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.
Professional Development Committee  
Friday, October 7, 2011  
1:00 pm to 4:30 pm  
Faculty Success Center  
MEETING MINUTES

<table>
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<th>Committee Members:</th>
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<td>T. Albertsen</td>
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<td>A. Fletcher</td>
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I. Approval of Minutes  
   a. September 1, 2011 meeting minutes approved via email on 9-20-11.

II. Mission Statements. The committee approved the three mission statements, Professional Development, Classified Learning Network, and Faculty Success Center. The PD purpose statement was revised to become the new mission statement. The statements read as follows:  
   **Professional Development:** The mission of the Professional Development Program is to promote and enhance student success by providing professional development opportunities that encourage innovation, stimulate professional growth, and enhance the learning and working environment of Chaffey College.  
   **Classified Advisory Group:** The mission of the Classified Professionals Advisory Committee is to identify needs and to recommend opportunities that improve the knowledge, skills, and abilities of classified professionals that meaningfully improve institutional effectiveness and student learning.  
   **Faculty Advisory Group:** The Faculty Success Center endeavors to dignify and support the scholarship of teaching and learning to promote student success and academic professionalism.

III. Approval Items  
   a. Health & Wellness Newsletter – Healthyroads. PD approved posting the Healthyroads newsletters from SCEBA – Healthyroads Client Support. After reviewing, the PD committee approved posting to the Health & Wellness website.  
   b. Student Liaison – John Machado email. John Machado, ASCC faculty adviser, sent an email asking all committees if they were interested in having a student representative. PD agreed it would be very beneficial to have student representation; therefore, Angie will contact John and provide him with our meeting dates and request a student representative.

   The committee broke out into individual subcommittees for the remainder of the retreat.

IV. Sub-committees  
   a. Flex – **Chair: Eva Rose.** Dolores Blanton, Peter DeVries, Diana Dominguez, Gail Keith-Gibson, Richard May, Joanne Osgood, and Donna Walker volunteered to help Eva coordinate Spring Flex activities. PD approved sending out the presenter information sheet with deadline to return information by November 14th.  
   b. Health & Wellness  
      - Run/Walk Event – **Chair: Trisha Albertsen.** RoseAnn Osmanian, Stephen Calebotta, Roni Osifeso, Anita Fletcher, Melissa Moreno, and Hope Ell volunteered to help Trisha coordinate the walk/run event. The subcommittee decided on the following schedule of events for the walk/run event:  
        - Change start time to 9am  
        - Change registration criteria:  
          - Early bird registration - $15.00 (2/13-29/12)  
          - Regular registration - $20.00 (3/1-23/12)
• Late/Same Day registration - $25.00 (3/24 – 4/7/12)
  • 10-15 vendors – Mini Health Fair
  • Giveaway items if participants get card stamped by vendors.

- Workshops – Chair: Angie Horton. Lynn Savitzky volunteered to help Angie coordinate workshops for Health and Wellness week. Lynn suggested the following topics: Diabetes, Osteoporosis, Food not Lawns. Other topics suggested were, Self Defense, Chair Yoga, and Stress Management. Since there will be no fair this year, the subcommittee suggested scheduling more than two workshops for the week.
- Cooking Contest - Chair: Angie Horton. Donna Walker, Hope Ell, and Anita Fletcher will assist with the setup and the contest itself. Erik Jacobson and Lynn Savitzky volunteered to help Angie coordinate the cooking contest. This year the contest will focus on salads. Erik will talk with Candice Tinsley to see if she would be willing to assist us with the contest criteria.
- Video/Question Contest – Chair: Erik Jacobson. Angie Horton and Lynn Savitzky volunteered to help Erik coordinate the video/question contest. They discussed a theme for the video/questions and it was decided that the theme would be “Taking Charge of your Health.” Some of the topics discussed for the questions included blood sugar and Diabetes, tobacco, exercise, how to read your blood panel, obesity. Angie will contact Renee Ketchum to see if she and her students would volunteer to create the questions and do the videos for us.

V. Spring Flex 2012 (January 12-13, 2012)
   a. Spring Kick-off
      - Dr. Shannon and guest speaker – Thursday 8-11am
      - Department meetings – Thursday 12-4pm
   c. Workshops – Friday 8am – 4pm
      - SLOs – Marie Boyd and Tom Vitzelio
      - Learning to Learn – Cindy Walker and Eva Rose
      - Success Guides – Ricardo Diaz and Rob Rundquist
      - Distance Education – Terri Helfand and Kim Noseworthy
      - AMAN – AWOMAN – Richard May
      - Honors Program – Leona Fisher
      - Online Activity for Adjunct Faculty (theme: Engagement) – Grace Reotutar

VI. Floor Items.

Trisha advised the committee that 2012 is the year to put out the Needs Assessment for Classified and asked if PD would approve the Classified Advisory Group to start working with Institutional Research to prepare the assessment so it can be distributed during the first part of next year. The committee approved the request.

VII. Adjournment. The retreat ended at 4:30pm. We will reconvene on November 3, 2011 at 3:00 pm in BEB-204.
I. Approval of Minutes
   a. October 7, 2011 meeting minutes approved via email on 10-27-11.

II. Health and Wellness. Follow up from the retreat.
   a. Walk/Run Event. Trisha provided a handout of the subcommittee’s planning for next year’s walk/run event. Changes include a three tier registration format, early bird - $15 – February 13 – February 29, 2012; regular - $20 – March 1 – March 23, 2012; late/same day registration - $25 – March 24 – April 7, 2012. The event will start 1 hour later, 9am with check-in from 8:00 – 8:45am. To make it easier to distinguish between the walker and runners, it was suggested that we have 3 different colored t-shirts, one for runners, one for walkers, and one for event personnel. Since PD will not be hosting a Health fair, the subcommittee will host a mini fair with 10-15 vendors during the walk/run event. The vendors will be required to provide a $25 gift basket. Roni advised that the vendor invitation letter has been revised and will be sent out in January.
   b. Video/Question Contest. Angie advised that we have not been able to get in contact with Candice; however, Erik has done some research and pulled information as well as questions that can be used. It was suggested that the committee develop its own questions and rather than do a video, the questions could be emailed to the campus community each day of Health and Wellness week. Laura even suggested one question a month leading up to Health and Wellness week. Angie also contacted Healthy Roads and was advised that they do health workshops for the schools, so she requested a catalog of the workshops offered so the committee could select two for Health and Wellness week.
   c. Cooking Contest. Angie advised that she is postponing work on the cooking contest until the beginning of next year.

