

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.

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

Members			Guests
Kashaunda Harris (tri-chair) Sare Butler (tri-chair) Ciera Divens (CSEA tri-chair) Carrie Audet Trinette Barrie (SA) Jessica Beverson	Cherishea Coats Jodi Hanley (SA) Ashley Hayes (SA) Steve Hellerman Richard Hogrefe (SA) Veronica Lehman	Brandi Mello Chris Olivera Keith Wurtz Souts Xayaphanthong Butch Zein (SA) (SA = Senate Appointment)	Ginger Sutphin Sharon – ASL Interpreter Will – ASL Interpreter Glen Blanco

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call meeting to order & approval of the minutes	The meeting was called to order at 12:02 p, The motion to approve the minutes was made by Sara and seconded by Butch. Souts abstained. The minutes were approved at 12:04 pm.	
Funding Requests/ Budget Updates	Current budget: Reference Books \$250 Non-Instructional Supplies \$350 Meals/Refreshments \$246.94 Speakers/Consultants \$1,425 Travel/Conferences (PD) \$11,639 Travel/Conferences (SEA) \$5,000 Dues/Memberships \$200 Awards/Giveaways \$500 Requests: Trinette Barrie – National Career Development Association Conference, \$1000 – PD and Equity. https://www.ncda.org/aws/NCDA/pt/sp/conference_home	

	<p>Trinette will be presenting on meeting the needs of our DEI students and their needs. Motion: Hayes,. Souts seconded, Approved by consensus at 12:09 pm.</p> <p>TL Brink – Artificial Intelligence in Education" Academic Academy, \$1000 – PD and Equity. https://www.eventbrite.com/e/2025-artificial-intelligence-in-education-academic-academy-registration-1028934018347</p> <p>Motion: Hanley moved. Souts seconded. Moitoned was approved at 12:10 pm.</p>	
<p>Committee Responsibilities</p>	<ul style="list-style-type: none"> • Correspondance – Please respond to the emails requesting help, whether or not you’re available. If scheduling is an issue, we may need to go back to the Academic Senate to request additional individuals for this committee. <p>We don’t have additional work outside of this committee meeting. We need help setting up, ppppppppppp, and presenting if necessary. Planning comes with follow-through. Show-up participate and be active.</p> <p>Participation in surveys- we are looking to bring back (reminders of surveys). Let’s make sure that we are attending and promoting our events.</p> <ul style="list-style-type: none"> • Commitment • Participation 	
<p>Spring Flex & In-service Recap</p>	<ul style="list-style-type: none"> • Pros and Cons <ul style="list-style-type: none"> ○ Workshops options and attendance <p>Active shooter training – buidling to buisling. Negative feedback on the AI keynote presentation – struggling to use and negate the tools. English faculty left because they thought it was disrespectful.</p> <p>Conectado was brought to us by the District. They brought the information to the PD coordinators. The District already started a contract with them and was set in motion – essentially it was given to us and we were told to make it work. We asked that they bring the ideas to us prior to implementation so that we can vet the vendors and their products.</p> <p>We did meet with Conectado and we were clear on what we wanted (boot camp) what should happen, what faculty and counselors, managers, etc. We also emphasized that everyone (staff, faculty, managers) needed to be included. How can this be used in the classroom, and detected in students' work? What was presented was not what we had advocated for.</p> <p>They are working with their team to revamp their message. We do have to offer their workshops; however, it is up to folks as to whether or not they wish to attend.</p> <p>Format of the delivery of the training. The preference for training is Hybrid or completely online.</p>	

	<p>Flex schedule was reviewed for feedback. There was some discussion on the extended time being helpful, especially for the DE. In addition, the topics were both applicable and helpful.</p> <p>It was suggested that we have Active Shooter with First Aid/CPR training. There is a cost associated with CPR Training.</p> <p>Common Course Numbering (CCN) Curriculum – We may need to do two sessions next time because the computer rooms typically only hold 30. Gwen had suggested there would potentially have some drop-in days.</p> <p>Planning & Program Review – More time could be spent on this subject. Maybe include a lab hour with one on one support?</p> <p>Course Dog Facilities Request – this should be brought back.</p> <p>One Book One College – We need to decide on a book for the 25/26 academic year. The hope is to have books ordered prior to end the year so that we can give them to faculty before they leave for the summer.</p> <ul style="list-style-type: none"> ○ Keynote <p>TODEC – request for information that can be provided via the syllabus. Know Your Rights Cards are available (Kashuanda/) Could this presentation be presented to students?</p> <p>There was a request for a Q & A session after the presentation for administrators.</p> <p>Survey results should be available by our next meeting. We may want to consider revising the form to gain greater responses.</p> <p>We lose a meeting during spring break. We need to start planning for fall in-service.</p>	
Fall Planning	<ul style="list-style-type: none"> ● Keynote speaker recommendations - ● Workshops <p>IGETC, CalGETC, CCN, TODEC -Undocumented students, New Facilities Request Process,safety walks, and Active Shooter.</p> <p>Conectado - AI Bootcamp</p> <p><u>Online Only Option (Via Zoom)</u> Option 1: 4 Sessions, 2 hours each = 8hrs. Option 2: 2 -3hr sessions, 1-2hr session = 8hrs</p> <p><u>Hybrid Option (in-person & Online)</u> Session 1: 4 hrs in person at the college, co-facilitated by two team members, with an option to join online. Session 2 & 3: 2 hrs, conducted online via Zoom</p>	

	<ul style="list-style-type: none"> • Mandatory training 	
Committee Reports	<ul style="list-style-type: none"> • Academic Senate <ul style="list-style-type: none"> ○ MOPED – Jillian presented for PD. She provided the information and it appears that 40 individuals signed up across both campuses. ○ Conectado AI Bootcamp – Info Below. ○ Committees -Service and What counts- even the number of individuals on our committee. • Classified Senate – No report. • Other committees 	
Other Committee Business	<ul style="list-style-type: none"> • Spring community-building events – Connecting and checking in with each other. • Employee appreciation – Maybe increasing this from a day to an entire week. Kashaunda will provide more information as to what this looks like. 	
Future Agenda Items	The meeting was adjourned at 1:28 pm.	

<p>Mission Statement</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>Vision Statement</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>Institutional Values</p> <p>We rely on the following values to support our vision and mission:</p> <ul style="list-style-type: none"> ■ Respect: To champion active listening and open dialogue within our community. ■ Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration. ■ Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work. ■ Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas. ■ Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience. ■ 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.
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