I. Approval of Minutes
   a. Meeting minutes from May 9, 2013 Approved 12/0

II. Laura Hope welcomed everyone back and the committee introduced themselves since there are several new committee members this year.

III. 5K Updates and Planning – Laura brought up the convocation promo for the run/walk that included Dr. Shannon, RoseAnn Osmanian, and Vicky Valle. The committee has been working on publicity for the 5k to promote it and to encourage people to sign up as teams. Laura explained that the run/walk was the sole source of funding for Professional Development and CPAC, so it’s really important that we get as many people to sign up for this event as possible. Normally in the past people would get a snack and a t-shirt included in the cost of their registration fee. There has been an issue this year with the cost of the t-shirts, it has gone up significantly and the quotes from the bookstore were too high. The committee discussed some other options and a couple of the members said they would look into their contacts to see if they could get a cheaper quote for shirts. Melissa will look online to see if there is anything that will work within the budget that PD has allotted for the shirts.

   Someone asked who designed the Monster Dash flyers, Cindy stated that Sheryl Herchenroeder and Cherie Ventola created it. Everyone commented that they had done a wonderful job on the design. Cindy updated the committee that RoseAnn and Selene Pineda would be in charge of the water stations and putting up the signs, and Cindy’s husband will be MC’ing the music. Snacks were brought up and Laura mentioned that we had snack boxes in the past but need to scale it down this year. It was decided to have a bottle of water, granola bar and fruit. Someone asked if we could get anything donated like water or fruit. Melissa will check with Rachel Galindo to see if her husband is able to get fruit donated from his workplace for the run/walk. Also the Foundation Office will be contacted to see if they can donate bottled water towards the event. The committee discussed what help would be needed the day of the event and at what time. Check-in begins at 7:30 a.m. and the race starts at 9:30 a.m.

   The committee went over all the ways that the run/walk is being promoted, such as; the marquee, flyers handed out to students, the breeze, as well as other places. A question was asked if Cindy’s husband would be bringing his own speakers for the music, since Justin Caudill will be at an away football game that day and German Paez is not working on that Saturday. Cindy said her husband has a speaker system that will work for the area around the finish line.

IV. Accreditation Report – Laura spoke about how the Accreditation Oversight Committee is requiring all of the committees to provide an update of the things that have been accomplished according to the accreditation standards. For Professional Development there are really only three standards that are explicit for the committee. Laura distributed handouts of an accreditation summary for PD that detailed nine activities that the committee had done during the 2102-13 year and where they fell under the accreditation standards. Laura stated the PD deals directly with Flex, Health and Wellness Week, and any activities related to the walk/run.
The committee discussed that PD should also address Convocation specifically; Cindy also said that some of the activities that didn’t fall under our accreditation standards might fit in other areas. Laura asked Cindy if she could identify and pull out those activities so that she could add them in a separate box to the handout. There was further discussion on where certain PD activities would fall under the accreditation standards.

V. Convocation and Flex Debriefing – Cindy spoke about the positive feedback that she had received regarding convocation; many people have said that this was one of the best convocations ever. The convocation program was recorded and is located on the PD website for people to view. Laura mentioned that the Faculty Inquiry Team should have a consistent protocol of reporting every year after they complete their work and have them report the findings at Convocation or opening day. Cindy brought up that the Faculty Inquiry Team had asked for some guidelines on what they will need to do for convocation. Cindy also mentioned that she received positive feedback on having the guest speaker first then Dr. Shannon’s college address. Laura stated that it was also a good idea to have the guest speaker talk for 30 minutes. This allowed enough time for people to get engaged in the subject and then stay for the Q and A. It was discussed to use this year’s convocation timeline as the format for future convocations since it was so successful. Erik brought up that there were some issues with the streaming down in Chino so they only got to see the end of the guest speaker by the time it was fixed.

