



Faculty Professional Development Committee

Meeting Minutes

May 9, 2023, at 12:50 pm

Room: IT-218

Zoom link (for non-voting members only): <https://rccd-edu.zoom.us/j/88278465768?pwd=akVQM08zaVFiTWJqa2FEUGJkR0NYZz09>

Committee Members(total): Dana White, Sandra Popiden, Eric Doucette, Jessiah Ruiz, Janet Frewing, Jody Tyler

Visiting: Hayley Ashby, Nancy Quinones, Quinton Bemiller, Gustavo Oceguela, Lisa Hernandez

Committee Members Not Present: Dominique Hitchcock, Natalie Morford, Ana Marie Olaerts, Aaron Roy, Paul VanHulle

1 **Call to Order :** 12:55pm

2 **Action Items:**

2.1 Approval of Agenda/ (Tyler/Frewing)

- Approved Unanimously

2.2 Approval of [November 8, 2022](#) & [March 14, 2023](#) meeting minutes

- (Doucette/Frewing) -Nov 8; (Doucette/Ruiz)-Mar 14
- Approved Unanimously both November and March meetings

2.3 Professional Development Proposals –

- Flex opportunities (Tyler/Ruiz) Approved Unanimously
 - 3/2, Equity presentation using Libra Texts OER.
 - DEI Committee presentations– Women’s History Month series speakers, faculty requesting Equity Flex credit.
 - 3/30, PG &SL workshop- Looking for ongoing approval for trainings regarding salary reclassifications and progressing upwards on pay scale (professional growth), obtaining Professor rank.
 - 5/2, Communications Department discussing concerns related to academic misconduct, use of AI chatbots.
 - 5/3, IE Riv. County Metro Subregional Workforce Demand. Assessment/discussion, labor market research -CTE requesting Flex credit.
 - 5/16, Introduction to 25 Live, requesting norco college rooms and reserving for events.
 - 6/2, Summer statistics Teaching workshop – introducing methods for teaching stats using data and hand on activities to increase learning and retention.

3 **Discussion Items:**

3.1 [Fall FLEX 2023](#)

- Positive feedback with multiple requests.
- Active shooter presentation. RAVE Guardian Alerts tutorial. Fire extinguisher training.

- Advising student Clubs with available resources, kinesiology department workplace wellness.
- Growth mindset approach to the college classroom workshop.
- Equity minded presentation -need sourced speaker.
- Additional suggestions for speakers, committee chair training, Data Training, Artificial Intelligence, Chat GPT, what is it?

3.2 FPDC Coordinator succession planning

- 23/24 will be Dana White's last year serving as head of committee. What does the succession planning look like for the committee? Suggested to send out an outlined announcement regarding job duties.
- Yearlong plan for transition with possible committee member overlap?
- No rule to have the election in fall/early spring – possible split for re-assign/stipend for supporting role. Send a notification out Sept/Oct. –Dana to check with senate if a co-chair position can be paid.

3.3 [Professional Development Proposal](#)

- Proposal presented by Gayle Crosby proposal presentation on post covid world workshop - for fall flex or a series? Cost and references needed from other colleges. Is this in alignment with our goals? Alternatively, do we have people here that can do this?

3.4 [DEIA Glossary of Terms](#) (Equity Terms)-IEGC Council

- provided from Chancellor's office. Purpose is to define equity terms at the institution. This is the umbrella of the equity lens for all institution staff across the state.
- Developing a statement of commitment for DEIA to agree on definitions. The thought is to develop this document for all committees by next year. Looking for feedback to bring back to IEGC council by early fall.

3.5 [Norco ISER-2020](#)-Professional Development-Hayley Ashby

- Quality focus essay, project. Implementing equity focused Professional Development plan with a teaching/learning emphasis. Action plan, resources, and timeline.
- Email any follow up project progress to Hayley.
- Offers faculty lead teaching/Flex credit – available on FPDC website.
- Recommendation for training for events with equity In mind and part of the institutional plan when planning workshops.
- seeing results through workshops but faculty need to be given tools for implementation.

4 Information Items

4.1 FPDC Budget & PDC website update

4.1 [PD Travel Request](#)

- Website has been revised to direct faculty to Nueventive for a travel request proposal, additional information and resources. All Travel needs to be done by June 30th. Please obtain Supervisor or Dean approval for travel and download with the request prior to submission.

4.1 Flex Tracker

- Not discussed

4.2 No penalty for eight hours of equity requirement

4.2 [Confirmation document](#)

- Not discussed

5 Liaison reports

5.1 Distance Education- Sandra Popiden

- Not discussed

5.2 Teaching and Learning Committee –Jessiah Ruiz

- Not discussed

5.3 Diversity Equity & Inclusion – Dominique Hitchcock

- Not discussed

6 Good of the Order

7 Future Agenda Topics

Meeting Ended: 12:55pm

Next Faculty Professional Development Committee Meeting:

Day: September 2023 Time: 12:50pm – 1:50 pm

Statement of Purpose

The Norco College Faculty Professional Development Committee (FPDC) empowers our faculty with ongoing opportunities to improve, develop, and expand their skills and practices. The FPDC promotes individual and collaborative professional growth to elevate students' ability to achieve career and educational goals, and to reinforce the mission of the college and enhance equity-mindedness and institutional effectiveness.