



Faculty Professional Development Committee

Meeting Minutes

September 12, 2023, at 12:50 pm

Room: IT-218

Zoom link (for non-voting members only):

<https://rccd-edu.zoom.us/j/89160465093?pwd=ZTRBdTNUbU1Bd3p2REhJQzlhR3U0dz09>

Present Committee Members(total): Dana White, Natalie Morford, Ana Marie Olaerts, Jessiah Ruiz, Jody Tyler, Jethro Midgett,

Visiting: Nancy Quinones, Kevin Baccari, Quinton Bemiller

Absent: Dominique Voyer, Sandra Popiden, Paul VanHulle, Janet Frewing

1 **Call to Order :** 12:54

2 **Action Items:**

2.1 Approval of Agenda (Tyler/Midgett)

2.2 Approval of [May 9, 2023](#) meeting minutes (Olaerts/Midgett)

- Unanimously approved, Olaerts/Morford-abstain

2.3 [Professional Development Proposals](#)

- Approval of Proposals (Midgett/Morford)- unanimously approved
- Training-Maximum of 6 hours per day
- Achieving equity within guided pathways – Equity credit, the basics of being a chair- Flex credit, Emergency management training/CPR/Stop the Bleed – Flex credit, Undocumented Ally training- Equity credit.

2.4 Travel Request (Midgett/Morford) – unanimously approved

- Projected funding-approx. \$7,000 per semester use (minus new requests below)
- Britnee Quintanar \$1,975/Various dates, In State/Out
- Lisa Hernandez \$685/In State
- Meghan Chandler \$600/In State

3 **Discussion Items:**

3.1 FPDC Coordinator succession planning

3.1 Review [coordinator duties](#)

- Dana stepping down after Spring 24
- Presented outlined Job Descriptions, meetings to attend etc., updating charter, assessments. Option: asking committee members to help with smaller tasks.
- Concern; position was .4 at one time, current is at .2. Dana will research other colleges what they are being paid and can approach administrators with the concern.
- Dana to ask Kim Bell to help market the position.
- Goal is for next person to fill the role by Spring 24 Flex – starting in May 24; have someone committed by December 23.

3.2 Update to Charter - Requested by Dan Reade

4 **Information Items**

4.1 Survey of Effectiveness complete by September 14th

4.1.1.1 <https://www.surveymonkey.com/r/KGZ58J3>

- Update charter and EMP Goals. Please complete and forward by 9/14
- Need to work on Sept/Oct/Dec Deliverables

4.1 FPDC Budget Update

- Budget adopts at end of Sept. total allocated \$22,633 for FY.
- New FY started July 1; travel and Flex catering have already been spent out of new budget. Should we change how funds are allocated to requests?
- Concern over catering taking so much out of the budget. Advocate for VP to take care of Spring Flex and bring this up through Senate?
- Send communication to faculty regarding available funds monthly.
- New member - Nancy Quinones, Ethnic Studies
- Dana to send a survey to existing members for yearly commitment to the committee and reaching out to faculty for representation from schools across the college.

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

Next Faculty Professional Development Committee Meeting:

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

Meeting Adjourned: 1:50pm

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.