Norco College
Professional Development Minutes
November 10, 2015
Room: IT 218

Attendees
Dr. Gail Zwart chaired this meeting.

Members:

Dr. Gail Zwart………………………	Business, Engineering and Information Technologies
Mark Lewis………………………	Communications
Kris Anderson…………………..	Communications
Janet Frewing……………………	Math & Sciences
Beverly Wimer………………….	Math & Sciences
Stephen Park…………………..	Math & Sciences
Carol Farrar………………………	Dean of Instruction
Lorena Patton…………………...	Director, Title III STEM Grant
Tim Russell………………………	Social and Behavioral Sciences
Sandra Popiden…………………	Social and Behavioral Sciences
Leticia Martinez…………………	SFS

Absent:

Judy Perry………………………	Business, Engineering and Information Technologies
Eva Amezola……………………..	Upward Bound
Jefferson Tiangco………………	Instructional Technology Specialist (DOI)
Guest:	Mark Hartley Student Life

Welcome Mark Hartley, Dean of Student Life

A. **Approval of Agenda for November 10, 2015**
 Motion to approve Mark/Sandra **MSC**

B. **Approval of Minutes from October 2015**
 Motion to approve Mark/Janet **MSC** (3 abstentions)

C. **New Business:**
 ` a. Professional Development/Assessment processing for part-time faculty
 i. There is a new form for reporting part-time faculty development. Part-time faculty can now get paid for up to three hours for Assessment and up to three additional hours for Professional Development. Forms will require the signatures of the employee, Assessment Coordinator and Department Chair/Dean. The forms must be wet signed per Payroll. EVERY request for payment must be approved by the Professional Development Committee (PDC).
 ii. Progress flow chart reviewed.

Discussion:

- Recommendation was made to include "Professional Development credit available for Part-Time faculty" on each email notice regarding new workshops.
- It is noted that there is a different policy for full-time vs. part-time faculty.
- The form will allow for multiple activity requests (for the same person)
- Is there a timeline to complete these forms? No, we only need to be able to track the progress.
- Because EVERY form needs to be approved by the PDC, is there any way to simplify the signature process for the part-time faculty forms? Getting signatures from every committee member and tracking the progress of the form will be difficult. If the PCD has already approved the activity can we just have the PDC chair sign?
  Motion Sandra/Kris: *if the activity has already been approved by the PCD committee the PDC Chair or Dean of Instruction can sign on behalf of the committee.* **MSC**.

D. Old Business
  a. Flex Days in February
      i. Active Shooter workshop approved on-line.
      ii. Discussion on 3 more hours-Mark Hartley. Mark currently oversees seven (7) areas on campus. 75% of the time is spent on student conduct. He thinks it is important to talk about the everyday classroom issues. Handout provided regarding proposed February Professional Development activity.
          Summary:
          Hour 1 - *Classroom Situational Case Studies* Sexual Harassment, threatening conversations, student panel. Consider changing title from *classroom* to *college.*
          Hour 2 – *Behavioral Intervention Team (BIT).* What are the best practices on other campuses? Are there students we need to keep an eye on? In his first 31 days here he has seen 14 cases of students who are struggling. BIT is not in place at Norco yet but is moving through the system. Already in place at Mo Val and RCC. Consider introducing and explaining the services of our Health Services, Campus Police and the Disability Resource Center.
          Hour 3 – *Mental Health Issues*- Keynote presentation by Ross Szabo. Ross is the CEO of Human Power Project, award winning speaker, author, and consultant and returned to Peace Corps volunteer.

