Professional Development Committee  
Friday, October 22, 2010  
12:00 to 4:30 pm  
BEB-204 Conference Room  
MEETING MINUTES

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<th>Committee Members:</th>
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<td>T. Albertsen ✓</td>
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<td>A. Meunier ✓</td>
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<td>F. Pinkerton ✓</td>
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I. Approval of Minutes
a. Minutes from September 30, 2010 approved via email.

II. Spring Flex Workshop Planning. Laura advised that PD has received the following requests to present these workshops at Spring Flex. **SLO’s and Distance Education** are standard workshops because they are the big college initiatives. There are other workshop offerings; some have already been offered through the Faculty Success Center and maybe warrant a redo or they warrant opening up to a wider audience because there is interest level campus wide as opposed to just the faculty. Another workshop that we received requests for is the “Transitioning from MS Office 2003 to MS Office 2007.” There was discussion concerning the college skipping from MS 2007 to 2010; however, Frank, who is on the Technology Committee, stated that they are not ready for 2010 and are only installing 2007 in the BAT business classes that need it for instruction as well as installing it upon request from employees. There is no training for 2007 since Becky retired. PD agreed to offer this workshop during Classified Appreciation Week. Laura advised PD that we were awarded the Title V Grant and there are three initiatives devoted to the Grant. The Grant totals 3.2 million dollars over five years. She advised that they are doing a total upgrade of Supplemental Instruction because people don’t know what it is so she would like to have a few sessions devoted to the strands of the Title V Grant so people know what they are doing and what’s going to happen. Supplemental Instruction is one of the strands and another would be a professional development session offered through the Faculty Success Center called “Learning to Learn” which is an initiative that came out of Boston College that trains students to develop their metacognitive skills. It has been successful in the Boston colleges and it is the only intervention approved by the Department of Education for higher education. The founder of “Learning to Learn”, Marsha Heiman, will be coming out to do some training for faculty who are interested. It was suggested that maybe we might use her as our guest speaker for Spring Flex; however, Frank felt that we already have enough scheduled and a guest speaker would not be necessary since the objective of Fall and Spring Flex is to focus on staff. The committee agreed.

a. **CPR/First Aid Training** – PD agreed to host a workshop on First Aid only.
b. **Bookstore Presentation, “How to Negotiate Textbook Prices”** – PD approved this workshop

c. **Ethics Across the Curriculum** – PD agreed to present this workshop at Fall Flex.
d. **Email Etiquette** – Previously offered through Faculty Success Center
e. **SLO’s – Ongoing activity for Flex**
f. **Distance Education – Ongoing activity for Flex**
g. **Global Career Center Presentation, “Career Resources for Chaffey Students”** – PD suggested presenting this workshop during department meetings.
h. **Transitioning from MS Office 2003 to MS Office 2007** – this will be offered during Classified Appreciation Week.

III. Health & Wellness Fair. Laura is assuming that we are doing the Health and Wellness Fair again this year as well as the Walk/Run. She felt that it was very successful. PD discussed the things that did and did not work at the walk/run event. Alisa shared that she felt the vendors did not receive enough exposure. It was
agreed that we would not have vendors at the event but extend an invitation to come to the fair. It was also suggested that we have cups with water rather than bottled water; it was not convenient for the participants to carry the water bottles. Roni also suggested that we have someone walk the route to ensure that we don’t have anyone left behind or injured. Trisha will modify the entry form to ensure that we receive all the information from participants that is needed for the Foundation to send out donation letters. The committee agreed to hold Health and Wellness week on April 11-15, 2011 with the walk/run to be held on Saturday, April 9, 2011. Laura suggested that we not host the Biggest Waist Away this year due to lack of participation last year and the committee agreed. One of the events to be held during Health and Wellness week will be a recipe cooking contest to close out the week. All the recipes will be collected and made into a Healthy Recipes book. It was also suggested that we make this a progressive event where we start out with appetizer recipes. Another event PD discussed for Health & Wellness week was a video contest where staff would answer a series of questions throughout the week before the fair and submit their answers at the fair. Trisha suggested that we do this through the Survey Monkey so the program would tally the results for us. PD needs to decide the topics for the questions, so we can create the video with the questions. Laura asked about offering a Self Defense course; however, Angie stated that she had not contacted the faculty member who teaches that course on campus. Alisa suggested that we speak with United Martial Arts Studios and Angie said she would contact them.

