

The Professional Development Committee reports to the Crafton Council and relies on research and evidence-based decision making to inform professional development activities that encourage collaboration and conversations to promote equity driven inclusive practices. The PDC completes this work by focusing on:

- Working with campus group representatives, such as unions, Senates, special projects, and other participatory governance committees, to create and foster a broad array of Professional Development activities that focus on equity driven inclusive practices
- Engaging with faculty and staff from all areas to support professional development that addresses student needs (e.g.: career and academic pathways, educational planning, instructional support, etc.)
- Collaborating with research to develop, collect, and review data from a variety of surveys and assessments
- Developing, planning, scheduling, promoting, and facilitating Flex and In-Service activities
- Building activities that help people to realize their individual and collective aspirations, raise the quality of their reflection and conversation, and hone their conceptualizations of the larger system in which their work is situated
- Promoting learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college
- Reviewing and recommending approval of funding requests for professional development materials, workshops, and conferences

Members of the committee also serve as the college’s Flex Advisory Committee, which views flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.

<b>Educational Master Plan Strategic Directions</b>	
1. Student Access and Success 2. Inclusiveness 3. Best Practices for Teaching and Learning 4. Enrollment Management	5. Community Value 6. Effective, Efficient and Transparent Processes 7. Organizational Development 8. Effective Resource Use and Development

<b>Members</b>			<b>Guests</b>
<b>Kashaunda Harris (tri-chair)</b> <b>Kay Weiss (tri-chair)</b> <b>Carrie Audet (CSEA tri-chair)</b> Trinette Barrie Jessica Beverson Rejoice Chavira Cherishea Coats	Ciera Divens Laurie Green Ruth Greyraven LaTasha Hagler Ashley Hayes Richard Hogrefe Marina Kozanova Natalie Lopez	Brandi Mello Chris Olivera Jared Shaw (Student) Delmy Spencer Keith Wurtz Souts Xayaphanthong Butch Zein	Ginger Sutphin Steve Hellerman Jessie Romer-Interpreter Ariana – Interpreter Stephanie Gardner - Interpreter

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FURTHER ACTION</b>
Call meeting to order & approval of the minutes (5 minutes)	<ul style="list-style-type: none"> <li>• 11/3 The minutes were reviewed and a motion was made by Rick and seconded by Marina. Approved by consensus at 12:05 pm</li> <li>• 11/17 The minutes were reviewed and a motion was made by Marina and seconded by Ashley. Abstentions: Rick and Laurie. Approved at 12:07 pm</li> </ul>	
Funding Requests/ Budget Updates	<b>Current budget:</b> Reference Books                    \$250 Non-Instructional Supplies        \$350 Meals/Refreshments                \$350 Speakers/Consultants               \$2000 Travel/Conferences                 \$10,595 Pending Requests                none Travel/Conferences (SEA)        \$9151 Pending Requests                none	