VI. Spring Flex Planning – Laura brought up that the committee needs to start coming up with ideas to start planning for the 2014 Spring Flex. There will be school and department meetings and Dr. Shannon’s college address, but the committee needs to start thinking about ideas on workshops and if anything else should be added to the program. Laura asked if the committee wanted FIT to follow up or keep the variety in the breakouts, there are only 2 days for flex. Laura mentioned about having flex organized thematically and that people to tend to respond more in designing it this way. Lynn stated that getting a certificate was really meaningful and that she was very interested in the workshops she took. Since flex is shorter this next year, down to 2 days, if the committee decided to do certificates again, it would have to be a carryover for a couple flexes. The committee discussed having two strands; the first being the DE strand that will include; DE FIT Best Practices, Moodle Showcase, Moodle Training and a workshop for lab time. Laura suggested getting some feedback from the DE Committee on what workshops they think would be useful.

The second strand would be on the Student Success Strategies that contains specific workshops pertaining to the new Student Success Act; they will include the following workshops on the New Educational Planning Tool, Online Orientation Tool, Faculty Advising, and Hope and Mindset: Strategies to Help Students Set and Achieve their Goals. Starting in Fall 2014 all colleges will have to hold students to certain requirements in order to keep their registration priorities. If students have not completed assessment, orientation and don’t have a counselor approved comprehensive educational plan on file, they will lose registration priorities. The college is trying to make things easy for students to accomplish these things, but most students are not aware of these changes, even though this information has been sent out to them. Laura said that faculty will need to be ambassadors to get this information out to the students, this is why it’s important that the faculty know how the new laws are being put into place here at Chaffey College. The committee brought up questions on how the Student Success Act information was going to be made known to the faculty. The Student Success Act has been talked about for the past year and half and is starting to be implemented. There have been three flex events, several Faculty Success Center workshops, and information has been put out in email, Facebook and the catalog regarding this subject, but there are still many people who are not aware of it.

Laura said she would also like to have something on Student Learning Outcomes. Since there are already quite a few workshops she will ask the deans to carve out some time during their school meetings to address this. Cindy brought up an idea about maybe having an SLO fair on the department meeting day and possibly have it set up in the Sports Center. She said that maybe it could be set up like an exhibit at a conference, where everyone shares their SLO work. Laura will talk with Sherrie and Marie to see if they have any ideas on this.

The committee discussed possibly having a panel workshop for adjuncts. They will look into having someone there to speak about the Student Success Act, Student Discipline, or Counseling for planning. Laura mentioned
creating a survey monkey to adjuncts to see what other topics they would like to hear about. Cindy and Laura will work on a draft for the Spring flex and bring to the next meeting for everyone to look at.

VII. Health and Wellness Trivia/Quiz for Fall – The committee discussed that the Health and Wellness week was no longer going to be in April but would be broken up throughout the year. Cindy asked the committee if they still wanted to have the Health and Wellness Quiz during fall, everyone agreed that it would be a good idea since it was successful in past years. Erik, Lynn and RoseAnn will work on the questions for the quiz, and the theme will be around Thanksgiving with diet and exercise questions. The 5k run/walk will take place on October 26th, 2013, the quiz will be done in November the week before Thanksgiving and then in Spring 2014 there will be a smoothie contest and then the softball tournament during faculty lecture day.

VIII. Travel and Conference Forms – The travel and conference form was updated so that it aligned better with the Integrated Planning Model. Laura mentioned that the Strategic Goals area would probably be cut, and to keep the Educational Vision part. The reason for deleting the strategic goals area is because they are currently in the process of being changed to goals that are measurable. Cindy suggested to put the new goals in this area when they are finished, to give people more options to select from when they are filling out this form. The committee discussed putting the “Travels with Chaffey Synopsis” from the form online, so that people can get on and read it. Cindy will look into the details on how to set this up; she will work with Grace on some ideas to make it work.

IX. CPAC Proposed Workshops for 2013-14 – The PD committee voted to approve the proposed list of CPAC proposed workshops for the 2013-14 year. Approved 12/0

Next meeting: October 17, 2013, 3:00-4:30pm
I. Approval of Minutes
   a. Meeting minutes from September 19, 2013 Approved 15/0

II. 5K Updates and Planning – Cindy updated the committee that the 5K was still scheduled to be held on Saturday, October 26th. Melissa gave a rundown of everything the subcommittee was doing to prepare for the run/walk and asked if anyone would like to volunteer to help the day of the event. Fruit for the run/walk is being donated by Rachel Galindo’s husband. Denise Gomez from the Child Development Center was able to get 6 cases of water donated. The shirts for the participants have been ordered, only 20 extra shirts were ordered since the committee didn’t want to get stuck with the extra cost if more people don’t sign up. The committee discussed coming up with some new ideas to raise money that won’t require as much work and money as the run/walk has. Laura offered some different suggestions that would still be within Health and Wellness but would not require as much work as the run/walk. The committee discussed all the details for the run/walk day. Humana Vitality will also have a booth there at the run/walk to help employees sign-up for their 250 points for participating in the 5K.

