Norco College
Professional Development Minutes
October 11, 2016
Room: IT 218

Attendees
Melissa Bader chaired this meeting.
Members:

Melissa Bader…………………	Communications
Kris Anderson…………………..	Communications
Eva Amezola……………………	Upward Bound
Beverly Wimer………………….	Math & Sciences
Dr. Carol Farrar…………………	Dean of Instruction
Dr. Tim Russell…………………	Social and Behavioral Sciences
Dr. Sandra Popiden………………	Social and Behavioral Sciences
Colleen Molko………………….	Associate Dean, CTE
Starlene Justice…………………	Math and Sciences
Courtney Buchanan……………	Social and Behavioral Sciences
Kaytee Mansfield………………..	ASNC

Committee Support:

Nicole C. Brown………..………..	Office of the Dean of Instruction

Absent:

Natalie Morford…………………	Communications
Janet Frewing……………………	Math & Sciences
Kara Zamiska…………………..	Social and Behavioral Sciences
Dr. Lorena Patton………………	Director, Title III STEM Grant
Dr. Gustavo Oceguera………...	Dean, Grants & College Support Program
Dr. Diane Dieckmeyer…………	Vice President of Academic Affairs
Jethro Midgett……………………	Counseling
Leticia Martinez…………………	SFS
Dr. Dominique Hitchcock………	Arts, Humanities and World Languages
Dr. Stephen Park………………..	Math & Sciences

Guest:
Paul VanHulle…..BEIT

A. **Approval of Minutes September 13, 2016**
   Motion to approve E. Amezola/ T. Russell **MSC. Abstained: NONE**

B. **Action Items**
   a. Winter Math Planning Day.Motion to approve: K. Anderson/ T. Russell. *
   b. CurricUCamp. Motion to approve: S. Popiden/ C. Molko*
   c. ALLY. Motion to approve: T. Russell/ K. Anderson*

C. New Business:

a. **PD/FLEX FAQ.** Melissa Bader located this outline online on quick facts on what is FLEX since we do not have anything like this, would our committee be interested in creating something like this for our PDC group? We could answer some of these questions ourselves and repurpose this outline into a document that works for our committee. Melissa Bader asked the committee members who would be interested on working on this? They will work on what faculty/staff are required to do and make it into a one-page document for easier distribution. The contact person is Ruth Leal. The goal is to have a draft before Spring 2017.

b. **PDC Calendar for Spring: Day and Activities.** Our first spring FLEX day is February 24, 2017. We need to start thinking about what would we do and the training events. Tim Russell is working on this. Tim Russell and Colleen Molko will both look at the 2017 spring calendar. Outline the upcoming FLEX events for faculty to see.

D. Old Business:

a. **Report on the survey from FLEX days Fall 2016:** Melissa went over the survey results and below are the outcomes for the FLEX Days:
Q1. Did you attend any portion of the New Faculty Orientation on Tuesday, August 23rd?
A. 47.06% YES, 52.94% NO.
Q2. Please rate your agreement with the following statement regarding your participating in New Faculty Orientation:

		Strongly	Agree	Disagree	N/A/ Did not Attend	Total	Weighted Average
A1	I feel welcomed to the college	73.33%	20.00%	0%	0%	15	3.79
A2	I felt the college tour was comprehensive	33.33%	46.67%	7%	0%	15	3.31
A3	The introduction to the procedures by the Dean of Instruction was helpful	46.67%	26.67%	0%	0%	15	3.64
A4	The orientation to Disabled Student Resources (DRC) was comprehensive	60.00%	13.33%	0%	0%	15	3.82
A5	I have a good understanding of the services and procedures for DRC	46.67%	26.67%	0%	0%	15	3.64
A6	The overview of the Academic Senate was helpful	40.00%	33.33%	0%	0%	15	3.55
A7	The overview of the faculty union (CTA) was helpful	33.33%	33.33%	7%	0%	15	3.36

Q3. What could have been done to improve the New Faculty Orientation?

