I. Approval of Minutes
   a. October 7, 2011 meeting minutes approved via email on 10-27-11.

II. Health and Wellness. Follow up from the retreat.
   a. Walk/Run Event. Trisha provided a handout of the subcommittee’s planning for next year’s walk/run event. Changes include a three tier registration format, early bird - $15 – February 13 – February 29, 2012; regular - $20 – March 1 – March 23, 2012; late/same day registration - $25 – March 24 – April 7, 2012. The event will start 1 hour later, 9am with check-in from 8:00 – 8:45am. To make it easier to distinguish between the walker and runners, it was suggested that we have 3 different colored t-shirts, one for runners, one for walkers, and one for event personnel. Since PD will not be hosting a Health fair, the subcommittee will host a mini fair with 10-15 vendors during the walk/run event. The vendors will be required to provide a $25 gift basket. Roni advised that the vendor invitation letter has been revised and will be sent out in January.
   b. Video/Question Contest. Angie advised that we have not been able to get in contact with Candice; however, Erik has done some research and pulled information as well as questions that can be used. It was suggested that the committee develop its own questions and rather than do a video, the questions could be emailed to the campus community each day of Health and Wellness week. Laura even suggested one question a month leading up to Health and Wellness week. Angie also contacted Healthy Roads and was advised that they do health workshops for the schools, so she requested a catalog of the workshops offered so the committee could select two for Health and Wellness week.
   c. Cooking Contest. Angie advised that she is postponing work on the cooking contest until the beginning of next year.

III. Spring Flex. Follow up from retreat.
   a. Spring Flex activities – discussion from Diana Dominguez. Diana brought up concerns about limited offerings and times for activities. She stated that it appears to her that Flex was designed with little of what was suggested by faculty in the Faculty Assessment conducted by Institutional Research. Diana is concerned that the committee had no discussion as to what should be offered as professional development activities for Flex but rather Administration chose what would be offered in order to fit in with the college goals. Diana thought there would be more discussion within the committee on what Flex activities to offer. She stated that in her area, Math, they have their own little department meetings rather than participating in flex activities. Diana advised that we would probably have more participation if we would rethink our approach to flex. Laura asked if Diana meant that her department is participating in department meetings beyond the meetings we schedule and she said yes. Instead of going to flex, they are meeting and discussing their particular subject and best practices for teaching that subject. Laura advised that spring Flex is so narrow, basically we only have a day and a half for flex activities so PD uses the survey more for the Faculty Success Center where faculty get more of a variety of offerings. You’ll notice that Flex focuses on three key areas, student success, distance education, and student learning outcomes; they are the key areas the college needs to address. These
three areas were not targeted by Administration but rather the decision to focus on these areas came from this committee. Laura asked Diana if she would like to make some suggestions or talk about ways to enhance Flex. Laura stated that this would be a good time to do it while we are in the planning stages. Laura asked if she has some specific suggestions she wants to offer. Diana said most professional organizations if they are having a conference or day of professional development, they would have an open post asking for speakers to present on specific topics. People would submit their proposals on what they would like to present and what they want to share; the committee would review the proposals and select the topics for the conference. Diana asked if the committee has ever taken that type of approach or has it always been up to the committee to determine the topics? Laura advised that there has been a mixture, sometimes people will propose things to us and that ends up being a part of Flex and we have also discussed topics we’ve wanted and have gone out and solicited people to present those topics. Laura thought this was a good idea that Diana proposed; however, she was concerned about the timeframe for Spring Flex. Diana advised that she was hoping we would consider doing this for Fall Flex 2012 and Laura agreed, but did stipulate that the committee should define the areas in which we should accept proposals; the committee agreed.

Laura did stress that the Chancellor’s office governs Flex, we don’t; we actually have to report to the Chancellor’s office on what will be offered during Flex and it has to be in accordance with their guidelines. Laura did advise that there will be changes coming down from the Chancellor’s office after the first of the year due to the Student Task Force recommendations that seem to imply they will narrow that window of opportunity significantly. Which means, the Chancellor’s office will be more prescriptive about what they want Flex to achieve. The challenge PD will face is how to create variety and interest and at the same time meet the regulatory requirements that the Chancellor’s office is probably going to prescribe.