III. Spring Flex. Follow up from retreat.
   a. Spring Flex activities – discussion from Diana Dominguez. Diana brought up concerns about limited offerings and times for activities. She stated that it appears to her that Flex was designed with little of what was suggested by faculty in the Faculty Assessment conducted by Institutional Research. Diana is concerned that the committee had no discussion as to what should be offered as professional development activities for Flex but rather Administration chose what would be offered in order to fit in with the college goals. Diana thought there would be more discussion within the committee on what Flex activities to offer. She stated that in her area, Math, they have their own little department meetings rather than participating in flex activities. Diana advised that we would probably have more participation if we would rethink our approach to flex. Laura asked if Diana meant that her department is participating in department meetings beyond the meetings we schedule and she said yes. Instead of going to flex, they are meeting and discussing their particular subject and best practices for teaching that subject. Laura advised that spring Flex is so narrow, basically we only have a day and a half for flex activities so PD uses the survey more for the Faculty Success Center where faculty get more of a variety of offerings. You’ll notice that Flex focuses on three key areas, student success, distance education, and student learning outcomes; they are the key areas the college needs to address. These
three areas were not targeted by Administration but rather the decision to focus on these areas came from this committee. Laura asked Diana if she would like to make some suggestions or talk about ways to enhance Flex. Laura stated that this would be a good time to do it while we are in the planning stages. Laura asked if she has some specific suggestions she wants to offer. Diana said most professional organizations if they are having a conference or day of professional development, they would have an open post asking for speakers to present on specific topics. People would submit their proposals on what they would like to present and what they want to share; the committee would review the proposals and select the topics for the conference. Diana asked if the committee has ever taken that type of approach or has it always been up to the committee to determine the topics? Laura advised that there has been a mixture, sometimes people will propose things to us and that ends up being a part of Flex and we have also discussed topics we’ve wanted and have gone out and solicited people to present those topics. Laura thought this was a good idea that Diana proposed; however, she was concerned about the timeframe for Spring Flex. Diana advised that she was hoping we would consider doing this for Fall Flex 2012 and Laura agreed, but did stipulate that the committee should define the areas in which we should accept proposals; the committee agreed.

Laura did stress that the Chancellor’s office governs Flex, we don’t; we actually have to report to the Chancellor’s office on what will be offered during Flex and it has to be in accordance with their guidelines. Laura did advise that there will be changes coming down from the Chancellor’s office after the first of the year due to the Student Task Force recommendations that seem to imply they will narrow that window of opportunity significantly. Which means, the Chancellor’s office will be more prescriptive about what they want Flex to achieve. The challenge PD will face is how to create variety and interest and at the same time meet the regulatory requirements that the Chancellor’s office is probably going to prescribe.

Laura asked Diana if there was anything that she heard during our discussion about Spring Flex that she would like to submit as a suggestion for a workshop. Diana stated that she thought based on the survey that instructors were interested in learning about their peers best practices. She stated that maybe a roundtable discussion among faculty would be a good setting. Laura asked Diana if she would be willing to facilitate that workshop and Diana agreed. Angie will send her the presenter information sheet. Laura asked if there were any other suggestions and Gail Keith-Gibson suggested a workshop for adjunct on best practices as well as general campus information that they may not be aware of. Gail will facilitate that workshop along with Stephen Calebotta who was an adjunct for five years and is now a full time faculty member. Hope advised that Rachel Hanna asked about doing a PSR workshop and PD agreed to all of the above for Spring Flex.

Frank Pinkerton inquired about how faculty will meet their Flex obligation in conjunction with morning kick-off activities as well as the way the Fall Flex schedule showed school meetings. Laura stated that faculty will meet their Flex obligation with the Kick-off activity and school/department meetings. There was discussion on how the school/department meetings should be shown on the schedule and the committee agreed that only school meetings should be shown on the schedule. Laura stated that individual department meeting information should be coming from the dean or coordinator.

b. BIT (Behavioral Intervention Team). Laura advised that a new intervention team has been created to support the Threat Assessment Group (TAG). TAG intervenes when there is a student behavioral problem on a repeated basis, they intervene and support student discipline and try to help address that problem. BIT has been implemented to address behavioral anomalies before they get to the point where TAG must intervene. Laura asked about adding this to the Flex schedule because faculty do not know who they are and what they do so they want to inform the faculty to help assist in student discipline. PD approved adding them to the Flex schedule for spring. Joanne Osgood suggested contacting Kay Peeks in Student Health Services about doing a presentation on the many services provided to Chaffey students. Most instructors are not aware what is offered to students. Angie will contact Kay about doing an information workshop.
c. Guest Speaker. Laura advised that she did contact the woman and she may have a schedule conflict during that time; she will get back to Laura next week. If that falls through, Laura received a suggestion from Sid Burks and Bruce Osburn about the guest speaker at CCCAOE, Career Technical Education Conference. The gentleman is also a researcher and speaks about the generational aspect of students. Laura will keep the committee informed via email.

IV. Floor Items. Laura shared with the committee that at one time PD reviewed and approved travel and conference requests; however, we do not do that now mainly because there are no funds available through Professional Development. Laura stated that the deans have discussed travel and conference funds and that they have developed criteria for the funds that are within their purview. One of the things they will be looking at is if people want to do out-of-state travel, it will be at their own expense rather than with District funds; if there are multiple people attending a conference, the conference must show multiple strands and they must show each person attending a different strand; asking people to seek permission to attend a conference, even if they want to be a presenter, being a presenter does not necessarily guarantee that something will be approved. This was done because as resources become smaller, restrictions become tighter on those kinds of activities. It doesn’t really have bearing on this committee now; however, should T&C shift back to this committee, we can revisit the guidelines as funds become available. Angie asked if they can pass the information to her and Hope agreed to send it to her.

