Professional Development Committee  
Thursday, February 17, 2011  
3:00 to 4:30 pm  
SSA-227 Conference Room  
MEETING MINUTES

Committee Members:  
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<tr>
<th>T. Albertsen</th>
<th>✓</th>
<th>P. DeVries</th>
<th>✓</th>
<th>G. Keith-Gibson</th>
<th>✓</th>
<th>L. Hope</th>
<th>✓</th>
<th>A. Horton</th>
<th>✓</th>
<th>E. Jacobson</th>
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<td>A. Meunier</td>
<td>✓</td>
<td>B. Monks</td>
<td>✓</td>
<td>K. Noseworthy</td>
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<td>J. Osgood</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>J. Song</td>
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<td>D. Walker</td>
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I. Approval of Minutes  
a. Minutes from February 3, 2011 meeting not taken due to lack of quorum.

II. Health & Wellness Week and Fair.  
a. Walk/Run Event. Alisa informed PD that the flyer has gone out. She has received several emails from instructors stating they will be encouraging their students to participate. Practice for the walk/run event will start on Monday, February 28th. The price to participate in the event remains the same at $15.00 which includes a t-shirt and a snack pack. The bookstore will provide the t-shirts and Angelina’s will be providing the snack packs for all participants.  
i. Volunteer Sign-up Sheet. Trisha, Angie, and Alisa created a volunteer sign-up sheet for the event to ensure that we have enough people to man the event. Last year, being the first year for this event, we did not have enough personnel. Angie will also contact Lauren in Marketing to solicit help from the Ambassadors.

b. Workshops for Health & Wellness Week.  
i. Self Defense Workshop – Z Ultimate Self Defense Studios. Paulo Reynaga from Z Ultimate Self Defense Studios volunteered to present two self defense courses, one on Tuesday morning, April 12th and another on Friday afternoon, April 15th. Frank Pinkerton will arrange to have the maps set up in the gym for these two workshops.

ii. Five Secrets to Permanent Weight Loss. Dr. Casady from Balanced Life has volunteered to present a workshop on the Five Secrets to Permanent Weight Loss. Angie scheduled the workshop for Thursday morning, April 14th.

c. Healthy Cooking Contest. To bring everyone up-to-date on the cooking contest, Angie advised that she and Laura met with Candice and Candice has agreed to develop, along with her students, the criteria for the cooking contest.

d. Video Question Contest. Candice has also agreed to create the questions and video for the video question contest. She was supposed to send us the dietary guidelines; however, we have not received them so Angie will contact her for the information.

III. Faculty Professional Self Assessment. Professional Development discussed re-writing some of the questions from the previous Faculty Success Center Survey of 2008; however, after discussion it was decided that we would use the original questions and add a few more to the survey. Laura is inclined to add to the survey rather than delete the questions previously asked because we want to know if there has been significant change, especially with regard to the Faculty Success Center and its impact on faculty and teaching methods. Laura asked the committee to submit any additional questions to Angie as soon as possible. Laura would like to forward this information to Jim Fillpot so he can prepare the survey and distribute to the faculty prior to Spring Break. Laura advised that the results of the survey should help us with next year’s planning of Fall Flex and Faculty Success Center workshops as well as the Board Monitoring Report that is due in the Fall. The results would give PD the opportunity to compare this data with the previous data which would be very helpful.
Laura also advised that the Classified Advisory Group started its work and they are taking the data from the classified assessment done in 2009 and using it to plan for next year’s activities. The Advisory Group will then survey classified staff again in 2012.

a. Synopsis of Faculty Success Center Survey Results.

b. Faculty Success Center Quantitative and Qualitative Survey Results.

c. Handout from Dr. Shannon – Completion Counts. The C2/E2 handout from Dr. Shannon was distributed at the last two PD meetings as well as being emailed to the committee. Laura advised that she wanted to make sure everyone received a copy of the handout because in essence with this C2/E2 agenda, what Dr. Shannon has done for us is helped us frame what’s going to guide Professional Development for the next year, at least, and she thinks we should tie Flex back to everything listed on that initiative sheet in terms of students at entry, students at point of connection, students who are progressing, and students who are achieving and completing.