III. PD SLOs/AUOs – Laura spoke about collaborating about SLOs through email before the next meeting. Laura also said that AUOs were no longer being done since the school has a Visionary Improvement Plan for PD but the committee does have outcomes. Professional Development falls under Standard IIIA, and is to be centered only on Flex and Health and Wellness, since those are the only two areas that fall under PD. There will be 5 flex days on the next academic calendar. Everyone can send their feedback to Melissa and it will be brought to the next meeting.

IV. January Flex Updates – There will be two strands for January Flex, the Student Success Strategy and the DE strand. The Student Success Strategy will have: Fast Track Strategies (Angela Leontas & Carol Dickerson), Helping Students Identify Goals (Cindy Walker & someone else), Faculty Advising (is a maybe), and Online Orientation (need to recruit someone). For the DE strand, Cindy will talk to Terri Helfand about it more but the idea was to have Moodle Training, a Moodle Showcase, Moodle Lab, and DE Best Practices.

Laura brought up that Mary Ann Doherty from Resource Development asked if she could do another workshop on grants. MaryAnn has built out the website for staff and faculty to be able to look at grant opportunities that might be available to them. There is also going to be development of an infrastructure around a grant’s process; so if someone has an idea and it looks like there is a grant for it, there will be a mechanism for them to say this is an idea that they would like to pursue. Then it will go into that process and the college will decide if it is something that they will pursue or not. This new process is something that the college has never had before, and the last workshop during Fall Flex had great feedback and was well attended.

The committee discussed where the Student Success Act information would best be discussed during flex. Laura said that she would speak to the deans about having that information given out in their school and department meetings. Cindy discussed possibly having a SLO fair in the CAA building on Welcome Back Day and having each school share what they are doing. Laura will speak to the deans about doing the SLO fair. It was also brought up
about having an adjunct panel and making sure to have the Student Success Act as part of it. Ashley asked if there was a way to have a panel at both Chino and Fontana, the committee said that the best way would be to have video conferencing at both campuses. There won’t be a breakfast at the Spring Flex since it’s usually only during convocation that the car club does it.

It was decided that if people complete three of the workshops in a strand they will receive a certificate. There will be little icons next to the workshops and a summary in the flex booklet so people are aware of this.

V. Health and Wellness Question Contest – Erik did research on different questions for the contest that will be centered on the Thanksgiving theme and Health and Wellness during this time of year. Cindy will send the top 15 questions to Erik, Lynn and RoseAnn to decide the final 5 questions that will be sent out right before Thanksgiving. RoseAnn will put the questions on Survey Monkey.

VI. Adjunct Survey – Cindy would like to have a survey go out to the adjuncts to see what they would like to be included on the online orientation. She asked for everyone to send her questions in the next two weeks on things adjuncts wish they had known when they started working at Chaffey College. The adjunct online orientation will be done in a Moodle shell sort of like Success on Demand. There will be certain modules that are required for all adjuncts and some that are optional.

VII. Fall 2013 FLEX Evaluation Report – Laura stated that a significant number of faculty either did not participate in flex or they did not complete the survey. Cindy mentioned that the information was very positive as far as comments and how the faculty rated the workshops. The committee discussed why there was such low participation considering how many faculty and adjuncts there are on campus. There was also some discussion on school specific activity codes, and some of the codes that are not included in this evaluation report. Laura will ask Jim for the rest of the information on these other codes.