Laura asked for an update from the Faculty Success Center and the Classified Learning Network. Eva stated that everything is going very well at the Faculty Success Center. Tomorrow, 11/4, Myron Dembo from USC, will be presenting an eight hour workshop on motivation. Another Learning to Learn workshop will be presented on Monday, 11/7. Eva also stated that faculty are now using the center on a regular basis. Roni reported that (Classified Professionals Advisory Committee) CPAC is currently wrapping up the Manager’s Needs Assessment and it will be forwarded to Institutional Research next week. Hopefully, they will have results back by the end of the month. She also stated that Eva Rose and Cindy Walker will make a presentation on Learning to Learn at the CPAC meeting next week.

Laura advised that she gave a Board Monitoring report on Professional Development at the board meeting last week. She will make sure to send an electronic copy to Angie so she can distribute to the committee.

V. Adjournment. The meeting ended at 4:02pm. We will reconvene on December 1, 2011 at 3:00 pm in BEB-204.
I. Approval of Minutes  

II. Professional Development Survey – Institutional Research “Did You Know?” vol. 43 and 44. Laura stated that two items of importance went out to the campus from Institutional Research, volumes 43 and 44 of “Did You Know”, that have something to do with Professional Development. The first item is, Preliminary Community College Survey for Student Engagement (CCSSE) Findings. The CCSSE is taken by hundreds of colleges, universities, junior colleges, private and public colleges. What they are looking for is staff and student perceptions, as well as faculty perceptions. The nice thing about the CCSSE survey is that they compare Chaffey with other California community colleges, comparable size institutions, and to the entire 2011 CCSSE cohort on the five benchmark categories. This is just a quick snapshot of what CCSSE has in it because the CCSSE is a much larger research report, but one of the things we think it demonstrates is the impact of professional development and the Faculty Success Center on faculty. Based on the data provided, Chaffey exceeded the weighted mean scores in four of the five benchmarks (Active & Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, & Support for Learners). Donna asked how this compares to previous assessments and Laura advised that we have never participated in the survey before because it is an expensive survey; however, Chaffey plans to participate again in four years. Laura also asked that the committee look at the complete report in January because we scored lower in some categories than other schools and much higher in other categories than some schools, so we want to discuss this at our first meeting of the year. Volume 43 of “Did You Know” had to do with the Spring 2011 Faculty Success Center Professional Development Survey Findings. The report provides an assessment of progress that the Success Center has made between 2008 when the first survey was distributed to faculty and 2011 when the second survey was distributed. What Laura found interesting was that faculty identified the same five professional development topics (from a list of 30) as the most important for improving student success. One item that Laura felt was most meaningful in the survey, Table 3 shows that faculty felt connected to their departments, schools, and to the college as a whole. Laura feels that these results can be traced back to the Faculty Success Center where these workshop topics were previously addressed and probably should be rotated back into the schedule of the Success Center and Fall Flex 2012. This can be discussed when the committee starts planning for Fall Flex.

III. Spring Flex. A copy of the Spring Flex schedule was distributed to the members for review.  
   a. Guest Speaker. The speaker Laura was trying to contract with, referenced in Dr. Shane Lopez’s fall presentation, was not available for Spring Flex; Laura is hoping we can get her for Fall Flex. The Faculty Success Center Advisory committee recommended Dr. Myron Dembo who presented a workshop on improving student’s motivation to learn. Laura spoke with Dr. Dembo, and he is available to speak at Spring Flex. PD approved Dr. Dembo as the guest speaker for Spring Flex. His fees will be $2500 plus mileage, lodging, and meals.
b. Request by Robin Witt to present SI workshop. The committee approved Robin to present a workshop and to recommend that she have an SI leader assist in the workshop with explanations and to answer questions.

IV. Faculty Success Center – Eva Rose. Eva advised that the Faculty Success Center will be presenting a Math workshop tomorrow, 12/2. They will also be hosting the Appreciation Luncheon for all the people who support the Success Center.

V. Classified Professionals Network – Roni Osifeso. Roni advised that the Manager’s Needs Assessment went out and was completed on November 18th; however, CPAC has not received the results. The committee has finalized the workshop calendar for spring 2012. At the next meeting the committee will be working on the criteria for selecting presenters as well as continuing to work on the webpage. Both Roni and Eva were asked to present the calendars for PD’s approval. Trisha advised the committee that Classified Senate recently did a survey and the results showed that Classified Professionals would like to see professional growth workshops offered. Laura also stated that she had discussions with the managers about offering a Chaffey 101 workshop where people could learn about all the services provided at the college so that people who don’t have a chance to learn about those things as part of their job will be able to better refer students.

VI. Floor Items. There was discussion about a direct link for Professional Development on the college website. It was stated that even though we are called the Professional Development committee, we are actually a program with a district budget. Laura suggested that we approach Peggy and ask her what our choices are for a more direct approach to PD on the website.

Erik asked the committee about presenting the movie 9000 Needles during Health and Wellness week and the committee agreed it would be very appropriate; however, we would have to discuss the logistics.

Laura also advised the committee that Lukas Nelson will be in concert again at the Chaffey theatre and encouraged everyone to come out and support this fundraiser. The performance will be on January 22.

