

# Norco College

## Professional Development Minutes

November 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. Samuel Lee.....	Vice President of Academic Affairs
Dr. Gustavo Ocegüera.....	Dean, Grants & Student Equity Initiatives
Starlene Justice.....	Sciences and Kinesiology
Natalie Morford.....	Communications
Paul VanHulle .....	Business, Engineering and Information Technologies
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Lisa Martin.....	Social and Behavioral Sciences/Counseling
Dan Reade .....	Communications
Jody Tyler .....	Sciences and Kinesiology

### Committee Administration Support:

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

Dr. Marshal Fulbright.....	Dean of Instruction
Colleen Molko.....	Dean, Grant Development and Administration
Dr. Lisa Nelson .....	Arts and Humanities
Janet Frewing.....	Math
VACANT.....	ASNC
Leticia Martinez.....	Student Financial Services Analyst
Stephen Park.....	Math & Sciences

### Guest: NONE

**A. Approval of the Minutes October 9, 2018** MSC: D. Reade/J. Tyler \* 4 Abstained, Approved

**B. Approval of the Agenda November 13, 2018** MSC: D. Reade/S. Justice. \* **Approved with amendment.**

**C. Action: All Actions items MSC: L. Nelson/S. Popiden \* APPROVED**

- 1. English 1A Assessment Project Norming and Reading Session. \* N. Capps-  
MSC: C. Buchanan/ P. VanHulle \* Approved**
- 2. Approval of DE Letter: Notated corrections to change wording from 'sight' to  
'site' in letter. Needs to go to Executive Cabinet for final approval. MSC: J.  
Midgett/ S. Justice \* Approved**

**D. Discussion:**

- 1. Spring FLEX:** This will be a tech focused workshop. Received list of notifications and are in the process of constructing the agenda and workshops. There are some repeat topics and the committee didn't object. Need suggestions for the lunch period and that will also receive FLEX credit. Suggestion to provide a block of time for various announcements for the lunch period. Spoke about the budget changes and cost. Also spoke about developing a full-time Professional Development Coordinator position.
- 2. PDC Funding procedures:** In the process of constructing forms and user examples obtained from Fullerton College. Dr. Zamiska showed the committee their travel request form and how user friendly it is. This must be submitted to the Board of Trustees BEFORE the money is given. SO it needs to get on the agenda at least two months prior. Goal is to have some type of pilot outline by Spring 2019.

**E. Information:**

- 1. Leading from the Middle (LFM) Plan for PDC \* See attachment.**
- 2. New Faculty Review update.** Great and productive time at Dr. Lee's house.

**F. Open Hearing: NONE**

**Next Professional Committee Meeting: Tuesday, February 12, 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.