1. I would have liked more time spent on getting to know the other new faculty members. While I appreciated the procedural information provided, that to me seemed to just kind of scratch the surface, making me wonder if some of it could have been skipped or shortened to give more time for ice-breakers and the like.
2. Not sure. Every question that I had was answered, and everything that I was hoping to find out before I came to orientation was covered.
3. The more practical information the better. Things like wi-fi, where printers are, which meetings might be a priority, training opportunities.
4. Can't think of anything, Melissa and Jason rocked our socks off.
5. This day was a great first overview. My only concern is that I will need reminding of some of the details at a later time since the day was so comprehensive. First Fridays will definitely help with this and I loved the first Friday meeting. It felt less overwhelming than this first orientation and more thorough.
6. More comprehensive tour of the campus - still figuring out where certain buildings are!

Q4. Which portion of the Grit Presentation did you attend Wednesday, August 24th?
A1 Morning 61.29 %
A2. Afternoon 3.23%
A3 Did not attend this day 35.48%

Q5. Please rate your agreement with the following statements as a result of your attendance at the Grit Presentation.

		Strongly Agree	Agree	Disagree	Strongly Disagree	N/A Did not Attend	Total	Weighted Average
A1	I have a better understanding of the term "Grit"	60.00%	30.00%	10%	0.00%	N/A	20	3.50
A2	I have a better understanding of the term "Resilience"	65.00%	30.00%	5%	0.00%	N/A	20	3.60
A3	I have a better understanding of the term "Persistence"	50.00%	45.00%	5%	0.00%	N/A	20	3.45
A4	Norco College should make grit one of its college values	50.00%	45.00%	5%	0.00%	N/A	20	3.45
A5	I would like to hear more about integrating grit into student programs at Norco College	70.00%	5.00%	25%	0.00%	N/A	20	3.45

Q6. Did you attend any of the flex activities on Thursday, August 25?
A.1 YES = 80.65%, NO= 19.35%

Q7. Please rate your level of agreement with the following statements as a result of your attendance at the flex activities on Thursday.

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A Did not Attend	Total	Weighted Average
The State of the College Address provided important	33.33%	58.33%	8.33%	0.00%	0.00%	24	1.75
I know more about the state of the college now	37.50%	50.00%	12.50%	0.00%	0.00%	24	1.75
The Completion Initiative presentation provided important information	45.83%	54.17%	0.00%	0.00%	0.00%	24	1.54
I know more about the Completion Initiative now	45.83%	45.83%	8.33%	0.00%	0.00%	24	1.63
The Safety Panel provided important information	58.33%	25.00%	12.50%	0.00%	4.17%	24	1.52
I know more about safety procedures for Norco College and the district now.	41.67%	45.83%	4.17%	0.00%	8.33%	24	1.59
The Student Services Overview provided important information	28.00%	36.00%	8.00%	0.00%	28.00%	24	1.72
I know more about resources available through Student Services now	28.00%	40.00%	0.00%	4.00%	28.00%	24	1.72
I would like to have more conversation on the policies presented	28.00%	40.00%	8.00%	4.00%	20.00%	24	1.85

Q8. Did you attend the flex activities on Friday, August 26th (Assessment & Student Success workshops)
A.1 YES = 70.97%, NO= 29.03%

Q9. Please rate your agreement with the following statements as a results of your attendance to the Assessment & Student Success workshops on Friday, August 26:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A Did not Attend	Total	Weighted Average
I think I was enriched by attending the workshop	59.99%	36.36%	4.55%	0.00%	N/A	22	3.55
I felt encouraged to do my own assessments and examine the data after attending the workshop	54.55%	31.82%	13.64%	0.00%	N/A	22	3.41
I am interested in how to apply these workshops for my students	63.64%	31.82%	4.55%	0.00%	N/A	22	3.59

Report Results from the Academic Senate and Senate Standing Committees Evaluation of Effectiveness:

i. **Survey Results**: Melissa Bader went over the results with the committee. The results of this survey and portion of the minutes need to be sent to Peggy Campo. Our committee responded anonymously to the questions posed and we are all aware that there are some areas that we need to work on. The following are the results, submitted comments and committee discussion:

Survey Questions:
Q.2: Do you feel you have a clear understanding of the structure and purpose of this committee?
Answer: 100=Yes.