Laura stated that Flex is designed for faculty, who are required to participate but for some staff in certain areas this is also a good time to participate in workshops too. Laura asked the committee to start thinking about a shared Flex as an opportunity between faculty and staff to work together within and between employee groups for subjects that are mutually important. She also raised the idea of possibly integrating Professional Development and CPAC to have joint workshops, since there has been interest on both parties’ sides to participate in flex workshops and CPAC workshops. The committee discussed several workshops and ideas that would be beneficial for both faculty and staff. This is an idea for everyone to start thinking about for the future and Laura and Len will take this to the Dean’s.

Next meeting:
Thursday, November 21, 2013
3:00-4:30pm
BEB-204
I. Approval of Minutes
   a. Meeting minutes from October 17, 2013 Approved 9/0

II. PD AUOs – Cindy stated that Marie Boyd was asking about Professional Development’s SLOs, the AUOs for PD were created before Cindy started on the committee. Cindy suggested that the committee review the PD SLOs/AUOs and see if the committee wanted to update them. Although AUOs are not required it would be a good idea for the committee to have them updated for accreditation. The committee worked on narrowing down the AUOs that pertain to Professional Development.

III. Crossover/Integration of Professional Development – Cindy spoke to the committee about her meeting with Melissa and the chairs from CPAC, Vicky Valle and Selene Pineda, about collaborating or combining activities that might work for both faculty and staff. This group was able to identify a number of topics that would be of interest and benefit to both employee groups. Some of the topics would work best during flex and other topics might be better offered at other times in the semester (especially some of the technology topics). Some of the topics that were discussed in the meeting about what might be applicable to both groups were technology, Hope and Mindset, and working with students with disabilities. These are the first group of topics that they will try and cover over the 2014/2015 year. The technology workshops would be held throughout the year and probably not during flex. Hope and Mindset or working with students with disabilities would likely be held during flex; there will be an icon in the flex booklet that will be used to distinguish the workshops that can be attended by both faculty and staff. Cindy stated that CPAC would also be sending out an email to staff highlighting those flex workshops that can be attended. This crossover/integration will start in fall 2014.

IV. January Flex Updates – The flex booklet will contain new information in it regarding the certificate strands. Flex will start with Dr. Shannon’s welcome back address, a presentation from Stephen Lux and Laura, Len and Amy will be speaking about the Student Success Act. The welcome back will be about 2 hours followed by school and department meetings in the afternoon of January 9th. Melissa and Cindy went over the flex workshops that will be offered on January 10th, there will be two certificate strands that contain 3 workshops in each category, and then an online adjunct workshop and a grant workshop. The committee also decided to add an adjunct information panel to the flex workshops; Gail Keith-Gibson offered to do it in the afternoon along with Len Crow who will be presenting on BIT/TAG, student discipline and the Student Success Act. There will also be a Sexual Harassment Prevention training that will be online for faculty as part of flex.

V. Consultation Council Notes – Melissa distributed an email to the committee that Laura had wanted them to see regarding the recommendation for Professional Development from the State Legislative Program Task Force. The Professional Development proposal from the task force stated: “Based on the statewide Professional Development Committee recommendations regarding the Student Success Taskforce Recommendations, revise the Ed Code to rename the CCC Flexible Calendar Program to the CCC Professional Development Program, expand the definition of professional development to include all employees – faculty, staff and administrators, and finally, revise the system budget to include a separate line item of .5 to 1% of the system budget dedicated
directly to supporting Professional Development actives." This is just a proposal nothing has been acted upon yet.

VI. **Monster Dash Proceeds for Student Scholarships** – The committee had a discussion regarding the proceeds that go to Student Activities for student scholarships. Susan Stewart had asked if it was possible to have the proceeds go towards the food pantry since they had plenty of money set aside for book grants; she stated that whatever the committee decided they would be grateful for the help. The committee decided that the money should go towards student book grants since the flyer had advertised it that way. The committee still wanted to find a way to support the food pantry, so it was decided to include something in the spring flex booklet about the food pantry. There will be a statement asking faculty and staff to donate towards the food pantry during at the Welcome Back or Flex workshops.

