Norco College
Professional Development Minutes
February 12, 2019
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. Marshal Fulbright…………… Dean of Instruction
Dr. Gustavo Oceguera………... Dean, Grants & Student Equity Initiatives
Colleen Molko………………….. Dean, Grant Development and Administration
Starlene Justice………………… Sciences and Kinesiology
Dr. Jody Tyler …………………… Sciences and Kinesiology
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
Dan Reade …………………….. Communications

Committee Administration Support:
Nicole C. Brown………………... Office of the Vice President of Academic Affairs

Absent:
Dr. Samuel Lee…………………. Vice President of Academic Affairs
Dr. Lisa Nelson ………………….. Arts and Humanities
Lisa Martin……………………… Social and Behavioral Sciences/Counseling
Natalie Morford………………… Communications
Janet Frewing…………………… Math
VACANT……… ………………... ASNC
Leticia Martinez………………… Student Financial Services Analyst
Stephen Park…………………… Math & Sciences

Guest: Quinton BeMiller - AWHL

A. **Approval of the Minutes November 13, 2018** MSC: J. Midgett/S. Popiden * 2 Abstained, Approved

B. **Approval of the Agenda February 12, 2019** MSC: C. Buchanan/P. VanHulle**.** * Approved

C. **Action:**
   1. **Things We've Learned for Student Success * Damon Nance ** ** Will send requestor to clarify description statement. Not clear. Will conduct an e-Vote after a revision is submitted to the committee. MSC: D. Reade/S. Justice * DENIED.

2. **Training Workshop for YOU to become More Equity-Minded in the Classroom!**
   MSC: S. Popiden/D. Reade * APPROVED
3. **Now that you have your Equity Data – What Now?** MSC: S. Popiden/D. Reade *
   APPROVED
4. **I have my Equity Data and have Implemented Changes – How do I know if it's Working?** MSC: S. Popiden/D. Reade * APPROVED
5. **NAC workshop: Using Outcomes in Canvas** MSC: J. Midgett/D.Reade   Approved
   via e-Vote on 2/20/19.

D. Discussion:

1) **Reflection on Spring Flex:** The evaluations will be ready later on and will be discussed at the March meeting. Discussion on how many people attended and lack of space and people RSVP'ing the day before the event, which made it difficult for the food preparations. We needed more space to accommodate a larger crowd. The committee thought the game portion was a fun event. Requested to repeat Office 365 class.
2) **Fall Flex ideas:** Please remind people that suggestion forms are available on the PDC website. Please send them to the co-chairs. We need to get the word out for part-time faculty that they can get paid for assessment and professional development. We need to educate the part-time faculty on the process. Suggestions to create an orientation day just for them.
3) **PDC Funding procedures:** There is a budget line now but the amount is unknown. Now is the time to start working on the forms and procedures. The PDC co-chairs will work with members on the project.
4) **Outreach to staff for PD:** Email went out and the PDC co-chairs are working with management to identify needs by each department.
5) **Calendar of events (Embed an Outlook calendar? Who should be permitted to make edits? Who is responsible for maintaining the calendar?)** Dr. Zamiska will contact Denise Hernandez on this and report back her findings.
6) **Suggestions for updates to PD website:** Please send your suggestions for improvement to the co-chairs.

E. Information:

1. **Recording of Flex events to post on PD website for Flex credit.** The audio component wasn't very good and Dr. Zamiska will look into seeing if we can obtain better recording equipment. Dr. Zamiska will embed the videos in Google forms to capture how many people view it.
2. **Foster Youth Event.** Paul VanHulle assisted in that.

F. Open Hearing: NONE

Next Professional Committee Meeting: Tuesday, March 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.