

Professional Development Committee

Minutes

January 26, 2012

8:00-10:00 am

**ATTENDANCE:** Bonita Robison, Shelley Crabtree, Matt Hightower (phone), Clint Dougherty, Penny Talley, Angelo Sanchez, guest: Tina Tuttle

Members: Still needed two classified personnel to meet the full composition of the committee

Membership of the Professional Development Committee is as follows:

- 3 Faculty (1 co-chair)
- 3 Classified (1 co-chair)
- HR Manager
- 1 Other Administrator
- 1 Student

**Minutes 1/26/2012** stand as corrected

**Added Agenda Items:**

Student Success Task Force

Assessment of Faculty Needs in Survey-

**Summary Minutes** of discussions/ no note taker ( note discussion predicated on review of unit and section plans)

- I. Mission Statement: *The Professional Development Committee facilitates the expansion of knowledge, understanding and creative expression for professional development of all Cerro Coso Staff to allow for individual professional growth plans responsive to institutional goals-*

*Added: Charge Statement* -The Professional Development Committee oversees and facilitates activities related to staff, student, and instructional improvement. Its main purpose is to determine professional development needs among faculty, staff, and administration; develop a comprehensive plan for staff development; maintain appropriate records as required by law; annually evaluate the effectiveness of conducted activities; and act as the advisory committee for the flexible calendar program.

- II. Previous Action Items- Review of links and information from other colleges discussed later. There is a huge volume of information available. Some discussed later in minutes.

Shelley discussed Lynda .com with our President, Jill Board, and she is willing to fund 5 licenses on a rotating basis. Cost \$ 1,750. It provides certificates of completion. Unlike isteam reviewed by Penny Talley, Lynda.com has trainings applicable to all staff. Matt Hightower shared Lynda has a California Community College software discount. It is available in student version for \$25.00/mo

- III. Three goals were selected after reading unit and section plans

- A. Promote Innovative and Improvement of Student Success, retention and Completion measures ( Renewed focus on student goals and needs as mentioned in Student Success task Force)
- B. Enhance the effectiveness of Communication throughout the College  
Examples- promote collaboration efforts, information
- C. Trainings ( proposed examples)  
  
Computer-Excel, Outlook, Adobe Connect Moodle  
Other- Safety, Sexual Harassment etc.

- IV. Reviewed proposal and documentation documents from other colleges used for flex

- V. Reviewed numerous links on Professional Development

Lynda.com/isteam

League of Innovation- hippocampus.com ( students)

Carnegie Foundation for Advancement of Teaching/ Hewlett Foundation eLibrary,  
FACC- Workshops to go- ethics, Creating Active Responsible Learners...

- VI. Assessment Issues-

- a. Each step is to be faculty driven, selections, evaluation Including yearly assessment or survey. ( Currently using unit plans and 2010 Survey.)
- b. Tina Tuttle provided guidance on measurable outcomes- quantitative and qualitative

c. 5 goals for the Master Plan:

1. Smooth out the pathway from idea to completion
2. Improve online instruction
3. Minimal and equitable service at all sites-bring all sites in line with minimal acceptable services
4. Evaluation of changes to Basic Skills-implementation of improvements
5. Begin operating at a sustainable level-now that processes are in place they need to be modified and refined

VII. Timeline Set- Shelley will send out meeting times. Goal to finalize plans and documents by March and submit to Academic Senate by April.

VI Next Meeting

1. **Goal- Creation of documents/guidelines for faculty-must be included in their flex plans-moving away from mass flex activities.**
2. Provide potential list flex activities- Create a menu of opportunities for the next academic year.

VII Future Meeting-

- Design tools for measuring success of the activities ( spring 2012)
- Design an assessment tool to gather information for future flex activities ( fall 2012)

ADJOURN 10:00

Follow Up Academic Senate needs to request a copy of district guidelines.

Professional Development Committee

Draft Agenda

2/9/2012 Rescheduled for 2/16/2012

*Proposed Agenda Changes italicized*

Approval of Revised Agenda

Review of Minutes

Goals- Add list of activities// *Categories*

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Other- Safety, Sexual Harassment etc.

Guidelines: *Professional Development Guiding Principles*

Forms: *Professional Development Form 2012-2013*

Next Meeting Finalize Lists of Activities/ *Timeline*

## Professional Development Committee Working Minutes

2/16/2012 9-11 am.

**Attendees:** Shelley Crabtree, Clint Dougherty, Matt Hightower (phone), Corey Marvin(@ KCCD DO), Penny Talley, Bonita Robison

**Approval of Revised Agenda-** Note: All memos, minutes and agendas will go through the “groups”. Scheduled meetings will be posted through “outlook” as well.

**Review of Minutes-** Approved with correction istreams to istreams

**Goals-** List of activities will fall under the following categories. Penny Talley noted Communication and Training support KCCD’s goals.

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Computer-Excel, Outlook, Adobe Connect Moodle  
Other- Safety, Sexual Harassment etc.

Various comments on the above

- supported training on Excel
- yearly assessment to survey needs using something similar to other colleges such as AQIP to identify system problems(**Academic Quality Improvement Program**), once goals are established several groups would work on lists for each goal. Charles will check on this and its availability for open use (Initially it was grant funded) *The Academic Quality Improvement Program (AQIP) provides an alternative evaluation process for organizations already accredited by the Commission. AQIP is structured around quality improvement principles and processes and involves a structured set of goal-setting, networking, and accountability activities.* <http://www.hlcommission.org/AQIP/AQIP-Home/>  
We would use the concept of survey to identify training needs in the future. A survey can fit into our planning documents.