VII. **Floor Items** – The committee asked RoseAnn how many people had signed up for the question contest. RoseAnn said they had 116 people who have completed all the questions so far. The committee decided to give two gift card prizes for the question contest and two gift cards for the smoothie contest that will take place next year. Cindy is going to double check to see if April 9th in the Faculty Success Center will work for the date of the smoothie contest. The committee discussed the details for the smoothie contest it was decided that two prizes would be given to the top two people that have the best tasting and most nutritional smoothie. Blenders will be provided for the participants to make their smoothie. Cindy said that we could hold the smoothie contest down in the Faculty Success Center, since there should be enough outlets for the blenders. The committee will work out the final details before the contest.

**Next meeting:**
**Thursday, January 30, 2014**
**3:00-4:30pm**
**BEB-204**
I. Approval of Minutes
   a. Meeting minutes from November 21, 2013 Approved 15/0

II. Spring 2014 Flex – The committee discussed what a great idea it was to have the Food Pantry featured at the flex program. Melissa spoke to the committee about how thankful Susan Stewart was to PD for coming up with the idea. They received quite a bit of food for the February drive and felt that by featuring the Food Pantry that it brought awareness to the staff and faculty that many of our students are in need.

III. Faculty Lecture Day – The committee discussed what kinds of workshops they would like to offer for Faculty Lecture day since it is considered a flex day. It was decided that the topic for the Success on Demand online option should be Brain and Learning. The committee suggested possibly doing another online workshop for Sexual Harassment Prevention Training on this day as well; Cindy will check with Vera Dunwoody to make sure she is available for it. Cindy will also check with Terri Helfand to see if she would be available for an in-person workshop for Moodle training. The committee decided to go with two online workshops and one walk-in workshop for Faculty Lecture day, which is on Wednesday, April 16th, 2014.

IV. Fall 2014 Convocation/Flex – The committee discussed plans for the fall 2014 flex/convocation program. There will be 2 days of flex this year, plus Dr. Shannon’s address to the college. This year’s keynote speaker will be Jonathan Mooney; Cindy stated that he will be contracted to also give a flex workshop and will be given more time speaking for this year’s convocation (maybe 45 minutes).

The committee discussed possible ideas for the fall flex program that would fall under the two strands that were created for the 2014 spring flex. Laura stated that at fall flex they will start opening up some of the workshops for staff to attend, as part of the integrated professional development. There will be an icon in the booklet that will identify these workshops so that the staff knows which workshops are designed for both staff and faculty. Cindy said that it was previously discussed with CPAC to have a workshop on Students with Disabilities, as a starter for a combined flex workshop. The committee came up with the following workshops for the Student Success Strategy strand: Success Guides, Best Practices (Great Teachers, looking into renaming this workshop to GiFTS: Great Ideas in Faculty Teaching Strategies), two FIT workshops (one for the Math and another for the Reading and Writing across the Curriculum), Jonathan Mooney’s workshop, the adjunct online success on demand (possibly on the Student Success Act), and a workshop from Len on “A View from the Trenches: Preventing Student Grievances” for both staff and faculty. The Distance Education strand will contain: Enhanced Moodle Training, Moodle Lab, 3C Media/CCC Confer as an Instructional Tool, and SoftChalk. Gail Keith-Gibson will also be doing the adjunct information meeting. There was some discussion on having a goal-oriented workshop, but since one was recently done in Spring, it was suggested to have it in Spring 2015 instead of fall convocation.

Gail and Andrew volunteered to serve on the Adjunct Online Orientation Task Force. Cindy will send a Doodle to the Task Force to set up a meeting at the end of February.
The committee had some discussion on creating a timely process for preparing for the fall convocation and spring flex programs. This process would set dates for anyone who is participating in the program to submit any media in by certain date, a rehearsal that would be at least a month before the actual event and then another run through a couple of days ahead to work out any bugs. This process will ensure that the Theatre and IT have plenty of time to work on any issues that might arise. It was suggested that using the same model that is used for Faculty Lecture Day might work well. The committee voted to make this the new protocol for future flex events.

V. Health and Wellness Events – The committee discussed the details for the smoothie contest; it was decided to hold the contest during college hour on Wednesday, April 2nd, in the Faculty Success Center. Contestants will blend their smoothie at the actual event. Melissa will ask if they will be bringing their own blender when they sign-up. Cindy, Melissa, Laura, and Andrew offered to bring a blender if needed. A nutritional guide and a link to the calorie counter will be sent out to everyone when sign-ups begin. Melissa, Cindy, Andrew and Joann will be part of a sub-committee to work out all the final details. Cindy already has the prizes for the winners, which will be Jamba Juice gift cards. Directions will need to be created to send out to everyone.

