - iv. **Retreat – Oct 5 weekend**

### **D. INFORMATION:**

- a. **LFM “Away team” and “Home team”**

### **E. Open Hearing: NONE**

**Next Professional Committee Meeting: Tuesday, March 13, 2018 in IT 218 12:50-1:50**

**Meetings this semester: March 13, April 17 (note different day due to Spring Break), May 8, 2018**

**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.