

Norco College

Professional Development Minutes

March 14, 2017

Room: IT 218

Attendees

Melissa Bader chaired this meeting.

Members:

Melissa Bader.....	Communications
Kris Anderson.....	Communications
Dr. Jason Parks.....	Interim Dean of Instruction
Dr. Tim Russell.....	Social and Behavioral Sciences
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Colleen Molko.....	Associate Dean, CTE
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Janet Frewing.....	Math
Dr. Kara Zamiska.....	Social and Behavioral Sciences
Natalie Morford.....	Communications
Eva Amezola.....	Upward Bound
Ruth Leal.....	Library and Learning Resources
Dan Reade.....	Communications

Committee Administration Support:

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

Absent:

Dr. Gustavo Ocegueda.....	Dean, Grants & College Support Program
Dr. Lorena Newson.....	Director, Title III STEM Grant
Timothy Huneck.....	ASNC
Paul VanHulle.....	Business, Engineering and Information Technologies
Beverly Wimer.....	Sciences and Kinesiology
Starlene Justice.....	Sciences and Kinesiology
Jessica Dobson.....	Communications
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: NONE

A. Approval of Minutes November 8, 2016

MSC: Motion to approve C. Molko/ C. Buchanan Abstained: Three

The December 13, 2016 meeting was cancelled and there are no minutes or agenda.

B. Action Items: MSC: K. Zamiska/ S. Popiden ** Committee Approved.

- a. Approval of submitted proposal requests:
 1. Feb 9 Program Review Judy Perry Trak Dat & Program Assessment IT 201
 2. March 10 Safety Lisa McAllister Active Shooter Panel Discussion CSS 217
 3. March 24 Distance Ed Jan Muto Canvas Training NOC
 4. April 6 DRC Kim Bell Learning Disabilities: What Faculty Need to Know CSS 217
 5. May 18: RCCD CTE Marketing & Retention Workshop. Off campus
 6. May 5: Industry and Advisory Breakfast.
 7. April 6: Learning Disabilities: What Faculty need to know
 8. April 20: Universal Design for Learning Symposium-Distance Ed Conference day 1
 9. April 21: Universal Design for Learning Symposium-Distance Ed Conference day 2
 10. March 30: Read to Succeed- Book discussion
 11. April 27: Read to succeed- Meet the Author
 12. May 25: Read to succeed – Student panel

C. Old Business:

- a. Report on the survey from Flex Days Spring 2017: A printout of the results was provided to the committee members. The overall consensus is that everyone thought the activities were helpful and thoughtful. Wanted to speak again about “Strategies working with Millennials” and the “Hire me” workshop. Please sign up for the “Professional Learning Network” that is offered through the states. Please come see Melissa for more information. Everyone that has a college email address can join.
- b. PDC calendar for Spring: Day and Activities Update. Melissa mentioned that the PDC committee will get TLC involved.

Day 1: AM – Speaker, then three workshops for 2 hours (est.) DE Best Practices (Will get speaker from CSU Fullerton- Fixed vs Growth mindset; Equity Practices in Class room; Faculty Advisement.
Lunch, then 1:15pm until 3:00 pm: Evening workshops= Canvas; Millennial practices, DRC

Day 2: three workshops= Study skills, student life/learning; LRC
Lunch: Active Learning presented by Dr. Gray
Afternoon: Talk about that our Food bank will be on campus in the fall.

Day 3: Morning: Administration update
Lunch:
Afternoon: Discipline meetings.

D. New Business:

- a. Fall Flex planning—workgroup for each day planning: Days selected is August 23, 24 and 25th. We have been approached from TLC and Dr. Dieckmeyer has asked for one of the Fall FLEX days to be a “teaching and learning” summit. There would be different people presenting on implementation type concepts. We need to make this inclusive for the entire institution.
 - i. What do you want for each day?
 - ii. Who? Planning/speakers? Theme?
 - 1> Completion Initiative
 - 2> Distance Education – Sandra can work on the OEI rubric. The OEI rubric was just approved by the DE committee. We need training on best practices and the new rubric.
 - 3> “Hygge” Danish word 'hygge' (pronounced 'hooga') translates roughly to 'cosiness'. It may be hard to say, but that hasn't stopped people finding out that hygge might be a recipe for a happier life.
 - 4> How to live the ‘best practices’ life.
 - Friday afternoon are the best times for staff to attend these events. Ideal to a keynote speaker. Equity Hands on or Culture of Care.
 - Math and English needs to parcel themselves out as contacts for people who want to become professors. We need to build that community cross discipline conversations. Schools and cross disciplinary discussions. Teaching study skills.
 - Active Learning Methods.
 - b. Fall Calendar—Legacy? Student Services? PDC? Library? Curriculum? Program Review?
 - i. Ask (email) and get tentative plans for approval in May
 - ii. Tentative Calendar for May ready
 - c. Summer Flex Approvals:
 - d. Joint TLC/PDC proposal for conference monies and approval processes
- E. Open Hearing:** The PDC chair is asking for volunteers on the upkeep for the PDC calendar. They will work with Lenny Riley to post the updates online. We need to solicit to see what is planned for available FLEX credit for the fall schedule. It was asked if the calendar can be posted somewhere in the faculty lounge area. Melissa will create a form and send out notices to the committee chairs so they can inform their faculty in their discipline on upcoming FLEX events.

Next Professional Committee Meeting: Tuesday May 09, 2017 in room IT 218 at 12:50pm to 1:50pm.

Professional Development Committee Statement of Purpose:

The Norco Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals.

Norco College MISSION STATEMENT (Board Approved August 2012)

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.