Q3: Are agendas and minutes provided electronically prior to the committee meetings?
Answer: 80%=Yes., 20% = No.
We will work harder on getting the agenda items out quicker.

Q4: Are the agenda items usually completed within the meeting time?
Answer: 100% Yes, GREAT JOB Nicole ☺.

Q5: Are committee members given adequate information to make informed recommendations and decisions?
Answer: 100% Yes,

Q6: Please rate your level of agreement with the following statements:
* All Members are encouraged to be actively involved: 40% Strongly agree, 60% Agree.
* Discussions are collegial, and differing opinions are respected: 80% Strongly agree, 20% Disagree.
* Participating in the committee is meaningful and important to me: 60% Strongly agree, 40% Agree.
* The committee charge is understood and the members work towards fulfilling the charge: 80% Strongly agree, 20% Disagree.
  * We have been working through this and hope that we will continue forward with our progress. We need more structure in our planning for the college, staff and faculty.
* The purpose of the committee aligns well with the college mission:100% Strongly agree.
* Overall, I am satisfied with the committee's performance: 20% Strongly agree, 60% Agree, 20% Disagree.
  * In having the calendar will be helpful in our planning.

Q7. Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?

Answer: 40% Yes, 60% No.

Q8: Is there something that you would recommend to help the committee function more effectively?

Responses submitted:

1. Committee members should research and document what Professional Development is and is not in order to judge if the charge and activities of the committee are on target.
2. The committee only focuses on training faculty. I have asked multiple times for this committee to also focus on classified staff and managers. There are colleges that have separate committees for staff and faculty. This may be the route that needs to be taken in order to satisfy the needs of staff members. On another note, this committee should meet monthly regardless of the faculty schedule. I believe that however takes the responsibility of chairing this committee should have the expectation that it needs to meet a bit more often.

Q9. Please make suggestions on how this evaluation (survey) could be improved: Responses submitted:

- There are no responses

E. Electronic Approvals: These are the proposals that were approved online.
   a. NONE

F. Open Hearing:
   a. **Professional Learning Network (PLN):** A handout was provided to the committee members. The PLN was created to enhance professional development opportunities to increase student success, per section 6.1 of the California Community Colleges Chancellor's Office Student Success Task Force recommendations. We can all sign in to this network. It was provided at the student success conference and it is also on the Lynda.com network. Melissa suggested that the PDC can sponsor some of those workshops provided to give it greater visibility. Maybe create a "Professional's Learning Club". We can create a group within the event as well and work on connecting this to the TLC committee.

   b. **Next Year's FLEX activities.** We need to start talking about planning our FLEX activities for the next year. We need to work on establishing a more thorough calendar.

Next Professional Committee Meeting: Tuesday November 8th in room IT 218 at 12:50 to 1:50pm

QUICK FACTS - SMC Professional Development /FLEX FAQ's

1. What is Flex?

In the California Community Colleges system, the term **Flex** is used to denote faculty **Professional Development** activities.

2. Why do I need to participate in Flex?

Participation in flex activities is a way to ensure you maintain current in your discipline and participate in professional development /improvement in teaching methodology. Additionally, California Education Code, Title V, and our Faculty Association Contract require all teaching faculty to complete professional development to fulfill these needs.

3. What are Professional Development /FLEX Days?

Professional Development /FLEX Days are days calendared as part of the District's Academic Calendar for professional development rather than for meeting with classes.