VII. Adjournment. The meeting ended at 3:59pm. We will reconvene on February 2, 2012 at 3:00 pm in BEB-204.
Committee Members:

| T. Albertsen | √ | D. Blanton | √ | S. Burks | √ | S. Calebotta | √ | P. DeVries | √ | D. Dominguez | √ |
| H. Ell | √ | A. Fletcher | √ | L. Hope | √ | A. Horton | √ | E. Jacobson | √ | J. Jimenez | √ |
| G. Keith-Gibson | √ | R. May | √ | M. Moreno | √ | K. Noseworthy | √ | J. Osgood | √ | R. Osifeso | √ |
| R. Osifeso | √ | E. Rose | √ | L. Savitzky | √ | D. Walker | √ | J. Wall | √ |

I. Approval of Minutes
   a. December 1, 2011 meeting minutes approved via email on 1-31-12.

II. Professional Development Survey – Institutional Research “Did You Know?” vol. 43 and 44. The CCSSE Survey came up at the last meeting; however, the committee did not have time to review and process the information. Laura thought after reviewing it, maybe the information provided would help PD improve upon those areas where Chaffey did not score high. Laura stated that there were a couple of things that stood out to her. In most of the benchmarks, Chaffey was considerably higher than large schools, comparable schools and other California schools. If you look at page three, Table 1, Chaffey scored higher in four of the five categories; however, Chaffey was not higher in student faculty interaction. That’s one area of the benchmarks that we were lower in both categories. So to Laura, she is looking at survey results such as future directions that might be pursued by Professional Development. It seems to Laura that what students are reporting, if you look deeper at the study, it says that our students are less likely to discuss their grades with their instructors and how they are doing in classes. When Laura sees something like that, it fosters an opportunity; however, it doesn’t necessarily mean it’s something we have to fix. It is interesting that we are lower in both categories, not only lower than extra large institutions but considerably lower than every other college that participated in this particular study. Lynn addressed the issue of adjunct faculty who do not have office space to meet with students. She stated that she tries to meet with her students before and after classes and wanted to know if full-time faculty experience a lot of traffic during their office hours. Laura stated that they don’t; however, there has been discussion in Faculty Senate about changing the wording, “office hours” to “student consultation hour;” however, she doesn’t know if that has been decided upon. One of the things we might consider for future directions for Professional Development are strategies to foster student/faculty interaction. Laura stated that if you are an adjunct that does not have office space, she knows a lot of adjuncts use email regularly with their students. Again, this is a form of interaction that does not require a space so maybe we might do a session on “Email Protocol with Students,” and how to foster that kind of engagement so that it advances their success. After further discussion Stephen Calebotta asked if we could access the study so he could see how they conducted the study before he can figure out what to do about it. Laura advised that she would speak with Jim about sending out the full analysis. Laura advised that the full analysis also highlights another point she wanted to discuss. The study looked at different employee groups in terms of how they answered different things. It shows the way that staff responded to certain questions as opposed to faculty, as opposed to students. The other thing that stands out in the survey is that staff have a much more negative perception of student/faculty interaction than students have of their interaction with faculty and that faculty have of their interaction with students. Students and faculty have a very similar perception of their interactions with each other. With staff, they perceive them significantly more negatively and yet they’re not involved in the interaction. The reason may be that staff members are more likely to be involved when students complain or have negative experiences; unfortunately, they do not see the other experiences that students have with faculty. Laura stated that Jim also did a climate study that showed female staff have a very negative perception of the way students are treated; much more so than male staff. Laura advised that she wanted to
share this information because she thought it would be useful for PD in opening dialogue and pursuing future learning opportunities.

III. Update on California Community Colleges Student Success Task Force. Laura Hope advised that the Student Success Task Force has whittled down its recommendations. Basically, the area about Professional Development has not changed, so we can expect the Chancellor’s office to give us additional guidance or mandates about Flex before fall. It is unlikely that it will impact us much, since we are already focused on a lot of the topics anyway. The direction from the Student Success Task Force as it relates to Professional Development, to create a continuum of Professional Development activities because they are concerned about Flex being the only Professional Development opportunities faculty have. Also, Laura thinks that having a continuum implies that it is not only ongoing but that it is for every employee group. So obviously that’s another area we are working on. Another direction is that they want professional development resources toward approving basic skills instruction which is what the Faculty Success Center was designed to do. Laura feels we have satisfied those directions, but we’ll have to see what more comes from the Chancellor’s Office. One of the big problems with the Basic Skills report is that the Chancellor’s Office just recently sent a whole set of directions about how we are supposed to quantify the effectiveness of the money; however, Professional Development was not on the list of things we could speak to. Laura contacted the Chancellor’s Office and advised that half of our money is going toward Professional Development, how do they expect us to speak to that? We can quantify it, we have the IR capacity to quantify it, but if that’s not one of the selections we can make, what are we supposed to do? The Chancellor’s Office said to go ahead and do Professional Development but if in the future we can’t quantify it, we shouldn’t spend money on Professional Development. Now that comes from the person in charge of Basic Skills at the Chancellor’s Office. Then you have the Student Success Task Force saying spend the money on Professional Development for Basic Skills instruction, so it’s a very mixed bag of messages. We are taking the direction that the Student Success Task Force has given, and we can quantify it but a lot of colleges have not made the effort to quantify Professional Development. Laura thinks that’s why people are shying away from it; however, we are okay on that. Laura wanted to give the committee the final recommendations from the Student Success Task Force

IV. Spring Flex Wrap Up. One issue that adjunct faculty are experiencing this year is accessing the activity/evaluation form from their home computer. Another issue is getting a confirmation for submission of the form. Laura discussed this with Jim in Institutional Research and the problem is that the program being used does not support an email confirmation. That particular feature can be installed; however, it would cost about $8000. Laura advised Jim that she needed that feature for Title V purposes in addition to other program needs, so she asked him what the support costs would be because it would address all of these other things and if Laura has to pay for other things anyway, it would help the college. Angie also asked Laura to speak with the deans regarding adjunct seeking advice or clarification on their Flex obligation even though it states in the Flex handbook that faculty should consult with their dean’s office for clarification of Flex obligation. Laura will discuss at the dean’s meeting. Gail Keith-Gibson stated that she would also address the Flex issue at the next adjunct meeting.

