Professional Development Committee
Thursday, September 30, 2010
3:00 to 4:30 pm
BEB-204 Conference Room
MEETING MINUTES

Committee Members:

| T. Albertsen | √ | P. DeVries | √ | G. Keith-Gibson | √ | L. Hope | √ | A. Horton | √ | E. Jacobson | √ |
| C. Lightner | A. Meunier | √ | B. Monks | √ | K. Noseworthy | √ | J. Osgood | √ | R. Osifeso | √ |
| F. Pinkerton | E. Rose | √ | J. Song | | D. Walker | √ | J. Wall | | |

I. Approval of Minutes
   a. Minutes from 5-6-10 approved via email.

II. Fall Flex Wrap Up.
   a. Feedback. Eva Rose shared that she received positive feedback from faculty and staff; that it was upbeat, energizing and even Dr. Shannon stopped by Eva’s office to express his appreciation for all the effort and hard work that was put into this event. Although we heard complaints about having to dress up, both faculty and staff complied and it was great to see them in evening attire. Both faculty and staff appreciated the fact that Professional Development focused on the employees rather than a guest speaker. It validated that the institution recognized the dedication and sacrifices so many have made to ensure that our students are the beneficiaries of quality service and an excellent education. Laura shared that many have been asking if we are going to be doing this every flex. PD discussed maybe doing something similar at fall flex. Laura did hear that faculty were disappointed that there weren’t more workshop choices; however, the intent was to focus on the Distance Education training and SLO’s as they pertain to Accreditation. PD does not have feedback from Research on the workshops that were offered; Angie will contact Jim Fillpot and get an update on when we can expect those results. Laura did say she received positive feedback on the new Online Activity she and Grace put together this year. There were forty-five faculty and staff that participated in the Online Activity. Laura said there was an evaluation attached to the activity, and she received very positive feedback. Participants expressed their desire to see more of these types of activities provided in the future.

III. Spring Flex
   a. Revise Faculty Flex Responsibility and Flex Activities FAQs. Laura advised that the core pages of the flex booklet, including the FAQs, are being reviewed and changed to incorporate updates. We need to discuss what the flex program is going to be or what it is going to look like for spring. We only have three meetings before Spring Flex, so we can spend some time at our retreat discussing and planning.
   b. Create detailed steps to access Flex Booklet, Online Activity, and Activity Evaluation form. Angie shared with the committee that she received many phone calls from faculty who seemed to have problems locating and accessing the booklet, Online Activity, and the Activity/Evaluation form. To alleviate this problem from occurring at Spring Flex, she will work on detailed instructions for accessing the flex booklet and then include detailed instructions in the flex booklet for accessing the Online Activity and Activity/Evaluation form.
   c. Make PD Website homepage for ALL Flex activities and information. Angie stated that it would be beneficial to have all the links directly posted to the PD website home page; however, several committee members stated that they have a hard time finding the website because there is no direct link visible on the Chaffey website home page. It was suggested that Angie contact Ben Bull about adding the link where it is easily visible and accessible for faculty to find it. Laura also mentioned that the committee, at one time, discussed creating a logo for PD; however, it was not done. Erik volunteered to work on creating one for Professional Development.
d. **Spring Flex**
   
i. **CPR/First Aid Training – Motivational Systems, Inc. or Rob Hadaway/PE Athletics.** In preparation for Spring Flex, Angie created a list of topics and contacts of staff/outside vendors who are interested in presenting workshops at Spring Flex. She received an introductory letter from Motivational Systems about doing a workshop on CPR/First Aid Training. The committee discussed the proposal and determined that although the cost is reasonable, we do have faculty who can facilitate this type of workshop.
   
ii. **Bookstore Presentation, “How to Negotiate Textbook Prices.”**
   
iii. **Ethics Across the Curriculum**
   
iv. **Email Etiquette – T. Brusselle, Neil Watkins.** Terry Brusselle and Neil Watkins had an issue with email etiquette and wanted to facilitate a workshop at flex. We were not able to add them to the fall schedule of workshops; however, Eva Rose stated that they were able to present the workshop at the Faculty Success Center and it was very well attended. The committee thought it would be beneficial to offer it at Spring Flex. Laura stated that we will definitely have workshops for SLOs and Distance Education. Also, she advised that Ardon Alger wanted to do another workshop on sabbaticals; however, due to the economic climate, that probably is not a priority at this time. We will, of course, be offering the online activity, and Laura will work with Grace to create five new topics. The committee will prioritize these workshops and create a schedule at our retreat on Friday, October 22nd. It was mentioned that the Veteran’s Awareness video that was supposed to be presented at all the department meetings did not work out, so Trisha suggested that it be shown at Spring Convocation.
   