	<p>Dues/Memberships \$200 Awards/Giveaways \$500</p> <p>Funding requests: None. Please note that the purchasing cut-off is in April, so please let folks know to get in their requests.</p>	
Spring Flex/In-service Recap	<p>12:17 pm - Evaluations for the spring in-service will likely be reviewed at the next meeting.</p> <ul style="list-style-type: none"> <li>• What worked well?</li> <li>• What changes need to be considered?</li> <li>• Additional feedback to consider for fall?</li> </ul> <p>-Welcome back Administration Day to be the last day -Learning-centric at the beginning of the week and all the updates we needed versus the other way around. -Contributed to faculty attrition. Rick suggested the role of the in-service building community at the beginning of the semester was not there. -Should the division and/or department meetings occur earlier? -CTE (Public Service) had orientation this week and it threw them off. - This was a change initiated by the calendar committee and we have no say in the days these occur. -Counseling said that being told these meetings were mandatory late had an impact on seeing students since some were on the grid to see students Friday afternoon. -Historically this has always been an issue for CTE and Counseling and these days are contractual for all faculty regardless of their discipline. -There were some encouraging remarks about the District having a day that was good for mandatory training, such as sexual harassment and EEO training, etc. -Lunch every day was suggested. -Having coffee available for all morning meetings. -Themed days, like during the pandemic, were encouraged. -Time for discussion was valued for Honors breakout. -The student panel was great, although I think having them from multiple courses vs just one course would be great. Faculty would have loved to have more time for questions (other than the pre-determined questions). -DE themes student panel?</p>	
ACCJC	<ul style="list-style-type: none"> <li>• Mid-term report – 12:09 pm. Keith stated that this report is due October 15<sup>th</sup>. They provided a template and we are approaching this like the self-study and he will be going to each committee to review these questions. Today he addressed question number one. Briefly describe major improvements or innovations since the last comprehensive peer review.</li> </ul>	
Committee Reports	<ul style="list-style-type: none"> <li>• Academic Senate <ul style="list-style-type: none"> <li>○ MOPED – Faculty Peer Mentor Program to onboard new faculty. One of the issues is time is money and we are running out of ideas on how to compensate mentors.</li> </ul> </li> </ul>	

	<p>CANVAS tenure track academy shells – the goal is to have it updated through the semester. This will likely be ready to go by the end of the semester, so it can be approved and rolled out in the fall.</p> <ul style="list-style-type: none"> <li>-What does the mentoring time commitment look like?</li> <li>-Meeting 3 times throughout the semester for the first-year hires, with someone from their department/discipline. Second year, they would work with someone outside of their discipline.</li> <li>-What are the goals for those meetings?</li> <li>-These hours could be claimed as FLEX hours.</li> <li>-MOPED meets twice a month, on the second and fourth Tuesdays from 12:00 pm to 1:00 pm in CCR 233. Please reach out to Souts or Rejoice for more information.</li> </ul> <ul style="list-style-type: none"> <li>• Classified Senate – We are starting the planning for Classified Professionals Week.</li> <li>• Other committees -It was suggested that a reminder be sent to faculty about obtaining FLEX hours via the District or Vision Resource Center. There is some discussion as to create a playlist for DEIA, Excel, etc., in the VRC.</li> </ul>	
Other Committee Business	<ul style="list-style-type: none"> <li>• Possible spring events <ul style="list-style-type: none"> <li>○ Soup-a-palooza – Before spring break. 11 am-1 pm</li> <li>○ National School Counseling Week: Feb. 5<sup>th</sup> – 9<sup>th</sup></li> <li>○ National Admin Professionals Day: Apr. 24<sup>th</sup></li> <li>○ National Teacher Appreciation Day: May 7<sup>th</sup></li> </ul> </li> </ul> <p>We could move funding to purchase giveaways for these events. CHC employee appreciation day was suggested was one day for students, faculty, etc.</p> <ul style="list-style-type: none"> <li>• Boss’s Day is Oct. 16<sup>th</sup> (so managers will be celebrated in fall)</li> </ul>	
Future Agenda Items	<ul style="list-style-type: none"> <li>• Updates and planning during the summer <ul style="list-style-type: none"> <li>○ Tenure Track Academy – spring gatherings</li> <li>○ PD Office Hours</li> <li>○ Technology Updates Training -Windows 11 training for faculty and staff.</li> </ul> </li> </ul> <p>The meeting was adjourned at 1:07 pm.</p>	

<p><b>Mission Statement</b></p> <p>The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.</p>	<p><b>Vision Statement</b></p> <p>To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.</p>	<p><b>Institutional Values</b></p> <p>We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> <li>▪ Respect: To champion active listening and open dialogue within our community.</li> <li>▪ Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.</li> <li>▪ Diversity &amp; Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.</li> <li>▪ Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.</li> <li>▪ Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.</li> <li>▪ Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.</li> </ul>
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