V. Fall Flex.

a. Workshops for Chino and Fontana – possible use of video conferencing. Laura discussed the possibility of hosting at least one workshop, either face-to-face or by video conferencing to the other campuses. Laura asked Diana and Stephen what kind of attendance they thought they would have and Diana said it would depend on whether the workshops coincided with department meetings and Laura advised that we would probably schedule Convocation and department meetings on the same day. Laura advised that we could schedule one onsite workshop and then provide additional workshops via video conferencing. If there is a video conferencing option, that will help build diversity of opportunity and of course adjuncts also have the online activity option as well. One thing Laura would like Chino and Fontana to think about is are there things specific to Chino or Fontana that they would like to see offered? Are there things that are site specific or do you think they should be more general?
This is something the offsites can think about. Diana stated that the student demographics are different at Chino compared to the Rancho campus. Laura advised that we should think about this and discuss at the next meeting. Diana stated that she would also bring this up at the Chino Academic Planning meeting.

b. Guest Speaker. In terms of a guest speaker, Laura stated that one of the things the Outcomes and Assessment Committee was talking about is that by fall 2012, we are supposed to be proficient in Student Learning Outcomes; and so one of the things she talked to Dr. Shannon and the committee about is the idea of not having a guest speaker, but rather feature faculty talking about the things they have done and the ways they have assessed learning. We could ask four faculty to do a 15-20 minute presentation each about what they have done with their classes and ways they’ve measured learning and maybe some ways that measuring learning has changed their way of teaching. This would enable us to spotlight some of the innovation that is happening on campus and it would also be a lot less expensive than a guest speaker. The committee thought that was a great idea and approved it. Laura will discuss further with Dr. Shannon and the committee, then PD can start searching for faculty presenters.

c. Puck Awards. The committee revised the award date for the Puck Award in order to give the recipients more time to research and register for a conference. By moving the award to fall, they have the fall and spring to attend a conference. It was decided that the request for nominations go out on Monday, March 26th. Each recipient will be awarded $1000 for travel and conference.

d. Request to present workshop: Sergio Gomez, Solidarity Committee. Based on the committee description provided by Donna, Laura suggested that we wait until we receive the directives from the Chancellor’s Office regarding Flex workshops.

e. Requested to present workshop: Maggie Van Riper, Discipline/Grievance/BIT. This workshop was rescheduled from Spring Flex.

VI. Health & Wellness Week.

a. Walk/Run Event. Trisha advised the committee that plans for the Walk/Run event on April 7th have started to take shape. She created the flyer for the event and the subcommittee has devised an early bird registration of $15 that begins the last two weeks of February; a regular registration of $20 that would be taken during the month of March, and late registration or same day registration for $25. Included with the registration fee is a t-shirt and snack box. Trisha advised that they are trying to get different colored shirts, one for runners, walkers, and the workers. This would aid in determining who the walkers and runners are. The subcommittee has also arranged for a mini health fair on the track during the event. The start time has been changed: check-in is from 8-8:45 am with the race starting at 9 am. Annette Henry from PE/Athletics will help set up the route for us.

b. 9000 Needles – Movie 1-1/2 hours. - Q&A ½ hr. Erik advised that due to a scheduling conflict, we will not be able to host the movie 9000 Needles.

c. Gardening Workshop (2). Angie distributed a tentative schedule of events for the week. Lynn Savitzky is working with Farmscape, a company that specializes in gardens, to do a couple of workshops.

d. Healthy Roads Workshop (2). Angie is working with Healthy Roads to do a couple of workshops. From the catalog of workshops offered, the committee chose, Fitting Physical Activity into a Busy Schedule, Core and Resistance Exercises at Your Desk, and Healthy Dinners in Half the Time. RosaAnn asked about scheduling a couple of these workshops at the Fontana and Chino Campuses. Angie said she would check with Healthy Roads about doing that.

e. Cooking Contest. Angie advised that she will be meeting with Annette and Candice about assisting with the set up for the cooking contest. This year, the contest will focus on healthy salads. Also Annette will be assisting with the route for the walk/run event.

f. Chair Yoga. Angie will contact Karen Sanders about presenting the Chair Yoga workshop.
VII. Faculty Success Center – Eva Rose. Calendar of Events. Eva distributed the calendar of events that have been scheduled for the Faculty Success Center. After reviewing the calendar, the committee approved the schedule of events for spring.

VIII. Classified Professionals Network – Roni Osifeso, Calendar of Events. The calendar of events for Classified Professionals was distributed for review by the committee. Laura emphasized that these workshops are focused toward classified staff that perform a very different set of functions. We want to make sure that the training is specific to the kinds of work they do. The schedule of events is a nice compliment of workshops that follow the Chancellor’s guidelines for professional development as well as results from the Classified Needs Assessment. After discussion and further review, the committee approved the calendar of events for Classified Professionals.

IX. Floor Items.

X. Adjournment. The meeting ended at 4:28pm. We will reconvene on March 1, 2012, at 3:00 pm in BEB-204.
I. Approval of Minutes
   a. February 2, 2012 meeting minutes approved via email on 2-28-12.

