Professional Development Committee
Thursday, May 6, 2010
3:00 to 4:30 pm
SSA-227 Conference Room

MEETING MINUTES

Committee Members:

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I. Approval of Minutes
   a. Minutes from 4-29-10 approved via email.

II. Fall Flex 2010.
   a. Celebration of Chaffey Stars. Laura advised that we are moving ahead with Fall Flex. The voting is still taking place and votes will be accepted until May 25th. She has received over 100 votes in every employee category. Laura and Angie met with Peggy Cartwright and Sandy Sheen to discuss the awards luncheon and advised that we will carry the star theme through to the luncheon. Sandy advised that we will have a few new employees to acknowledge. Peggy advised that rather than make a big video production since there are only a few, Peggy will add them to the program. The star theme will continue through to the awards program. Laura asked for volunteers to do the presentations; several members volunteered to hand out the awards. The committee approved the Emma Trophy for the awards. Once nominations are over and the winners have been determined, Angie will order the trophies. Eva scheduled interviews for all the nominees; she and Grace will be coordinating them. She requested some help from PD with questions for the nominees. The committee came up with the following questions:
   1. Why do you think you were nominated?
   2. What’s your favorite curse word?
   3. If God exists and you arrived at the Pearly Gates, what would you want God to say to you?
   4. What sound do you hate and what sound do you love?
   5. If you were a tree, what kind of tree would you want to be?
   6. What size shoe do you wear?

   b. Wednesday – Convocation and Awards Luncheon
   c. Thursday – School/Department meetings (live stream feed of Veteran’s Awareness Program). Michael Dinelli and Lori Waite will coordinate with PD to set up a time for the live stream feed of the Veteran’s Awareness Program to the School/Department meetings. This will be the first time we have coordinated this type of event and it will be interesting to see how it all works out.
   d. Friday – Two primary activities will be scheduled for Friday, Moodle Training for anyone who has an enhanced course and Course Level SLO’s into CurricuNET. Dr. Shannon wants us to be at 100 percent on all course level SLO’s in CurricuNET by the end of Flex. Marie and Tom have pulled job descriptions for FOSAs for one faculty member per school to be a team leader who’s going to facilitate a session starting at Flex but things will go on during the year to support people running workshops on putting your SLO’s information in CurricuNET on that day. At least by the end of the day, we should pretty much have all the information entered in CurricuNET. Therefore, we don’t want a lot of other workshops that will compete with that. It was suggested that we also provide this workshop on Thursday afternoon after the school/department meetings. Information can be disseminated during the meetings and faculty will have the opportunity to complete the SLO input
into CurricuNET after the meetings. We do have two other requests for workshops for flex; the Ethics Committee wants to present a workshop and the Crisis Management Team would like to do a presentation. Laura suggested scheduling those two workshops on Wednesday so they are not competing with the planned workshops on Friday. Laura advised that PD received one other request from Peter Konovnitzine to sponsor a field trip to the Los Angeles County Museum of Art. Peter previously requested funds to pay for the trip; however, PD could not approve funding due to the current budget crisis. Peter advised PD that he has secured funding from Bob Cecil in Transportation, to cover the bus rental expense. PD came to a consensus that we could not support the field trip due to the critical directive put forth by Dr. Shannon with regard to SLO’s. Laura will contact Peter regarding PD’s decision not to support the field trip this year.

e. Workshops for Classified. Laura advised that she would like to offer workshops that support classified as well and asked if there were any suggestions on what can be offered during Flex. It was suggested that we offer the Strength’s Quest workshop or the Sexual Harassment Prevention training. Angie will check with Human Resources about scheduling the Sexual Harassment Prevention training. Other suggestions included a Stress Management class, Crisis Management, Ethics or the Adobe Users Group. It was felt that classified workshops would be scheduled on Thursday and Friday in order to allow for more attendance.

f. Pre-planning for flex activities

1. Theatre. Laura and Angie met with Gary Reinschmidt and he will coordinate preparing the theatre for the Flex event.
2. Props. Gary also gave us a contact in VPCA, Merrill Grady, who can assist us with props for the stage as well as any clothing we may need.
3. Attire. Laura also advised PD that we can purchase inexpensive dress attire such as boas, bow ties, bling jewelry for those who do not dress up.
4. Luncheon. We discussed having Angelina’s Catering provide a bid for the continental breakfast and service awards luncheon. An Italian meal was suggested because it can be quickly served to the staff rather than box lunches or hamburgers and hot dogs that have to be fixed.
5. Acknowledgement of other nominees. Laura suggested that we acknowledge all the nominees by putting their names on a card and adding a comment from the person who nominated them and placing the card on the tables at the awards luncheon. PD was in agreement with the suggestion.

Adobe Acrobat Trainings. Kim advised that the User Group had their first two introductory meetings this week. It was very exciting to see so many people interested in not only learning more about Adobe, but willing to share what they know with others. Kim also advised that Angie researched and found Adobe “how to” books that may help out if PD would be willing to purchase. The committee approved purchasing the books to assist with training. At the meetings, we came up with the following plan…

- Create a distribution list (attached to this email) and communicate mostly via e-mail
- Create a list of topics
- Add to the list who can do what
- Add to the list who would be willing to do a workshop on which topic
- Starting scheduling workshops – workshops would be in the format of doing some kind of demo for 10-15 minutes, then having a lab environment, where we could bring documents and work on them together. We hope to schedule the first workshop within the next couple of weeks.
- Create an Adobe cheat sheet
- Create an Adobe manual
- Purchase Adobe books

III. Meeting scheduled for 2010-11. Before scheduling next year’s meetings, Angie asked PD if the meeting schedule of every 2nd and 4th Thursday of the month still works for everyone. PD agreed with that schedule
so Angie will prepare a meeting schedule for next year’s meetings and will forward to the members. Angie also asked if the committee felt it was necessary to schedule the annual retreat. Laura agreed that we should so we can discuss updating our AUO’s and Program Review. Laura advised that she has seen the Accreditation response from the team and it was positive and she credited the committee on our focus of the tasks we accomplished despite the many interruptions we experienced in the last two years. Laura advised that in a conference call with the Chancellor’s office, they advised the schools that they will be asking for additional information from flex such as a representative committee for flex, a way of tracking the activities, as well as an evaluation method; all of which we have. Laura will send out a schedule of flex activities to all faculty before they leave for summer break.

Since this is our last meeting of the year, Laura wished everyone a restful summer and reminded everyone to dress for Flex.

IV. Adjournment. The committee adjourned at 4:00 pm for the year. We will reconvene in September, 2010.