IV. Faculty Lecturer of the Year Flex Obligation. Laura advised that our next Flex event will be Faculty Lecturer of the Year in April. Although on a much smaller scale than Fall or Spring Flex, faculty will be fulfilling their obligation by attending the Faculty Lecturer presentation as well as department meetings. Laura advised that it might also be useful to spend the day introducing or talking about some of the things that are in Dr. Shannon’s plan and that would give us a chance to start thinking about Fall Flex. Eva advised that she spoke with Ardon and since there are no faculty retirements and only one or two classified retirements this year, the luncheon would probably be scaled down. The only workshop being offered by Professional Development will be the Online Activity for adjunct only. Laura suggested that we review the C2/E2 sheet and start to pick out some topics that might be viable events that people would be interested in for Flex. Some of them may be things that are already going on that people should know about and then other things that might be less literal but advance the goals that are set out in the plan. The committee agreed with Laura’s suggestion that this should be our focus and since it is Dr. Shannon’s primary charge to us, and his highest priority, we need to address that priority at Fall Flex. Laura was also wondering to what extent we should address the part of coping with scarcity at Flex? Eva advised that she is doing a workshop on March 4th that has to do with “Managing Change.” Trisha also advised that Senate will be presenting a workshop on “Managing Stress” during Classified Appreciation Week and by that time the college should know whether the ballot issue will be resolved. Laura did express that this is something that will not be going away anytime soon. The last thing Laura asked is, “do we want to have a speaker for Fall Flex?” Laura advised that she and Merrill have been doing some talking and actually, she thought it might be good for all of us; there are a couple of people out there doing some work researching hope, the psychological impact of hope, especially on students and optimism. Rather than it be a feeling, a lot of the research is about making hope an actionable behavior. Laura mentioned a gentleman by the name of Andrade, who presented a topic called “Hope Grows in Concrete,” where he talks about how you get students to foster and nurture the sense of optimism in difficult situations. Merrill is also in contact with someone through the Gallup association who is doing similar research, and we can get either one for $1500.00. That is one option we can look at and possibly consider. Trisha asked if they were local and if not, would we have to include travel expenses. Laura advised one is more local than the other; however, we can negotiate the travel to be included in the $1500. Eva asked if we will have funding to cover this expense and Laura stated that we will still have operating funds even though more than likely we will lose travel and conference funds. With the Faculty Success Center functions and the Classified Advisory Group’s formation, those two entities will have some funds, and so our primary charge is Health and Wellness and Flex. And one of the things Angie and I were talking about is, given the fact that the scope of the work of this committee has narrowed, perhaps we can reduce our meetings to once a month and focus our energies on those two projects. It is obvious that all of us will be doing more work and Laura doesn’t want this committee to become a burden but at the same time, she wants our work to be meaningful and if we continue to put on good Flex events and a nice Health and Wellness week, we will have done a good job. The last item concerning Flex is do we want to continue with the award for recognizing administrators, faculty and staff for their hard work? Is this something we want to continue with and
possibly downsize a bit to include most inspirational faculty, classified, or administrator, and open the voting to everyone for those three categories?

So to recap, the idea for Spring Flex in April is that it is just going to be an online activity for adjunct, Faculty Lecturer speech, and the luncheon. For Fall Flex, PD will work on picking out topics from the C2/E2, Completion Counts: Exceeding Expectations agenda to think about for our fall activities, we’ll do the three categories of awards, and Laura will talk with Dr. Shannon about a guest speaker. Eva advised that Honors would like to present a workshop at Fall Flex and Angie advised that she has a list of people who would like to present; however, Laura stated that if it does not relate to Dr. Shannon’s C2/E2 plan, it will not be part of Flex. Those presentations can be offered at Spring Flex and PD agreed.

V. Floor Items. Laura advised that she is a little concerned about the video presentation being prepared by Candice for Health and Wellness week. Can we ask Candice to provide PD with a glimpse of what she is preparing? Angie will contact her and ask for the questions for the video contest, the guidelines for the healthy cooking and an idea of what the video project will consist of.

PD agreed to convert to once a month meetings, beginning in Fall, and schedule them for every third Thursday of the month with the option for additional meetings as the activities we are preparing for warrant.

VI. Adjournment. The committee adjourned at 4:00 pm. The next meeting is scheduled for March 3, 2011.