II. Health & Wellness Week Schedule.
   a. Walk/Run Event. The subcommittee met and finalized plans for the walk/run event. Anita met with Josh from the bookstore and worked out the design for the t-shirts. The shirt will have the following logo on it. Chaffey College - Professional Development 5k event - Walk/Run for Student Success. The committee opted not to include a date on the shirt so that if there are any left over, they could be used again next year. The colors will be yellow, white, and gray; this will enable us to determine the walkers from the runners and who the volunteer workers are. The shirts will cost $6. Trisha got the quote from Angelina’s for the snack boxes; they will include fruit, string cheese, granola bar, and a drink for $4.25 each. Trisha will give Angelina the final number of participants after March 23rd. Advertising for the event is on the Chaffey College face book page, twitter page, and the Daily Bulletin twitter page picked it up from the Chaffey twitter page. With the early bird registration that went on for seven days, we had 34 registrations. That is the total number of participants we had for our first year. Trisha advised that Marketing has arranged for us to have the help of six to eight ambassadors for the event. Trisha asked the committee if they would approve purchasing the t-shirts for the ambassadors since they are students and will be helping with the event; the committee approved funding the shirts. RoseAnn and Melissa are working on donations. Roni and Anita are working on getting vendors for the event; Anita advised that they have two confirmed vendors so far, Smile Bright Dentistry and TaiChi. Trisha is working to get CocaCola to attend and she also confirmed that Timi Hayward and his paramedic class will be there to assist with any medical needs. Phil Roberts from PE/Athletics will be there to assist the participants with a warm up routine. Angie will check with German about electricity at the east end of the football field. Trisha advised the committee that the City of Rancho Cucamonga will be hosting a triathlon on the same day as our event. Trisha and Angie will be meeting with the coordinator of that event, David Ramirez, and Maria Kort to work out the logistics for both events. Trisha will forward the results of the meeting to the committee. Trisha also advised that PE/Athletics will provide the time clocks for the event.

b. Workshops. Angie informed the committee that the following workshops have been scheduled for the week; Fitting Physical Activity into a Busy Schedule, Tuesday, April 10th, 10-11am and 1-2pm; Chair Yoga, Thursday, April 12th, from 10-11am; Core and Resistance Exercises at your Desk, Thursday, April 12th, 2-3pm; Healthy Dinners in Half the Time, Friday, April 13th, 10-11am and 1-2pm. Lynn advised that she spoke with Todd Lininger from Farmscape about presenting a workshop on building a garden. Lynn was concerned about asking him to do two workshops, one in the morning and one in the afternoon. After some discussion the committee agreed to have Todd do one workshop on Monday, April 9th, 10-11am. Lynn had several suggestions for other alternatives in place of the movie 9000 Needles. Lynn will forward information to Angie on the suggestions she brought to the committee.
III. Flex Day – Faculty Lecturer of the Year. Angie informed the committee that PD does not plan any workshops for Faculty Lecturer of the Year, scheduled this year on April 17th. The Online Activity for Adjunct faculty will be the only offering.

IV. Fall Flex and PUCK Award Planning. Eva advised that she and Joanne are updating the PUCK award nomination form and it should be ready to go out campus wide by the end of March.
   a. Workshops for Chino and Fontana – video conferencing and face-to-face. RoseAnn stated that until the video conferencing issue with the cameras can be resolved, it would not be advantageous to do video conferencing to the Chino site. Donna stated that a voice activated update can be installed; however, that would require passwords that would have to be changed after each use. This was addressed to Laura and it would be up to her to make the decision. Angie advised that because this would be an upgrade to the system, and due to the budget situation, there are no plans at this time to do the upgrade. The only solution would be to offer face-to-face workshops. Diana Dominguez mentioned at the last meeting that it would be beneficial to host a couple of campus specific workshops at Chino; she will mention this at the next faculty meeting to get suggestions on what might be offered.
   b. Faculty Speakers. Eva advised that the faculty listed below have agreed to speak at Convocation to showcase their SLO work in the classroom. Angie reminded the committee that Laura mentioned Convocation is not a Flex day but an in-service day; therefore, Convocation will be scheduled in the morning and department meetings will be scheduled in the afternoon. This would allow us two full days to schedule workshops that more than likely will be SLO topics.
      1. David Karp – Business & Applied Technology
      2. Angelia Burk Herrick – Social and Behavioral Science
      3. Daniel Jacobo – Visual and Performing Arts
   c. Employee Service Awards Luncheon. The awards luncheon is hosted by the President’s office but Angie will work with Kathy Napoli to schedule the luncheon in conjunction with Flex.
   d. Flex Schedule. The committee has two more meetings to plan the Flex schedule so it can be published prior to faculty leaving for summer break.

V. CPAC Workshops. Angie advised that the Classified Professionals Advisory Group has advertised three workshop offerings; however, one has been cancelled and probably the other two will have to be cancelled due to low enrollment. It is the belief that the classified workload is such that they feel they cannot spare the time to attend a workshop. It was suggested that maybe one or two workshops be offered during Flex. Angie thought that was a good suggestion; however, it would have to be discussed with the CPAC committee. Anita also addressed the issue of the application process for the workshops. Angie said she would discuss the application with Laura and the CPAC group to see if we can refine the process.

VI. Floor Items.

VII. Adjournment. The meeting ended at 4:30pm. We will reconvene on April 5, 2012, at 3:00 pm in BEB-204.
I. Approval of Minutes
   a. March 1, 2012 meeting minutes approved via email on 3-29-12.

II. Professional Development Budget for 2012-2013. Laura advised the committee that based on the request by Budgeting Services to reduce unspent funds by 80%, she reduced the PD budget by $1700 in the area of Other Services, 55840.

III. Health & Wellness Week Schedule.
   a. Walk/Run Event. Trisha advised the committee that everything that could be done in preparation for the walk/run event on Saturday, has been done. The snack packs will be delivered tomorrow and stored in the refrigerator in the South snack bar. All materials needed will also be taken to the South snack bar and stored until Saturday. Angie and German will post signage for the route on Friday. Volunteers should arrange to be at the stadium by 9am to help set up tables, chairs and the pop ups. Trisha also stated that we have eight ambassadors who will also be assisting on Saturday. They will help at the water stations and along the route should anyone need assistance. As of today, Trisha has 43 people pre-registered, thirty-five walkers and eight runners. This isn’t as well as we did last year which is probably due to the Rancho Rotary Triathlon that will be going on the same day.
   b. Workshops. Angie advised that she had a good response to almost all the workshops except the Core Resistance and Healthy Dinners (2nd offering). Those two have been cancelled.
   c. Cooking Contest. Angie advised that she had five registered for the cooking contest and the question contest was going very well. There are six questions and the first one went out on Monday, April 2nd and the last one will go out on Monday, April 9th. Winners of the cooking and question contest will win gift cards from Trader Joe’s; the winners will be announced after the judging of the cooking contest on Wednesday, April 11th in the MACC Bldg conference room.