          Discussion: This is all important information that needs to be discussed. Consider also winding safety in the discussion. Strongly recommends a random panel. Mark will be speaking with our sister

campuses about what is working. This is a great opportunity for open support. Great way to bring together students, faculty and staff. Time of semester will be important. If done too late we could miss students who drop out. Send Mark student names, please cc Gail and Carol. Please get approval from student before sending names forward. Recommended for first part of day followed by Active Shooter segment. Since Hour 2 is similar to something we have already done Mark suggests discussing the problems that our resources *can* address. Discussion could involve a communication instructor winding something into the conversation for control purposes. Consider panel of staff, management, students. Average attendance will be about 75. Motion to approve for FLEX credit (faculty) Mark/Kris **MSC**
Motion to approve as a PDC Workshop (committee) Leticia/Lorena **MSC**

E. **PDC Norco Strategic Goals and Objectives**
   On November 30 Gail reports back to the Academic Senate on 2015/16 goals. Go back to the worksheets. Create subcommittee to review worksheets prior to 2013. Check minutes for approved workshops. Tim and Carol will report back to Gail.

F. **New Proposals**
   a. None

G. **Classified Staff Training for January/February**
   Gail to open on-line forum for suggested topics.

H. **Electronic Approvals via Opencampus.com discussion board**:
   a. Active Shooter Proposal – Sherry Stone
   b. Faculty Meeting Proposal – Peggy Campo
   c. R25 Training Proposal – Jefferson Tiangco
   d. Poetry Reading – Damon Nance

I. **Open Hearing**
   Bev continues to struggle with blackboard issues. Process reviewed. Gail will add discussion thread at each positing.

   Meeting adjourned

   Next meeting December 8, 2015
   12:50-1:50pm
   IT 218

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Associate (PT) Faculty Assessment and Professional Development Hours
Reporting Form

DEPARTMENT: _____   NAME: _____

COLLEGE: _____

BUDGET CODE: _____

Professional Development Hours
(Maximum of 3 hours annually) Hours submitted will be paid at the lab rate for Group 1, Step 1 of the Faculty Hourly Salary Schedule

Date	Time	Activity

PROFESSIONAL DEVELOPMENT ACTIVITY

DESCRIPTION/SUMMARY:

_____   _____
Employee Signature   Date

_____   _____
Professional Development Coordinator   Date

_____   _____
Department Chair Signature   Date

_____   _____
Dean Signature   Date

Assessment Hours

(Maximum of 3 hours annually) Hours submitted will be paid at the lab rate for Group 1, Step 1 of the Faculty Hourly Salary Schedule

Date	Time	Activity

ASSESSMENT ACTIVITY

Date input into Trac Dat:_____

Course:_____

SLO # Assessed:_____Total # of hours to complete_____

Self-Reflection or Summary of Activity (Attach if necessary)

_____   _____
Employee Signature   Date

_____   _____
Assessment Coordinator   Date

_____   _____
Professional Development Coordinator   Date

_____   _____
Department Chair Signature   Date

_____   _____
Dean Signature   Date

OPTIONAL PAGE
FOR USE BY PROFESSIONAL DEVELOPMENT COORDINATORS

PROFESSIONAL DEVELOPMENT EVENT/ACTIVITY CATEGORY:

