



Professional Development Committee
October 10, 2017
LRC 722 | KRV 5
1:30 – 3:00

Start Time:

Adjournment:

Topic	Facilitator	Action	Materials
1. Call to order	Sharlene Paxton		
2. Approval of Minutes & Action Items From: September 12, 2017 Action items: <ul style="list-style-type: none"> • <i>Add Member of Institutional Research Team</i> • <i>Revise PGM</i> • <i>Send Gaeir's Presentation to all faculty</i> • <i>Corey/Sharlene to meet to regarding a possible Faculty Sub-group</i> 	Sharlene Paxton	Discussion	X
3. Approval of Agenda	Sharlene Paxton	Discussion	X
4. Adjunct Professional Development Day	Sharlene Paxton	Discussion	
5. Purpose, Composition and Evaluation Revisions	Sharlene Paxton	Discussion	X
6. Needs Assessment	Sharlene Paxton	Discussion	
7. Flex Evaluation	Sharlene Paxton	Discussion	X
8. Review Fall Flex Feedback	Sharlene Paxton	Discussion	X
9. Adjourn	Sharlene Paxton		

Meeting Chair: Sharlene Paxton/Sharlene Paxton

Recorder: Stephanie Brantley



Professional Development Committee
 October 10, 2017
 LRC 722
 2:00 – 4:00

Present: Chad Houck, Sharlene Paxton, Frank Timpone, Stephanie Brantley, Michael Metcalf, Julie Maikai, Sylvia Sotomayor, Davis _____, Resa Hess, Rene Mora,

Absent: Corey Marvin, Valerie Karnes, Lisa Stephens

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C		
1. Call to order	Chad Houck	1:34 p.m.		X		
2. Approval of Minutes & Action Items From:	Chad Houck/Sharlene Paxton	From: September 12, 2017 Action items: <ul style="list-style-type: none"> • <i>Add Member of Institutional Research Team</i> • <i>Revise PGM</i> • <i>Send Gaier's Presentation to all faculty</i> • <i>Corey/Sharlene to meet to regarding a possible Faculty Sub-group</i> Approval – Approved with the following corrections: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • October 10, 17 1:30-3:00 LRC 722 KRV 5 • November 28, 17 1:30-3:00 LRC 722 KRV 5 • February 13, 18 1:30-3:00 LRC 722 KRV 5 • April 10, 18 1:30-3:00 LRC 722 KRV 5 </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • November 14, 17 1:30-3:00 LRC 722 KRV 5 • January 23, 18 1:30-3:00 LRC 722 KRV 5 • March 13, 18 1:30-3:00 LRC 722 KRV 5 • May 1, 18 1:30-3:00 LRC 722 KRV 5 </td> </tr> </table>	<ul style="list-style-type: none"> • October 10, 17 1:30-3:00 LRC 722 KRV 5 • November 28, 17 1:30-3:00 LRC 722 KRV 5 • February 13, 18 1:30-3:00 LRC 722 KRV 5 • April 10, 18 1:30-3:00 LRC 722 KRV 5 	<ul style="list-style-type: none"> • November 14, 17 1:30-3:00 LRC 722 KRV 5 • January 23, 18 1:30-3:00 LRC 722 KRV 5 • March 13, 18 1:30-3:00 LRC 722 KRV 5 • May 1, 18 1:30-3:00 LRC 722 KRV 5 		X
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3. Approval of Agenda	Chad Houck/Sharlene Paxton	Approved		X		