4. As a full time faculty member, what is my Professional Development /FLEX obligation?

All full time faculty members are required to participate in August Opening Day & March Flex Day (6 hours each; a total of 12 hours) and 3 Departmental Meeting Days (6 hours each; a total of 18 hours). Twenty four additional hours of Professional Development /FLEX, which are fulfilled through individually chosen activities and approved by your department chair, is also required. (54 hours in total).

5. What if I'm a part time faculty member?

Part time teaching faculty members are required to complete a number of individual flex hours equal to their assigned instructional load, on a one-hour-to one-hour basis for the Fall and Spring Semesters. This flex must be completed during the assigned semester.

Part-time faculty are encouraged but not required to fulfill their flex commitment through participating in August Opening Day & March Flex Day and Departmental Days rather than individual flex activities.

6. What happens if I am sick or have a personal emergency on a mandatory day?

If you miss a mandatory **Professional Development /FLEX** Day, you can use the appropriate leave account in proportion to the missed Professional Development/FLEX time to offset the missing flex time. (See hours per day above). Any portion of the hours missed are considered an absence and should be offset accordingly.

7. What kinds of activities are considered "Professional Development /FLEX" activities?

All professional development activities must meet a list of Title V criteria. The Professional Development Committee (PDC), Department Chairs, and the Academic Senate have developed a Professional Development /FLEX Guideline Listing, which is available on the PDC webpage and the Human Resources webpage. http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Flexible_Calendar_Activities_Guidelines.aspx

8. If an activity is not listed, how do I know it will "count" as an individual Professional Development /FLEX activity?

Generally, individual activities are allowed as long as you can establish a connection to the development of professional skills and can demonstrate the activity is above and beyond responsibilities outlined in your job description. All individual flex activities must be approved by your Department Chair, so If you are concerned that you may not be credited for an activity, check with your Department Chair BEFORE engaging in the activity.

9. My department chair said the activity does not qualify. How do I appeal a decision made by my Department Chair?

You should request to meet with your Department Chair to discuss the decision. If no resolution is reached, contact the Office of Academic Affairs, which will arbitrate the decision. The decision of the Academic Affairs Office is final.

10. What if I don't complete my Professional Development /FLEX obligation?

If a you do not complete any portion of the required Professional Development /FLEX activities as noted above by the deadlines, or offset them using leave hours, your pay will be reduced by the number of Flex hours not completed.

PROFESSIONAL LEARNING NETWORK

Why *it is needed*: The Professional Learning Network (PLN) was created to enhance professional development opportunities to increase student success, per section 6.1 of the California Community Colleges Chancellor's Office Student Success Task Force recommendations. Funding is provided by the Institutional Effectiveness Partnership Initiative IEPI, iepi.cccco.edu.

Who *can use it*: California Community College faculty, staff, administrators, and trustees can become members of the PLN and access all of its resources. The resources in the PLN and its calendar are visible to the public.

What *it is*: The PLN is a shared learning site for the sharing of resources across the CCC system, with a comprehensive library of professional development resources in an effort to improve student success rates and address accreditation and other issues.

How *to get started*: Log onto www.prolearningnetwork.org (or scan the QR code below) in order to: www. pln.cccco.edu

LEARN from the CCC catalog of webinars and training videos, as well as free training from our partners like Lynda.com. Want to learn more about using technology in the classroom? Anything you may find yourself wanting or needing to add to your resource kit, you will find it on the PLN.

SHARE best practices and resources by submitting via the PLN. These resources are then available for all to see and learn from. Have a program that has been successful? Share it so others may implement it at their campus.

CONNECT with your peers via our online forums for real time discussions and problem solving. Have a question or topic that you would like to explore in more detail, and receive input from others? Start a thread today and get the conversation started.

PLAN your own professional development using MyPD. Establish your goals and track your online learning progress in MyPD.

ACCESS a statewide calendar of workshops, meetings and conferences as well as bios and contact information for speakers available for your own events.

What would you like to do today?