_____Improvement of Teaching

_____Maintenance of Academic/Technical Knowledge and Skills

_____In-Service Training (Vocational Education and Employment Preparation)

_____Retraining

_____Intersegmental Exchange Program

_____Development of Innovation in Instructional and Administrative Techniques
       And Program Effectiveness
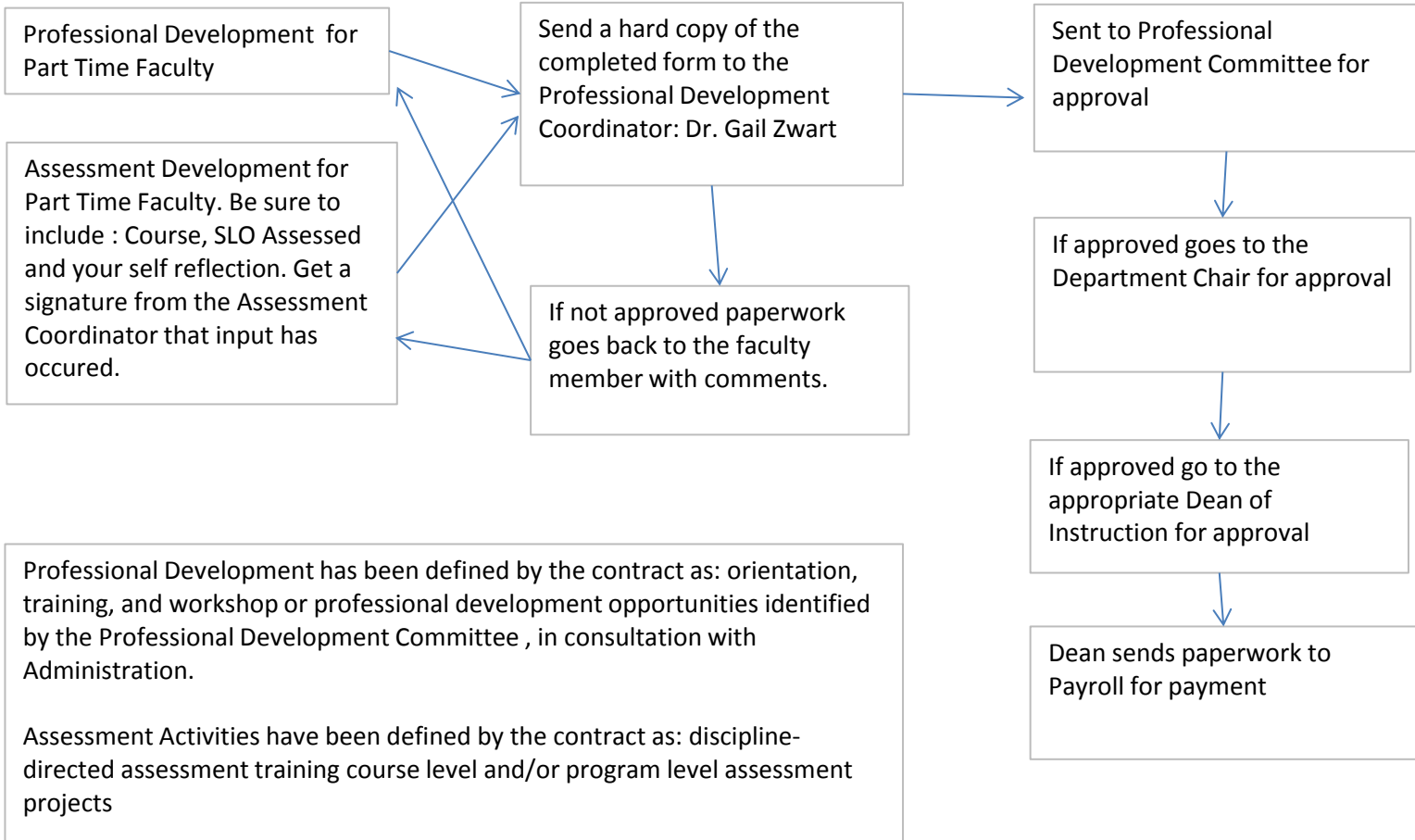
_____Computer and Technological Proficiency Programs

_____Course and Training Implementing Affirmative Action and Upward
       Mobility

_____Other activities to be related to educational and professional development
pursuant to criteria established by the Board of Governors of the California
Community Colleges, including, but not limited to, programs to develop self-
esteem.

Part-Time Faculty Development and Assessment Compensation Process
Norco College   DRAFT

| Professional Development for Part Time Faculty |

| Send a hard copy of the completed form to the Professional Development Coordinator: Dr. Gail Zwart |

| Sent to Professional Development Committee for approval |

| Assessment Development for Part Time Faculty. Be sure to include : Course, SLO Assessed and your self reflection. Get a signature from the Assessment Coordinator that input has occured. |

| If not approved paperwork goes back to the faculty member with comments. |

| If approved goes to the Department Chair for approval |

| If approved go to the appropriate Dean of Instruction for approval |

Professional Development has been defined by the contract as: orientation, training, and workshop or professional development opportunities identified by the Professional Development Committee , in consultation with Administration.

Assessment Activities have been defined by the contract as: discipline-directed assessment training course level and/or program level assessment projects

| Dean sends paperwork to Payroll for payment |

11/4/2015