VI. SLOs (AUOs) for Professional Development – Laura stated that the AUOs are important for the committee’s planning and articulating the goals of PD, since they need to be tied back to the strategic goals. The revised AUOs will go into PD’s next PSR. The committee made a few more revisions to the AUOs to start all of the sentences with verbs.

VII. Floor Items – Erik had a question on the flex department meetings, since some were shorter than others. The committee just went over the various ways that faculty can meet their flex obligations.

Next meeting:
Thursday, February 20, 2014
3:00-4:30pm
BEB-204
I. Approval of Minutes
   a. Meeting minutes from January 30, 2014 Approved 9/0

II. Smoothie Contest Update – The sub-committee decided to discuss the details for this after the PD meeting was over. They will give an update at the next meeting.

III. Faculty Lecture Day Update – The committee finalized the workshops for faculty lecture day, it was decided to have the online Success on Demand: Brain and Learning and the Moodle Enhanced Training. Cindy will still need to confirm with Vera Dunwoody to see if she will be able to do the Sexual Harassment Prevention Training on that day. If not then two workshops will be enough since most people attend the faculty lecture.

IV. Fall 2014 Convocation/Flex Update – Cindy went over the flex workshops that would be held during the fall 2014 convocation. For the Student Success Strand there will be the following workshops: Success Guides (Rob and Ricardo), GIFTS: Great Ideas in Faculty Teaching Strategies (Cindy will check with Eva Rose), Math FIT and Reading and Writing Across the Curriculum FIT, the adjunct online success on demand workshop (possibly on Flipping the Classroom or Student Success Act), and Jonathan Mooney. Len will also be doing a workshop regarding preventing student grievances and embedding prevention in the syllabus; he will ask Neil Watkins to team up with him for this workshop. Len said he will check with Neil and then get back to the committee on the name and details of the workshop.

The DE Strand will feature 1) Moodle Training, 2) SoftChalk, and a 3) Moodle lab. Cindy said that the idea for a workshop on 3C Media CCC Confer will actually be moved to a Tech Friday down in the Faculty Success Center. Gail will also hold an evening adjunct information meeting. The fall flex dates for 2014 will be August 13-15, the 14th and the 15th are the only flex days; convocation will be on the 13th.

The committee suggested continuing to have the food pantry drive at convocation since it brought so much awareness to our student’s needs.

Cindy brought up that the Online Adjunct Orientation taskforce is meeting sometime next week for the first time. They received a lot of responses from the online survey.

V. Puck Awards – Cindy brought up the suggestion of possibly restructuring the selection process for the Puck Awards. Cindy said in the past the selection committee was made up of three faculty members with no classified representation. Cindy thought it might be a good idea to have a classified person give their perspective into the choosing of the Puck Award for the classified category. A sub-committee was reestablished to look at these issues as well as looking into giving a group award (an award to a group, committee, etc. that has created an innovative program or solution – this award would not be monetary). The committee discussed the group award and said that it should be kept separate from the other two awards since they will not be awarded money. The idea have a Puck Cup similar to the Stanley Cup as the award for the group award, with their name and the year they won engraved on it, was discussed. Melissa Moreno, Joanne
Osgood, Cindy Walker and Melissa Ustler will be part of the sub-committee along with Roseanne Osmanian standing in as an alternate. The sub-committee will need to meet soon on this since nominations go out in March, awardees will be announced at fall convocation.

VI. **Floor Items** – There was some discussion on whether or not there should be a flex workshop down at the Chino campus. Usually most of the off-campus workshops have not been well-attended in the past. It was decided that most of the concerns about having a workshop at Chino could be addressed in the future by the adjunct online orientation and some first week support from the faculty and staff at Chino (not the Professional Development Committee).

