I. Approval of Minutes  
   a. First meeting of the year.

II. Welcome New Members. The committee welcomed its new members, Dolores Blanton, Stephen Calebotta, Diana Dominguez, Hope Ell, Anita Fletcher, Jane Jimenez, Richard May, Melissa Moreno, RoseAnn Osmanian, and Lynn Savitzky. Laura Hope explained that Professional Development is a working committee and our primary responsibilities center around Convocation and Flex as well as Health & Wellness. We also provide a conduit of support for the Faculty Success Center and our efforts to develop what we are calling the Classified Learning Network.

III. Faculty Success Center Survey Results. Professional Development decided that every three years we would survey various employee groups to gather information on where their thinking is, what they’re interested in, thoughts they have on what they have previously attended as well as give us ideas on future directions and the results of that are in this survey. We did the survey for faculty this year, and we previously did one for classified in 2009 and will do another in 2012. We try to refine the survey each time, but essentially it gives us one more piece of the puzzle in terms of planning and preparation. Laura did say there was one thing that stuck out in the survey which is both a good thing and a bad thing. Adjunct faculty said that if it weren’t for the Faculty Success Center, they would not feel connected to the College. This is important information for us to know, and we are one of the few colleges that provide professional learning to adjuncts. RoseAnn asked if the survey provides a breakdown of adjunct faculty from Chino and Fontana who use the Center and Laura stated that the survey does not break down that information by the different campuses, but we do break it down by assignment type, whether contract or adjunct. The video conferencing recently installed at the campuses is a way to allow more people from Fontana and Chino to participate in things at the Faculty Success Center. We continue to work on improving the connection even though the survey does not say that. Angie will email the survey results to the committee for review.

IV. Fall Flex 2011 Wrap Up. Laura thinks the guest speaker, Dr. Shane Lopez, energized the faculty, stating that she received positive feedback from faculty. Laura also advised that we will be doing some additional work with Dr. Lopez as part of the Title V effort. Laura and Jim Fillpot are negotiating with the Gallup Organization for what those next steps are going to be. Tentatively, for next year, we are working on four items with a three phase approach. He is going to help us develop a survey related to student engagement; he’s going to do a “Train the Trainer” workshop for key people related to the grant, and a training workshop for counselors and people involved in some of the student services aspects of goal orientation as well as setting up training for staff. Laura advised that she has a conference call with Dr. Lopez next week and she will keep us up-to-date on how things are progressing. Laura advised that these are really grant efforts; however, they do interface with Professional Development. There were no issues with the schedule of Flex workshops; however, there was some miscommunication concerning the Online Flex Activity and that will be corrected for Spring Flex. Laura advised that we did receive the report from
Institutional Research on Flex activity participation and that will be forwarded to the deans; however, we have not received the report on the evaluation of workshops. RoseAnn Osmanian stated that for next year’s Convocation, if we have the capability, could the video conferencing be set up so that the Chino and Fontana sites could participate in the Q&A portion of Convocation. Angie said she would check with IT Services. Everyone agreed that the luncheon, prepared by Sherm Taylor and the Chaffey Car Club, was an overwhelming success.

V. Mission Statements. The mission statements for Professional Development, Faculty Advisory Group for the Faculty Success Center, and the Classified Advisory Group for the Classified Learning Network were discussed. Laura stated that in discussions with the Classified Advisory Group’s co-chairs, Roni Osifeso and Karen Matejchek, it became clear that we need to solidify, what the relationships are among these groups responsible for professional learning. With the Classified Advisory Group and the Classified Learning Network falling under the auspices of Professional Development, Laura looked at how this new entity would tie in with the Faculty Advisory Group, Faculty Success Center, and Professional Development based on Ends Policy 8.5.1 and the Outcomes for Professional Development. Laura created the chart below to better understand the connection between the three entities and the goals for each that should tie into the goals of Professional Development. Laura also distributed a table that shows the distinctions between faculty and classified employees. Laura stated that the reason faculty and classified are delineated is because it helps us in terms of planning activities. We have to be thoughtful about planning activities that are going to serve the needs of these groups appropriately.

VI. Tri-Chairs and Committee Members. Laura reiterated that Flex and Health & Wellness are our primary charges. At the retreat, PD will split into subcommittees to start planning these activities. The committee agreed to change the retreat date to a Friday, preferably October 7th from 12:30-4:00pm. The group agreed to donate funds for lunch. Angie will find a meeting room and reschedule to that date if possible.

VII. Spring Flex 2012. Laura suggested trying to get the woman from Africa who was in Dr. Lopez’s video as the guest speaker. She does do speaking engagements and lives in California. The committee agreed with the suggestion. Spring Flex is scheduled for January 12-13, 2012, so Laura suggested that we plan Dr. Shannon’s speech, our guest speaker, and school department meetings for the 12th. Friday, January 13th would be dedicated to workshops.

VIII. Move Puck Award to Fall and Most Inspirational Award to Spring. It was suggested that the Puck Award be moved to the fall. There are two winners, one faculty and one classified, and each receives a $1000
scholarship to attend a conference of their choice. Moving this event to fall allows the recipient ten months to research and find a conference they would like to attend. Previously they only had six months. Angie stated that there are numerous conference offerings for faculty; however, there aren’t many for administrative personnel and the ones that are available are more than the $1000 award. Angie will research and create a list of possible conferences for classified staff.

IX. Bellevue University Community College Advantage Partnership. Laura distributed a copy of an email she received from Jenny Dannelley in the Transfer Dept about a partnership between Chaffey and Bellevue University that provides faculty and staff an opportunity to receive one-time grants to complete a bachelors or masters degree. She asked that committee members distribute the email to the people in their areas.

X. Floor Items. Angie distributed a newsletter from Healthyroads that provides health information that she thought would be good information to post on the Professional Development Health & Wellness website. The committee will review and discuss at the retreat.

XI. Adjournment. The committee adjourned at 4:19 pm. We will reconvene at the retreat on October 7, 2011 at 12:30 pm in the Faculty Success Center.