I. Approval of Minutes
   a. Minutes from October 22, 2010 approved via email.

II. Spring Flex Workshop Planning.
   a. SLOs. Laura advised that she is meeting with the Outcomes and Assessment Committee next week to finalize what they are looking for in terms of SLO’s. She knows they are hiring a speaker to come in and talk about embedded assessment.
   b. Distance Education. Terri and Kim, recently dubbed Moodle Mamma, want to focus on making sure the instructors who have already been trained are up and running so the workshops will be hands-on labs where instructors can ask questions, work individually or in groups, or receive one-on-one assistance preparing for their Moodle classes.
   c. First Aid Training. Angie advised PD that Rob Hadaway agreed to provide training; however, he needs to know the scheduled date because he wanted to attend a coaches’ conference in January as well. If there is a conflict and he can’t do the workshop, Angie will contact Chris Walters.
   d. Bookstore Presentation, “How to Negotiate Textbook Prices.” Jared Ceja from the Bookstore will be presenting this workshop for Flex. PD decided that since faculty will have already submitted their books requests, we should move this workshop to April after Faculty Lecturer of the Year.
   e. EduStream/Library is one session that Carol Hutte will be presenting.
   f. Title V Grant – Supplemental Instruction. Robin Witt will be presenting this workshop and will be discussing goals pertaining to Title V. Laura advised that they are in the process of hiring SI leaders.

Laura and Grace will have an Online Activity for all faculty and staff. Since Flex is only two days in spring, the committee felt this was plenty to choose from. Laura also reminded us that Faculty Lecturer of the Year is also a flex day this year and we can plan something for the afternoon and evening.

III. Health & Wellness Fair. Laura asked for a volunteer to put together the flyer for Health & Wellness Week. The committee agreed to have Trisha prepare the flyer because she is very creative. Laura suggested that a subcommittee be formed to start working on the Health & Wellness activities listed below. The committee nominated Heather and Alisa volunteered to help with planning.
   a. Walk/Run Event. Angie advised PD that Trisha worked on revisions to the Walk/Run paperwork that were suggested at the retreat. Angie distributed the revisions for review by the committee. Alisa also stated that she made revisions to the donation ask letters, revising the letter to be sent to vendors who participated last year and a new letter to be sent to prospective vendors for this year. Angie clarified that vendors participating in either event, the Walk/Run or the Fair, would have to submit a $50 prize for the Opportunity Drawing. We will not deny participation if their donation is less than $50. Laura advised the committee that she and Angie presented ASCC with the $1000 contribution to the Emergency Book Grant and talked to them about this year’s event. They are excited about participating again this year.
b. Self Defense Course – United Martial Arts Studios. Angie advised PD that she spoke with Paulo and he is interested in doing a workshop for us; however, he would like us to provide suggestions on the type of self defense techniques we want to learn in the workshop and what are the constraints we have as far as defending ourselves? PD agreed we want the workshop structured to help protect ourselves against someone who might attack an employee while walking to their car. Basically, self defense techniques to keep employees safe. Alisa also advised that United Martial Arts Studios agreed to participate again this year with the Walk/Run event.

c. Healthy Cooking Contest. PD came up with the idea to have a cooking contest on creating a healthy appetizer. Angie will contact Candice Tinsley to assist us in defining a healthy appetizer.

d. Video Question Contest. The contest will begin the week prior to Health & Wellness week and there will be five questions consisting of: two choices, which one is healthier, questions on chicken nuggets, what are fast foods made of, and coffee drinks.

IV. PD Sponsorship Events.

a. Workshops through San Bernardino County Superintendent of Schools (West End Center). Angie spoke with Anna from the West End Center and was told that the workshops offered through their facility are geared more for teachers in the public school system. The workshops cost anywhere from $10 - $80. There are no workshops designed for classified staff except specific workshops for staff working in the public school system like how to complete District forms. They also have workshops on child development. Anna will add me to the distribution list for the monthly calendar of events and Angie will add it to the PD website.

V. Revisions to Travel Guidelines. Laura gave the committee feedback on the deans meeting and the discussions held related to the travel guidelines. She advised the deans that due to the limited budget for T&C, awards have been reduced from $1000 to $700 and departments will now have to contribute at least 25% toward the travel request. Laura asked if the committee had seen the announcement from Scott Lay and the Community College League on the budget. It appears that next year will be even worse than the last two years. The reduction in funding for next year could be up to two million dollars with another section cut and who knows what summer will look like.

a. Remaining Budget. Angie distributed the budget for Travel and Conference and there is approximately $10,000 left for travel for the remainder of the year, minus the $2,000 for the Puck Awards.

VI. Puck Awards. Eva provided the selection criteria that included quality, efficiency, cost effectiveness, replication, creativity, and timeliness and stated that the review committee did not use all of them last year. She wanted the committee’s feedback on this. PD agreed to revise the criteria with scope of impact/results, efficiency, replication, creativity and timeliness. The nominations deadline is November 24th.

a. Two Faculty nominations
b. Two Classified nominations

VII. Goals for 2010-11.

1. PD Event Calendar. Since the last meeting Laura discovered a campus wide calendar published by Ben. Rather than creating a separate PD calendar maybe we should integrate our activities onto that main calendar. This calendar is easily accessible because it is web based and would be easier to use. Laura will arrange to show this calendar at the next meeting.

2. Easy access to PD from Chaffey Website

3. Faculty/Classified Professional self assessments. Laura reminded PD that the Faculty needs assessments should be done this year and that all the assessments should be done on a three year cycle, compatible with the PSR review. At the next meeting we should review the last faculty assessment and update and revise it.

4. Classified Professionals Advisory Committee. Angie advised PD that Classified Senate has chosen Roni Osifeso to be one of the co-chairs for this committee and will ask Karen Matejcek to be the other
co-chair. Senate has also put a call out for 8-10 classified staff to sit on this committee. The purpose of the group will be to access the needs of the campus and prioritize and fill those needs. Angie advised that Fred Pryor sent a proposal for workshop offerings; however, it is expensive. Laura will look over the proposal and see if it would be feasible to contract with the company to do some of their workshops here on campus. Kim also advised that Adobe now has tutorial videos available when you purchase Adobe from the foundation college website.

VIII. Floor Items. Gail announced that they will be launching the Faculty Senate Adjunct subcommittee on November 19th from 9:30 – 11:30 in the Faculty Success Center. Everyone is welcome to attend. Erik Jacobsen also announced that he and his wife welcomed a new son to the family on November 1. They named him Hayden Roland Jacobsen.

IX. Adjournment. The committee adjourned at 4:09 pm. The next meeting scheduled for December 2, 2010 has been cancelled. We will reconvene on January 20, 2011 at 3:00 pm in SSA-227