Laura asked Diana if there was anything that she heard during our discussion about Spring Flex that she would like to submit as a suggestion for a workshop. Diana stated that she thought based on the survey that instructors were interested in learning about their peers best practices. She stated that maybe a roundtable discussion among faculty would be a good setting. Laura asked Diana if she would be willing to facilitate that workshop and Diana agreed. Angie will send her the presenter information sheet. Laura asked if there were any other suggestions and Gail Keith-Gibson suggested a workshop for adjunct on best practices as well as general campus information that they may not be aware of. Gail will facilitate that workshop along with Stephen Calebotta who was an adjunct for five years and is now a full time faculty member. Hope advised that Rachel Hanna asked about doing a PSR workshop and PD agreed to all of the above for Spring Flex.

Frank Pinkerton inquired about how faculty will meet their Flex obligation in conjunction with morning kick-off activities as well as the way the Fall Flex schedule showed school meetings. Laura stated that faculty will meet their Flex obligation with the Kick-off activity and school/department meetings. There was discussion on how the school/department meetings should be shown on the schedule and the committee agreed that only school meetings should be shown on the schedule. Laura stated that individual department meeting information should be coming from the dean or coordinator.

b. BIT (Behavioral Intervention Team). Laura advised that a new intervention team has been created to support the Threat Assessment Group (TAG). TAG intervenes when there is a student behavioral problem on a repeated basis, they intervene and support student discipline and try to help address that problem. BIT has been implemented to address behavioral anomalies before they get to the point where TAG must intervene. Laura asked about adding this to the Flex schedule because faculty do not know who they are and what they do so they want to inform the faculty to help assist in student discipline. PD approved adding them to the Flex schedule for spring. Joanne Osgood suggested contacting Kay Peeks in Student Health Services about doing a presentation on the many services provided to Chaffey students. Most instructors are not aware what is offered to students. Angie will contact Kay about doing an information workshop.
c. **Guest Speaker.** Laura advised that she did contact the woman and she may have a schedule conflict during that time; she will get back to Laura next week. If that falls through, Laura received a suggestion from Sid Burks and Bruce Osburn about the guest speaker at CCCAOE, Career Technical Education Conference. The gentleman is also a researcher and speaks about the generational aspect of students. Laura will keep the committee informed via email.

### IV. Floor Items

Laura shared with the committee that at one time PD reviewed and approved travel and conference requests; however, we do not do that now mainly because there are no funds available through Professional Development. Laura stated that the deans have discussed travel and conference funds and that they have developed criteria for the funds that are within their purview. One of the things they will be looking at is if people want to do out-of-state travel, it will be at their own expense rather than with District funds; if there are multiple people attending a conference, the conference must show multiple strands and they must show each person attending a different strand; asking people to seek permission to attend a conference, even if they want to be a presenter, being a presenter does not necessarily guarantee that something will be approved. This was done because as resources become smaller, restrictions become tighter on those kinds of activities. It doesn’t really have bearing on this committee now; however, should T&C shift back to this committee, we can revisit the guidelines as funds become available. Angie asked if they can pass the information to her and Hope agreed to send it to her.

Laura asked for an update from the Faculty Success Center and the Classified Learning Network. Eva stated that everything is going very well at the Faculty Success Center. Tomorrow, 11/4, Myron Dembo from USC, will be presenting an eight hour workshop on motivation. Another Learning to Learn workshop will be presented on Monday, 11/7. Eva also stated that faculty are now using the center on a regular basis. Roni reported that (Classified Professionals Advisory Committee) CPAC is currently wrapping up the Manager’s Needs Assessment and it will be forwarded to Institutional Research next week. Hopefully, they will have results back by the end of the month. She also stated that Eva Rose and Cindy Walker will make a presentation on Learning to Learn at the CPAC meeting next week.

Laura advised that she gave a Board Monitoring report on Professional Development at the board meeting last week. She will make sure to send an electronic copy to Angie so she can distribute to the committee.

### V. Adjournment

The meeting ended at 4:02pm. We will reconvene on December 1, 2011 at 3:00 pm in BEB-204.