a. Walk/Run Event
b. Self Defense Course
c. Healthy Cooking Contest
d. Video Question Contest

IV. PD Sponsorship Events. Laura received information from Birgit on events that are offered through the West End Center. Angie advised PD that she had not researched further and would work on this next week. Laura did state that she was under the assumption that these workshops were offered free of charge. She also stated that if we have these offerings as well as any workshops that PD hosts warrants creating a PD calendar of events that would be posted on the website. The committee agreed to set a goal of creating a calendar of events.

a. Workshops through San Bernardino County Superintendent of Schools (West End Center)

V. Revisions to Travel Guidelines. Laura addressed the issue of reviewing the travel and conference guidelines due to the budget constraints and reduction in funding. She asked if PD wanted to put limits on the number of people who attend the same conference, and do we want to revise the maximum amount awarded to something else. Laura stated that she is seeing more requests for funding without first soliciting funds from the individual’s school/department. On the other hand she stated that there are multiple people going to conferences that aren’t expensive. Under the guidelines, applicants must first solicit travel funds from their department. Laura suggested that we require departments to fund at least 25% of the travel amount per person and the committee agreed. PD agreed if multiple people go to a conference, it must be a conference that offers different strands to get the maximum benefit. PD also approved reducing the award amount from $1000 to $700 per person and $1000 total for groups. If PD sponsors an event for multiple people to attend, this rule will not apply.

VI. Puck Awards. The committee discussed the Puck award for 2010-11 and agreed that they would fund two recipients this year. The committee approved $1000 each for one faculty and one classified professional to attend a conference of their choice.

VII. Goals for 2010-11. Laura would like PD to think about goals for 2010-11. One thing she discussed was the self assessment recently completed for classified professionals; however one has not been done for faculty since 2008. She feels it is time to do one for faculty again. As a goal, Laura would like for PD to schedule assessments for both faculty and staff every three years to see what their needs are and Frank suggested that they cycle the assessments with Program Review and Laura agreed. Laura advised that the Faculty Success Center has a Faculty Advisory Committee that helps plan events for faculty; however,
there is no such entity for Classified Professionals. She is aware that the subject of a Classified Success Center has been discussed and is in agreement with the plan; however, she is also aware that there are no funds to create one. She feels that a step in that direction would be to create a Classified Professionals Advisory Group to plan events and be responsive to the assessment. PD does some of that, but like the Faculty Success Center, the Advisory Group makes sure there is something planned every month for faculty. With the Classified Advisory Group, she would like to see more routine activities planned monthly for Classified Professionals as opposed to sporadic events we have hosted in the past. Laura did state that although she advocates creating unique spaces for faculty and staff, it isn’t about segregation, but about creating safety and comfort for each group. Trisha advised the committee that Classified Senate did propose a Classified Success Center to Cid Pinedo and while he agreed there should be one, there are no funds at this time to support it. Cid was advised that Classified Senate would write a proposal to present to the Board so once funds are available, we might have a better chance of getting our proposal funded. In the meantime, Laura stated that if the Advisory Committee recommended an activity that required funding, PD could potentially be a resource for that and in the absence of a dedicated space, we could find space to accommodate the activity. By planning and executing these goals, we would have research that would validate the need for a center.

Gail advised PD that she is in the process of creating an Adjunct Directory and Information Website and asked the PD committee to consider posting a “link” to the new website from the PD website. The committee suggested that this information be posted on PDs orientation page.
1. PD Event Calendar
2. Make PD website more accessible
3. Faculty/Classified Professional self assessments
4. Classified Professionals Advisory Committee

VIII. Floor Items

IX. Adjournment. The committee adjourned at 3:00 pm. We will reconvene for our regular meeting on November 11, 2010 at 3:00 pm in SSA-227.