**Next meeting:**
**Thursday, February 20, 2014**
3:00-4:30pm
BEB-204
I. Approval of Minutes
   a. Meeting minutes from February 20, 2014 Approved 9/0 With amendment to the dates

II. 2014 Spring Flex Assessment Survey – The committee went over the Spring 2014 Flex program evaluation results. Cindy stated that overall the comments were pretty positive for all the workshops that were offered during flex. The online workshop is the only one that received low marks for the presenter since it is an online workshop. Laura stated that there was no reason for concern considering that there is no interaction with the presenter so the results are to be expected. Melissa will email each presenter with the comments and results of the online assessment for their workshop. Laura brought up a question regarding the numbers of faculty and the schools that actually participated in flex, how many faculty have a flex obligation and how many of them participated in what PD offered during flex. Laura pointed out that a significant percentage of full-time faculty did not participate and/or report participation in flex as they are required to do. Part of the problem may be that they are not reporting their activity in the online form. Also, different schools handle absences during flex in various ways, leading to inconsistency in how faculty report attendance/absence during flex.

III. The committee put forth a recommendation for Laura to take back to the deans that each school follow up with the faculty that have not completed the flex assessment survey. This will bring a level of accountability especially once the AB 2558 bill passes and the college will need to report numbers in order to receive money for Professional Development.

The committee discussed that they are putting forth this recommendations not to force people to attend flex activities but to build in accountability regarding the flex assessment survey. Discussion took place on how to possibly keep track of those people who have to fill out an absence sheet for missing flex so that it can be recorded in the results.

IV. Flex Calendar Webinar – Melissa updated the committee regarding the flex calendar webinar that she participated in. According to the webinar and AB2558, Professional Development would be required for all faculty, staff and administrators if this bill passes. The webinar also stated that 8 million dollars would be distributed among all the California community colleges. Other information that was included in the webinar pertained to the flex calendar colleges would be able to determine whether or not they will participate in flex. The colleges also determine the content of flex activities that they will offer as well as the number of days that will be assigned for flex.

V. AB 2558 Bill – Laura spoke about the bill that would give money to all the colleges for Professional Development. Funding would be based on the amount of participation that is reported. Laura tied this in with the results from the 2014 Spring Flex assessment survey since the results do not reflect the full amount of faculty that work at the college. The committee discussed how to improve the reporting for those who are not accounted for in the numbers we receive from the flex assessment survey. This bill includes money towards Professional Development for all faculty and staff, not just for flex activities. Reporting would have to include all faculty and staff for funding.
VI. Puck Awards – The sub-committee updated everyone on the changes made to the Puck Award. It was decided to add a team award; the committee discussed some ideas for the prize: 1) have a plaque with the team’s picture with Dr. Shannon, 2) have a hockey puck, the team name, the year they won, as well as everyone’s names engraved on the award. The committee will have to look for a building and spot where the team Puck awards picture and plaque could be displayed. There will be three categories for the Puck award, one faculty, one classified staff, and one team. Cindy and RoseAnne are working on a rubric with clear criteria for choosing the awardee(s) for each group and will send it out to the sub-committee along with the nominations. Laura asked Cindy to include the rubrics criteria along with the survey that will be sent out to everyone for the nominations. Hopefully this will help to get more than a one sentence nomination and will also give transparency into what the committee is looking for. The email will go out to everyone for nominations on April 7th, they will be given three weeks to submit their nominations and then the sub-committee will meet on May 1st to vote and decide who the winners will be. The winners will be announced at fall convocation.

VII. PD Accreditation Notes – Last year’s accreditation summary notes for PD was given after our last meeting, so the summary notes were done quickly. This year the committee will have more time to put the accreditation summary for PD together. The committee went over the accreditation standards and the plan for this next year so the committee can do a more thorough job. The summary notes for the past year were given to all the committee members to review for ideas for the next accreditation summary statements that will need to be completed. Laura stated that she would put together something that would reflect the standards with the activities and send it to the committee. Cindy added a PDF document of everything for the last year to the accreditation moodle site. The committee needs to email Melissa with any ideas they might have and come ready to discuss them at the next meeting.

VIII. Floor Items – Only one person had signed up for the upcoming smoothie contest. Melissa will send out another email to remind everyone to see if at least five more people sign up. If not enough people sign up for the contest by Friday, March 27th, it will be canceled. The committee decided that it would be best to not have this event again since there was not much interest in it.