IV. Flex Day – Faculty Lecturer of the Year. (What needs to be done) Laura advised that she will put out an email advising faculty that the Faculty Lecturer of the Year Flex day is unlike Fall Flex in that full time faculty are obligated to complete 4-7 hours of Flex activities per the CCFA contract 17.4 (c). Since the lecture will not fulfill the minimum requirement, a school specific activity codes sheet will be attached for faculty to use in completing their Flex obligation. Adjunct faculty who teach on Tuesday will have an obligation and can access the online activity if they are not able to attend the Faculty Lecturer of the Year presentation. Donna advised that the lecture will start promptly at 9:45; the overflow rooms have been set up and the lecture will be live stream fed to the Fontana and Chino campuses.

V. Fall Flex and PUCK Award Planning. Convocation will open with Dr. Shannon’s welcome back followed by welcome back presentations from Ardon Alger, Faculty Senate, and Trisha Albertsen, Classified Senate. The presentation of the PUCK Awards will be announced and this year, instead of having a keynote speaker, the faculty listed below will do a presentation on Student Learning Outcomes and the way it has improved their instruction in the classroom. One reason PD decided to do this is because of Dr. Shannon’s
email about Learning Outcomes and where we need to be in terms of proficiency, therefore, we are spending time during Flex highlighting Student Learning Outcomes proficiency. After Convocation, the Employee Service Awards and Retirees Luncheon, hosted by the President’s Office, will take place and immediately after the luncheon, school/department meetings will be held. Thursday and Friday will be devoted to workshops. The Outcomes and Assessment Committee hopes PD will support the SLO Assessment Module, a CurricUNET product where all the documents related to Student Learning Outcomes will be housed. Laura stated that all data must be input by Spring for reporting to the Chancellor’s office and Dr. Shannon wants PD to encourage people to update all of their data in the assessment module on that Thursday. So basically what we are saying to faculty is, we are dedicating time from a service day for you to spend on this very important effort because we have to be proficient by Fall of 2012. Then the college has to provide a report to the Accrediting Commission on where we are in Spring 2013. So all that data needs to be there in Fall in order for us to write the report before Spring. Basically, that leaves Thursday night and Friday as the only opportunities to diversify the Flex Program if we spend that much time on Learning Outcomes. Laura thought that a lot of schools do things in the evenings for adjuncts, so we need to talk about other ideas we have in terms of workshops, discussions, and panels. PD talked about things for Chino and Fontana that would be streamed back here at Rancho; having one at each site. It is a good time to talk about what those would be because we only have this meeting and the last meeting in May to solidify what those things are. Also, it might be a good time to go back before the next meeting and look at the Faculty Assessment. Donna mentioned that she has heard from faculty that there are a lot of issues with student discipline and what to do. This may be a good time to do a workshop on student behavior. Other suggestions included workshops on DLA, Student Success Task Force, Moodle 2 Orientation, and Sexual Harassment. There may be others who would like to present at Flex such as the College Book or Accreditation Oversight Committee, but remember we only have a day and a half. Also, there will be an Online Activity for adjunct.

In Eva’s absence, Laura advised that Eva sent out the request for nominations for the PUCK Award. There was discussion as to when the winners would be announced and the committee decided rather than notifying the winner at the end of the semester, the winners would be announced at Convocation.

a. Workshops for Chino and Fontana – video conferencing and face-to-face
b. Faculty Speakers. In place of a guest speaker this year for Convocation, the committee decided to select three faculty to share their stories on Student Learning Outcomes and the way it has improved their instruction in the classroom
   1. David Karp
   2. Angela Burk Herrick
   3. Daniel Jacobo
c. Employee Service Awards and Retirees Luncheon. Angie will meet with Kathy Napoli in the President’s office, to find out what preparations are being made for the luncheon.
d. Flex Schedule. Angie advised that she would like to get a tentative schedule out to faculty before they leave for summer break.

VI. CPAC Update. Angie advised the committee that registration for the two workshops offered by PD/CPAC on April 17th, Campus Security and “What’s Hope Got to Do With It”, are going well. Laura advised that she asked Lisa to send something out encouraging managers to let people sign up and that has helped. The website for CPAC has been launched and will feature a calendar of events that will be offered. Trisha asked if something will be sent out announcing the opening of the CPAC and Laura said an email will be sent out. Laura also advised that Professional Development now has an email address so Angie can use it to send out Professional Development related emails. She also stated that CPAC will be hosting Microsoft Office workshops during the summer.

VII. Faculty Success Center Update. In Eva’s absence, Angie advised that the registration flyer has gone out for Mark Rafter’s workshop, “Hope and the Art of Engagement in the Classroom”, scheduled on April 20 and
27; workshop is almost full. Also the flyer for the Summer Institute has been distributed and they have twenty-five faculty registered; the maximum for Summer Institute is fifty.

VIII. Floor Items. Laura reminded the committee that our next meeting is the last for the year, so we will be finalizing the Flex schedule as well as completion of the PUCK award review by the subcommittee and a review of the summer workshops. Angie advised that she would like to put out a tentative Flex schedule by the week of May 7th.

IX. Adjournment. The meeting adjourned at 3:54. The last meeting of the year is May 3, 2012 at 3pm in BEB-204.
Professional Development Committee
Thursday, May 3, 2012
3:00 pm to 4:30 pm
BEB-204
MEETING MINUTES

Committee Members:

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<th>T. Albertsen</th>
<th>D. Blanton</th>
<th>S. Burks</th>
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I. Approval of Minutes
a. April 5, 2012 meeting minutes approved via email on 5-1-12.

The committee congratulated Diana Dominguez on the impending birth of her second child. Also the committee welcomed Cindy Walker; she will be taking Eva Rose’s place as the new director of the Faculty Success Center.

