Professional Development Committee
Friday, October 7, 2011
1:00 pm to 4:30 pm
Faculty Success Center
MEETING MINUTES

Committee Members:

<table>
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<tr>
<th>T. Albertsen</th>
<th>✓</th>
<th>D. Blanton</th>
<th>✓</th>
<th>S. Calebotta</th>
<th>✓</th>
<th>P. DeVries</th>
<th>✓</th>
<th>D. Dominguez</th>
<th>✓</th>
<th>H. Ell</th>
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<td>A. Fletcher</td>
<td>✓</td>
<td>L. Hope</td>
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<td>A. Horton</td>
<td>✓</td>
<td>E. Jacobson</td>
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<td>J. Jimenez</td>
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<td>G. Keith-Gibson</td>
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<td>R. May</td>
<td>✓</td>
<td>B. Monks</td>
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<td>M. Moreno</td>
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<td>K. Noseworthy</td>
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<td>J. Osgood</td>
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<td>R. Osmanian</td>
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<td>R. Osifeso</td>
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<td>F. Pinkerton</td>
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<td>E. Rose</td>
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<td>L. Savitzky</td>
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<td>D. Walker</td>
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I. Approval of Minutes
a. September 1, 2011 meeting minutes approved via email on 9-20-11.

II. Mission Statements. The committee approved the three mission statements, Professional Development, Classified Learning Network, and Faculty Success Center. The PD purpose statement was revised to become the new mission statement. The statements read as follows:

**Professional Development:** The mission of the Professional Development Program is to promote and enhance student success by providing professional development opportunities that encourage innovation, stimulate professional growth, and enhance the learning and working environment of Chaffey College.

**Classified Advisory Group:** The mission of the Classified Professionals Advisory Committee is to identify needs and to recommend opportunities that improve the knowledge, skills, and abilities of classified professionals that meaningfully improve institutional effectiveness and student learning.

**Faculty Advisory Group:** The Faculty Success Center endeavors to dignify and support the scholarship of teaching and learning to promote student success and academic professionalism.

III. Approval Items
a. Health & Wellness Newsletter – Healthyroads. PD approved posting the Healthyroads newsletters from SCEBA – Healthyroads Client Support. After reviewing, the PD committee approved posting to the Health & Wellness website.

b. Student Liaison – John Machado email. John Machado, ASCC faculty adviser, sent an email asking all committees if they were interested in having a student representative. PD agreed it would be very beneficial to have student representation; therefore, Angie will contact John and provide him with our meeting dates and request a student representative.

The committee broke out into individual subcommittees for the remainder of the retreat.

IV. Sub-committees
a. Flex – **Chair: Eva Rose.** Dolores Blanton, Peter DeVries, Diana Dominguez, Gail Keith-Gibson, Richard May, Joanne Osgood, and Donna Walker volunteered to help Eva coordinate Spring Flex activities. PD approved sending out the presenter information sheet with deadline to return information by November 14th.

b. Health & Wellness
   - Run/Walk Event – **Chair: Trisha Albertsen.** RoseAnn Osmanian, Stephen Calebotta, Roni Osifeso, Anita Fletcher, Melissa Moreno, and Hope Ell volunteered to help Trisha coordinate the walk/run event. The subcommittee decided on the following schedule of events for the walk/run event:
     - Change start time to 9am
     - Change registration criteria:
       - Early bird registration - $15.00 (2/13-29/12)
       - Regular registration - $20.00 (3/1-23/12)
- Late/Same Day registration - $25.00 (3/24 – 4/7/12)
  - 10-15 vendors – Mini Health Fair
  - Giveaway items if participants get card stamped by vendors.

- Workshops – **Chair: Angie Horton.** Lynn Savitzky volunteered to help Angie coordinate workshops for Health and Wellness week. Lynn suggested the following topics: Diabetes, Osteoporosis, Food not Lawns. Other topics suggested were, Self Defense, Chair Yoga, and Stress Management. Since there will be no fair this year, the subcommittee suggested scheduling more than two workshops for the week.

- Cooking Contest - **Chair: Angie Horton.** Donna Walker, Hope Ell, and Anita Fletcher will assist with the setup and the contest itself. Erik Jacobson and Lynn Savitzky volunteered to help Angie coordinate the cooking contest. This year the contest will focus on salads. Erik will talk with Candice Tinsley to see if she would be willing to assist us with the contest criteria.

- Video/Question Contest – **Chair: Erik Jacobson.** Angie Horton and Lynn Savitzky volunteered to help Erik coordinate the video/question contest. They discussed a theme for the video/questions and it was decided that the theme would be “Taking Charge of your Health.” Some of the topics discussed for the questions included blood sugar and Diabetes, tobacco, exercise, how to read your blood panel, obesity. Angie will contact Renee Ketchum to see if she and her students would volunteer to create the questions and do the videos for us.

V. Spring Flex 2012 (January 12-13, 2012)

a. Spring Kick-off
   - Dr. Shannon and guest speaker – Thursday 8-11am
   - Department meetings – Thursday 12-4pm

c. Workshops – Friday 8am – 4pm
   - SLOs – Marie Boyd and Tom Vitzelio
   - Learning to Learn – Cindy Walker and Eva Rose
   - Success Guides – Ricardo Diaz and Rob Rundquist
   - Distance Education – Terri Helfand and Kim Noseworthy
   - AMAN – AWOMAN – Richard May
   - Honors Program – Leona Fisher
   - Online Activity for Adjunct Faculty (theme: Engagement) – Grace Reotutar

VI. Floor Items.

Trisha advised the committee that 2012 is the year to put out the Needs Assessment for Classified and asked if PD would approve the Classified Advisory Group to start working with Institutional Research to prepare the assessment so it can be distributed during the first part of next year. The committee approved the request.

VII. Adjournment. The retreat ended at 4:30pm. We will reconvene on November 3, 2011 at 3:00 pm in BEB-204.