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
4. Adjunct Professional Development Day	Sharlene Paxton	<p>Our agenda is shaping up. The first half of the day will consist primarily of presentations about new and innovative projects going on. There will be a brief welcome by President Board, the counseling department will present the Class-to-Career and there will be a presentation on how part-time faculty can effectively participate in college governance.</p> <p>Project Rebound will be giving a presentation. This a group from Cal State Bakersfield that assists formerly incarcerated individuals to obtain undergraduate and graduate degrees at the CSU system. They will have the opportunity to hear from Cerro Coso's own instructors about their experiences inside the prison as well as students who have made the inspiring journey from prison to program completion.</p> <p>After lunch, we will dive into the day's main activity, dialogue and discussion with your departments about what strategies you and your colleagues are using to enrich the student experience. We will hear the results of the faculty inquiry groups that looked closely at ways students at Cerro Coso say instructors can help them feel more directed, focused, and connected in their classes.</p>		X
5. Purpose, Composition and Evaluation Revisions	Sharlene Paxton	<p>New Faculty Flex Coordinator- Sharlene Paxton Management and Faculty Co-Chair: Corey Marvin & Sharlene Paxton</p> <p>Purpose:</p> <ul style="list-style-type: none"> • Determine for each academic year professional development needs among faculty, staff and administration (Needs assessment annually) • Establish professional development goals • Devise collaborative plan of activities based upon goals, accreditation recommendations, evaluations, feedback from faculty and staff surveys • Propose a yearly calendar of professional development events. • Publicize on going activities for professional development throughout academic year • Create/Revise forms for tracking activities and evaluations as needed • Maintain appropriate records • Submit summary of year's professional development activities to Chancellor's Office- *Faculty Only* • Publish a self-evaluation 	X	

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>Composition:</p> <ul style="list-style-type: none"> • 5 faculty (one being chair of the committee) • 2 classified • 1-2 administrators • Student Representative • Member of Intuitional Research Team <p><i>Recommendations: Would like to see a more diverse faculty representation-very CTE heavy. Need to consider site representation as well.</i></p> <p>Evaluation and Assessment: Systematic evaluation of professional development activities is crucial for maintaining quality and pursuing institutional excellence and improvement.</p> <ul style="list-style-type: none"> • Evaluation of Conducted Activities. Each activity will be evaluated either qualitatively or quantitatively based on the nature of the conducted activity and how it affects the staff member’s job performance and contributes to his or her achievement of college goals, student success, individual competence, and/or better or transparent communication. • Self-Evaluation of Professional Development at Cerro Coso Community College. Each year, the success of the Professional Development Committee’s own performance will be evaluated <p>Discussion: Should the Professional Development Document put out by HR in connection with the AB2558, Assembly Bill be revised? All present are in agreeance, what is the cycle for revising the document?</p>		
6. Needs Assessment	Sharlene Paxton	<p>Last needs assessment was conducted in 2014. There are different levels of professional development that need to take place on campus. We know we need professional development but we lack the internal resources to make the needs happen. Suggestion: for faculty use feedback from Faculty Flex/Adjunct Professional Development day to foster the need to expand on topics already discussed. We will probably have a faculty sub-group to address the needs of faculty.</p> <p>Classified staff have unique needs especially because those who are student focused cannot leave to attend events as their desk must be covered at all</p>	X	

TOPIC	INITIATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>times and they won't due them outside of work hours without compensation. How do we address the needs of Classified staff? The classified appreciation day isn't always valuable as its too broad and doesn't apply to all.</p> <p>There are many layers of professional development. The intrapersonal need, the required need and the institutional need and we have to capture everything through this committee.</p> <p><i>Action Item: IR to spearhead needs assessment and the best way to do so.</i> Is a survey the best way to do needs assessment? Campus is very survey heavy. If we do a survey, it will give us the data- maybe slightly skewed. We might get a better response if we choose a random sampling or a "town hall session" piggyback off an existing meeting.</p>		
7. Flex Evaluation	Sharlene Paxton	Discussions held about moving the form off the Professional Development website to Survey Monkey. Pros and cons of the move were heard- all present are in agreeance we will send Adjunct Professional Development Day Survey out via Survey Monkey. We will look at newly weighted results and analyze how we want to proceed moving forward on soliciting feedback from attendees once we see the results from Adjunct Professional Development Day.		X
8. Review Fall Flex Feedback	Sharlene Paxton	https://inside.cerrocoso.edu/profdev/		X
9. Guided Pathways & Professional Development	Chad Houck	Early adoption vs Scaling in progress. We have good things in progress and we need to continue but we are definitely in-between early adoption and scaling in progress.		X
10. Adjourn	Corey Marvin	3:05 p.m.		

Facilitator: Corey Marvin

Recorder: Stephanie Brantley

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