Angie asked if anyone hears about or has any suggestions for future flex workshops, please email the information to her and she will put it on the flex list. It was suggested that maybe we could offer a workshop on dealing with difficult people and maybe a workshop on simple techniques in self defense. Trisha advised that maybe Classified Senate could host those workshops during Classified Appreciation Week if Professional Development would agree to sponsor them as well as offering a self defense course during Health and Wellness week.
   
vi. **FERPA Workshop**

IV. **Health & Wellness Funds for Scholarships – 2009.** PD previously approved two students in the Fund a Dream program and one ASCC emergency book grant. Angie will process the paperwork to transfer funds to each of the programs.
   
a. **Claremont Club.** Angie advised PD that she received an email from the Claremont Club stating that they are interested in participating in the upcoming Health & Wellness Fair and offered a tour of their facilities. Laura suggested that we take them up on the tour; however, we should solicit one or two, donated gifts as raffle prizes for the fair. PD will start preliminary plans for the fair and the walk/run event. The committee discussed new ideas for contests such as a healthy cooking contest, a video clip contest that can be sent to each email address on campus or a salsa contest. Laura suggested that we start thinking about this, so we can create a preliminary schedule of events for Health and Wellness week.
   
V. **PD Sponsorship for the following Programs**
   
a. **Dealing with Difficult People – How to Communicate with Tact and Skill.** Laura received information on an upcoming workshop entitled, “Dealing with Difficult People” and stated that she had sent ten people to this workshop last year and they reported that it was very helpful and informative workshop. Laura asked if PD would like to sponsor sending a group of people this year. It was inexpensive to send ten people, and she felt it might be worthwhile. It was asked how we would select the ten people, and Laura said it would be first come first serve. The committee
agreed to support this workshop; however, the next scheduled workshop for our area is October 16th which is short notice for us to put out information on the workshop. Angie will contact the organization and find out when the next scheduled workshop will be in our area.

VI. Meeting Schedule for 2010-11

VII. Puck Award. Laura asked the committee if they were still interested in presenting the Puck Award. Eva, Joanne, and Jacque offered to do the work of putting the information together and requesting nominations. The faculty member who won last year was not able to attend; however, Kim Noseworthy, Classified winner, did attend the NISOD conference and advised PD that although the workshop did have some useful information, it was geared more for faculty and adjunct faculty rather than Classified Professionals. Kim suggested that PD research conferences that are tailored for the Classified Professional. Trisha also suggested the Classified Leadership Conference that will be held in Ventura this year. Laura advised if we are still interested in doing the Puck Award, we need to start working on the nominations because we announce the winner at Spring Flex.

VIII. Floor Items. Laura informed the committee that due to the budget issues we have this year, the process for reviewing and approving travel and conference requests was transferred to Sherrie Guerrero and the deans; however, Laura is concerned about some travel that has been approved but does not necessarily follow the criteria and guidelines set forth by PD. She voiced her concerns at the dean’s meeting about PD reviewing requests prior to the deans’ review to ensure the criteria are met. The issue that Laura is concerned about is when a faculty member agrees to present at a conference prior to requesting and receiving approval for funding. She does realize that ultimately Sherrie and the deans have final approval, but suggested that PD discuss and review the guidelines at our retreat to prevent further issues arising with travel and conference requests.

Laura stated that one thing that came up in the dean’s meeting, and she is not making any promises, but one of the things that is on the table is moving a certain amount of money from Vocational and Technical Education Act (VTEA) money into Professional Development for travel and conference, workshops, or other appropriate events that PD decides to do.

Angie advised that we do not have funds to provide lunch for the retreat so if everyone is in agreement, we can do a potluck. The committee agreed, and Angie will distribute a signup sheet.

IX. Adjournment. The committee adjourned at 4:22 pm. We will reconvene at the retreat on October 22, 2010 at 12 noon in BEB-204.