The committee discussed coming up with some new ideas since the past activities that have been put on by PD have not been well-attended. We could possibly have a quiz sent out once a semester, since that was the most popular health and wellness event; the winner would receive a gift card for a healthy place like Jamba Juice. Also it was brought up to maybe send out healthy recipes, meal ideas or a health newsletter to everyone. The committee discussed some different ideas for physical activities; Roseann suggested maybe doing a phone camera scavenger hunt. The teams would just have to take pictures of the tasks and they could do it on their own time and just have to submit all the photos by a deadline. Teams can be comprised of staff, administrators, and faculty. The committee was asked to continue to think of ideas for this scavenger hunt for the next spring semester.

Next meeting:
Thursday, April 17, 2014
3:00-4:30pm
BEB-204
I. Approval of Minutes
   a. Meeting minutes from March 13, 2014 Approved 10/0

II. PUCK Awards – Cindy updated the committee on the PUCK Awards. A campus-wide email was sent out and we have received three nominations so far. A team and one individual have received nominations. She asked for the committee to encourage people to nominate co-workers that have done something innovative for the college. Melissa will send out the email again on Tuesday, April 22nd. Cindy passed out the rubrics that she and RoseAnn created; this will hopefully help to receive better nomination descriptions.

III. Fall Convocation Update – Laura asked Melissa to discuss with the committee a suggestion from Dr. Shannon for the fall convocation guest speaker. Dr. Shannon thought Thomas Parham, the Vice Chancellor of Student Affairs at UC Irvine might be a good kick-off speaker for fall. The college is scheduled to conduct a survey next fall on colored men in college, and Thomas Parham would be addressing Race and Achievement Gap if he is the guest speaker. The committee agreed that having Thomas Parham as the guest speaker would be a great idea, especially since the school will be addressing this topic in the Faculty Summer Institute and in FSC workshops/seminars next year. The committee discussed the details of the survey and how the results are used.

   Cindy asked if it would be possible to get the flex booklet out before the end the semester so that faculty see it before they leave for the summer. Melissa will work on getting all of the presenter’s information for the booklet and will send it out once all the information is received for it. The committee also had some discussion for the convocation deadlines that had been discussed earlier in the year since the last spring flex program had issues with receiving documents and media in a timely manner.

   The committee asked if the Student Success Act could be addressed again during this year’s convocation program. Several ideas were brought up on how to give out the information to everyone; maybe creating a Moodle page with all the information and hand out flyers at convocation, and have a PollEverywhere slide up with a few quiz questions, then show everyone the answer and give them the website to go to for more information. This would be the last convocation that this information would be given out since the SSA is going into place starting summer. Cindy suggested maybe having the quiz done live right before convocation starts and possibly have people use their phones to text the answer in. This would only take a few extra minutes and Cindy could do it during her introduction before convocation gets started.

IV. PD Accreditation Notes – The committee went over the information that was submitted last year for accreditation, as well as the template that Laura created for Professional Development. There was discussion on what information on the activities should be put into our accreditation. Cindy wanted to include the number of activities that were held during the year as well as the Health and Wellness activities. The committee decided to use last year’s information as well as the information that Rose Ann had put together for the committee. Cindy asked that if anyone else had any suggestions to email them to her or Melissa.
V. Future Health and Wellness Events/Activities – The committee discussed the future Health and Wellness events and activities for the upcoming year. There were a couple of previous events that went okay, so the committee discussed what events for the future might be popular and well attended. The committee decided it would be best to do low key events that don’t require a lot of preparation like the 5K Run/Walk did. Some suggestions were having a themed day such as: wear your running shoes and take a walk around the track, stress reduction techniques, and a scavenger hunt. The subcommittee; Cindy, RoseAnn, Melissa Moreno, Melissa Utsler and Andrew will meet to go over the details. The committee decided to go with four events for the upcoming year: the question contest, a “walking” themed day, a scavenger hunt, and a stress reduction day with various events. Cindy suggesting having the question contest and scavenger hunt during fall and the walking theme and stress reduction day during spring.

Next meeting:
Thursday, May 15, 2014
3:00-4:30pm
BEB-204