

Norco College
Professional Development Minutes

September 8, 2015 12:50pm

Room: IT 218

Attendees

Dr. Gail Zwart chaired this meeting.

Members:

Ana-Marie Olaerts.....	Communications
Mark Lewis.....	Communications
Kris Anderson.....	Communications
Sheryl Tschetter.....	Communications
Janet Frewing.....	Math & Sciences
Leticia Martinez.....	SFS
Judy Perry.....	Business, Engineering and Information Technologies
Lorena Patton.....	Director, Title III STEM Grant
Fatemah Sarsak.....	ASNC
Eva Amezola.....	Upward Bound
Carol Farrar.....	Dean of Instruction

A. Approval of Agenda for September 8, 2015

B. Minutes from the May meeting approved electronically.

C. New Business:

- a. Welcome new member Bev Wimer, Associate Professor, Kinesiology
- b. Flex Credit Forms
 - i. Importance for tracking Strategic Goals and Objectives
 - ii. Importance for State reporting
 - iii. Importance for providing documentation that Norco strategic goals are met
- c. Flex Credit Events/Requests
 - i. Workshops proposed by Dean of Student Life
 - ii. Library Skills Workshops
 - Add three Read to Succeed sessions. Motion to approve Bev/Sandra **MSC** Motion to add flex Janet/Bev **MSC**
 - iii. Trac Dat Workshops
 - Sarah will promote TracDat workshop for NAC only. The other four are for faculty. Motion to approve Mark/Bev **MSC** Motion to approve Flex Mark/Janet **MSC**
 - iv. Follow up on M2C3 workshops
 - \$10,000 price tag for Men of Color Workshop. Equity Funds may not apply because they must be spent specifically on training. The workshop has been placed on hold. Consider

district training at a future date. M2C3 has lots of videos available for free on-line.

Process: send everything that has been approved to Jefferson so that links can be provided to presenters.

d. Classified Flex Days

i. Report out on Summer Classified Flex Days

- Summer appears to be a good time for classified staff to attend workshops.
- Four workshops were held over summer with good attendance. b

ii. Ideas for Classified Flex for Fall/Winter

- Consider beta test for Lynda.com
- 1st hour workshop-rest of time on your own.
- Lynda.com accounts will be updated after census.
- Consider offering at different times. College hour Sept 29 (5th Tuesday or Thursday of the month).
- Market to PT faculty for morning flex. It is a district wide issue on how PT faculty will be paid, what counts and what does not.
- Send your ideas to Jefferson.
- Consider holding sessions for faculty Fall/Spring
- Consider holding session for staff Win/Summer
- Consider flexing work schedules for staff
- Mark suggested members from his department attending with participants and open it up to discussion and short debrief session. Are faculty interested? Jefferson to reach out.

iii. Need list of workshops completed this summer for Norco strategic goals reporting

- List attached provided by Jefferson

D. Need for Standard Evaluation form for Flex Days

a. Brainstorming on content

E. PDC Norco Strategic Goals and Objectives

a. Role of Committee

F. OLD Business

a. Welcome Days

i. What worked?

- Welcome day went really well. Well attended by students, staff, faculty, & family

ii. What didn't?

- Heat

b. New Faculty Orientation

- Six attendees

- Evaluations will be sent out

G. Electronic Approvals

- a. New Faculty Friday Flex Days
- b. New Faculty Orientation Flex Credit for mentors and chairs

H. Open Hearing

Next Professional Committee Meeting: Tuesday Oct. 13, 2014 in room IT 218 at 12:50 to 1:50pm

SUMMER 2015 PROFESSIONAL DEVELOPMENT WORKSHOPS

Attendance for each Professional Development workshop session held during the summer.

	Faculty	Staff	Total
Healthy Lifestyle		10	10
Disability Etiquette	1	5	6
Photography	1	4	5
Financial Planning	1	8	9

Attendance for our Learn with Lynda workshops

	Faculty	Staff	Total
Word 2013		9	9
Organizing your Office	1	2	3
Communication		4	4
Outlook 2013		7	7
Excel 2013		9	9
Google Drive	1	1	2