

Norco College

Professional Development Minutes

March 12, 2019

Room: IT 218

Dr. Tim Russell and Dr. Kara Zamiska co-chaired this meeting.

Members:

Dr. Tim Russell.....	Social and Behavioral Sciences
Dr. Kara Zamiska.....	Social and Behavioral Sciences
Dr. Samuel Lee.....	Vice President of Academic Affairs
Dr. Marshal Fulbright.....	Dean of Instruction
Dr. Gustavo Ocegüera.....	Dean, Grants & Student Equity Initiatives
Starlene Justice.....	Sciences and Kinesiology
Dr. Jody Tyler	Sciences and Kinesiology
Paul VanHulle	Business, Engineering and Information Technologies
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Lisa Martin.....	Social and Behavioral Sciences/Counseling
Dan Reade	Communications

Committee Administration Support:

Nicole C. Brown..... Office of the Vice President of Academic Affairs

Absent:

Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Dr. Lisa Nelson	Arts and Humanities
Colleen Molko.....	Dean, Grant Development and Administration
Natalie Morford.....	Communications
Janet Frewing.....	Math
VACANT.....	ASNC
Leticia Martinez.....	Student Financial Services Analyst
Stephen Park.....	Math & Sciences

Guest: Mark Lewis

Communications

A. Approval of the Minutes February 12, 2019 MSC: J. Tyler/ C. Buchanan* 1 Abstained, Approved.

B. Approval of the Agenda March 12, 2019 MSC: D. Reade/P. VanHulle. * Approved

C. Action:

- 1. PDC Funding Policy – MSC:** S. Popiden/C. Buchanan, 1 abstained, 1 opposed. * Committee Approved with added changes discussed. Request to develop a check list and to change the amount from \$400 to \$800, with assurance from Dr. Lee that additional funds would be sought if the general PD budget is exhausted. The links to view the funding application, information sheet, and dissemination activity ideas before meeting was sent out to the committee members and requested to take note of any suggestions for edits they may have for discussion. A separate form per person needs to be filled out. The form is approved by the supervisor or chair, PDC chairs, then moves to Dr. Fulbright who assigns the funding source. This is a living document and edits can be made with committee approval as the pilot program develops.
Vote to place the responsibility of the forms to the PDC chairs. MSC: C. Buchanan/ L. Martin. 1 abstained. * Committee Approved.

D. Discussion:

- 1) Spring FLEX Evaluations * Tabled**
- 2) Fall Flex * Tabled**
- 3) Event Calendar /PDC Website * Tabled**

E. Information: NONE

F. Open Hearing: NONE

Next Professional Committee Meeting: Tuesday, May 14, 2019 in IT 218 @ 12:50 PM to 1:50PM. ** NO MEETING FOR APRIL **

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.