II. Health & Wellness Week Wrap Up
a. Walk/Run Event. Angie reported that PD made a little over $2000 on the walk/run event which is slightly under what we made last year; however, we were fortunate to have turned a profit considering all the roadblocks we came up against. Board member Kathy Brugger donated $100 and Gary George donated $50 to the walk/run event. Cid Pinedo also supported the event with an $80 donation. Angie advised that Healthy Roads had sent two gift baskets for the two workshops that were cancelled and rather than have us send them back, they donated the baskets as giveaways. Angie suggested that Professional Development have a question contest for each gift basket. She suggested taking the questions from the monthly Health & Wellness newsletters we receive from Healthy Roads. The committee approved the suggestion to have a question contest to give away the gift baskets. The committee was asked how they would like to disburse the funds made from the walk/run event and the committee approved disbursing the funds as follows: Classified Learning Network would receive $1000, Faculty Success Center would receive $500, and Student Activities, Emergency Book Grant would receive $500. The committee discussed setting a date for next year’s event and after much discussion approved the week of April 8-12, 2013 for Health & Wellness week and hosting the walk/run event as the finale on April 13, 2012 to complete the week as opposed to kicking off Health & Wellness week with the walk/run event.
b. Workshops. Angie reported that all the Health & Wellness workshops were a huge success. We did, however, have to cancel two workshops but they were workshops that were offered twice in a day, one in the morning and one in the afternoon.
c. Cooking/Question Contest. The winners for the cooking contest were: 1st place – Monica Han, 2nd place – Cindy Walker, and 3rd place – Brenda Dokken. On the question contest we had several participants that answered all six questions correctly, so we had Dr. Shannon pull the winning name and that was Karen Matejcek.

III. Fall Flex. A copy of the proposed schedule of Flex workshops was distributed. The Online Activity will be available for adjunct faculty only. Roni advised that it was suggested that CPAC offer workshops during Flex. Laura did not object to that but did want to clarify that classified would not have a Flex obligation. She stated she would not want to put it in Flex or treat it like it’s Flex because it is not Flex. It would be like Faculty Lecturer of the Year. Roni stated that it was suggested because we would probably have higher participation because students are not on campus during Flex.
a. Convocation. Dr. Shannon will open Fall Flex with his State of the College address. Laura advised the committee that she and Angie would be working with Kathy Napoli in the President’s office to prepare for the Service Awards/Retirees luncheon. Faculty Speakers – 15 minute PP presentation with Q&A. The following faculty will be doing presentations on SLO’s since we are emphasizing proficiency in Student Learning Outcomes at Flex this year.
1. David Karp
2. Angela Burk Herrick
3. Daniel Jacobo

b. PUCK Award. The PUCK awards will also be presented during Convocation. We have two winners, one faculty member, Thierry Brusselle, and one classified member, Brenda Dokken. Donna made the suggestion to send a personal invitation to Convocation to each nominee requesting their attendance to ensure that the winners are present. All the nominees will be mentioned prior to the winners being announced.

IV. Fall Flex Schedule.
   a. Workshops for Chino and Fontana – video conferencing and face-to-face. Diana Dominguez advised that she would send Angie information on two workshops that Chino is hosting and that she would like added to the Flex schedule. These two workshops are face-to-face meetings rather than the video conferencing workshops there were previously discussed. Laura advised the committee that based on feedback she received from last year’s Flex, she wanted to clarify that there are some issues that cannot be discussed during Flex workshops and that is anything that pertains to union business. Flex is a day of instruction; anything devoted to union discussions, associations, contracts, etc. cannot be discussed on Flex time.
   b. Wednesday, August 8 – Convocation, Luncheon, School Department meetings. Laura reminded everyone to check the schedule because we have scheduled Convocation, the service awards/retirees luncheon, and school/department meetings all on one day, Wednesday, August 8th. By scheduling it this way, it would give us two full days to host the workshops and provide additional time for the SLO workshops.
   c. Thursday, August 9 – SLOs – 8 am – 12 noon, workshops, 1 pm – 5pm. Thursday workshops will be devoted to SLO proficiency, student discipline, implications of the Student Success Task Force, and Supplemental Instruction.
   d. Thursday, August 9, evening workshops. Gail Keith-Gibson will host the evening Adjunct Information meeting.
   e. Friday, August 10 workshops. Friday workshops will be devoted to student efficacy, teaching and learning strategies, Moodle training, SLO/Institutional Research, Early Advantage, Distance Education, Fast Track, and Sexual Harassment and Prevention Training. Cindy Walker asked about doing a Hope and Mindset workshop and Laura advised if she wanted to do the workshop, it could be added to the schedule.

V. CPAC. Roni advised that CPAC is finalizing all the workshop offerings and the last set of workshops will be Microsoft Office 2010. She advised that faculty are requesting a seat in these workshops and would like clarification as to whether the workshops should be available to faculty as well. Roni asked if arrangements will be made for faculty and administrators to get this training. Laura first advised that they are not open to faculty; normally this type of training is offered through IT; however, they no longer have a trainer and it cannot be offered through the Faculty Success Center because the Success Center is paid for out of two grants, neither of which software proficiency is one of the goals. Laura did say that this is a conversation we do need to have because we want the College to go to MS Office 2010. Donna asked about the cost of training and Roni advised that the trainer is not that expensive. Roni advised that CPAC distributed the Classified Needs Assessment; however, the response has been slow so CPAC is trying to encourage Classified to respond to the assessment. It was noted that the assessment was very long and that is probably why they are not responding. Roni also advised that the Accounting and Budgeting office
asked about hosting a special workshop on MS for them because Fridays are their busiest day of the week. It is obvious these workshops will have to be offered multiple times in order to have all classified proficient in MS Office 2010. Laura advised that maybe we can add these workshops during Flex. Angie advised that the workshops are almost full. Once they are filled, Angie will start a waitlist.

VI. Floor Items. The committee thanked Eva Rose for her contribution to Professional Development and the Faculty Success Center.

VII. Adjournment. This is the last meeting of the year.