**Guidelines:** *Professional Development Guiding Principles revised from a form from Lassen Community College.*

## Professional Development Committee Working Minutes

2/16/2012 9-11 am.

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We would use the concept of survey to identify training needs in the future. A survey can fit into our planning documents.

**Guidelines:** *Professional Development Guiding Principles revised from a form from Lassen Community College.*

**Shared values** indicate what we believe as a collective group of colleagues.

**Generally:** Items were grouped from whole college to groups to individual activities for ease of dealing with each subheading under goals. Larger presentations at flex days, in-service trainings and workshops were first on the lists. Second were group activities such as lunch and learn or FIG's faculty interest groups with the suggestion to begin with 1x per month. Last listed, but not least in importance, were individual opportunities such as webinar training, innovative curriculum development or non-remunerated courses. Any paid conference activities as flex will be limited to teams of faculty or staff.

It was suggested that classified staff have a non-Friday release day for flex activity and the activities relate to more substantive activities than knowing your own personality type activities so prevalent in the past.

**For each of the goals and sub headings** discussion focused on the what- possible opportunities, the how- activities could be provided, the where -online, smart classrooms, success labs, etc., the whom-including all constituent groups, the required or mandated training and lastly how other campus goals will be addressed with the three professional development goals.

**Assessment:** Both college needs assessment and individual assessment pieces are retained as goals for next fall 2012.

**Budget:** There essentially IS NO BUDGET. All requests for funds will go through our college president: Jill Board

**Forms:** Professional Development Form 2012-2013. Forms are to be submitted for approval prior to the fall semester for regular or full time personnel or prior to the start of a semester where an adjunct is hired.

All flex activities should be completed by the end of the spring semester of an academic year. )  
For 2012-2013 by May 14<sup>th</sup>)

**Next Meeting:** Finalize Lists of Activities- March 1, 9-11am, 2012

**Adjourned:** 11:10am



## **Professional Development Committee Agenda**



**March 1, 2012 9-11am Rm. 733**

### **Minutes:**

### **Agenda**

**Goals-** Add list of activities// *Categories*

- A. Promote Innovative and Improvement of Student Success, retention and Completion measures ( Renewed focus on student goals and needs as mentioned in Student Success task Force)
  - B. Enhance the effectiveness of Communication throughout the College  
Examples- promote collaboration efforts, information
  - C. Trainings ( proposed examples)  
  
Computer-Excel, Outlook, Adobe Connect Moodle  
Other- Safety, Sexual Harassment etc.
- 1. Professional Development Plan Draft Approval**  
Global, Group, Individual
  - 2. Professional Development Form Approval**

### **List of Activities-**

Come prepared to a submit proposals for activity categories listed In the Professional Development Plan Draft.

The primary function of this meeting is to develop an initial list of Staff Development activities for 2012-2013

**Next Meeting- 3/15/ 2012 9-11 am**





## **Professional Development Committee Agenda**



**March 8, 2012 9-11am Rm. 631**

### **Minutes:**

### **Agenda**

**Goals-** Add list of activities// *Categories*

- A. Promote Innovative and Improvement of Student Success, retention and Completion measures ( Renewed focus on student goals and needs as mentioned in Student Success task Force)
  - B. Enhance the effectiveness of Communication throughout the College  
Examples- promote collaboration efforts, information
  - C. Trainings ( proposed examples)  
Computer-Excel, Outlook, Adobe Connect Moodle  
Other- Safety, Sexual Harassment etc.
- 1. Review of Faculty Contract**
  - 2. Professional Development Plan Draft Approval**  
Global, Group, Individual
  - 3. Professional Development Form Approval**

### **List of Activities-**

Come prepared to a submit proposals for activity categories listed In the Professional Development Plan Draft.

The primary function of this meeting is to develop an initial list of Staff Development activities for 2012-2013

**Next Meeting- 3/15/ 2012 9-11 am**



## **Professional Development Committee Minutes**



**March 15, 2012 changed from March 8<sup>th</sup>. 9-11am Rm. 631**

**Attendees:** Corey Marvin, Matt Hightower via CCCConfer, Shelley Crabtree Charles Osteen, Penny Talley, Bonita Robison

*Minutes of last meeting were approved with clarification to Charles Osteen's suggestion of looking at specific standards for future faculty surveys.*

### **Minutes**

*The original agenda was modified to consider faculty contract issues*

#### **Goals- Add list of activities// Categories**

- A. Promote Innovative and Improvement of Student Success, retention and Completion measures ( Renewed focus on student goals and needs as mentioned in Student Success task Force)
  - B. Enhance the effectiveness of Communication throughout the College  
Examples- promote collaboration efforts, information
  - C. Trainings ( proposed examples)  
  
Computer-Excel, Outlook, Adobe Connect Moodle  
Other- Safety, Sexual Harassment etc.
- 1. Review of Faculty Contract-**
  - 2. Professional Development Plan Draft Approval-**  
Approved with caveat for amending the yearly plan. Eliminate \*# with each activity area and note satisfaction surveys will be designed in Fall 2012
  - 3. Professional Development Form Approval-**approved with suggestions were made to add columns for our goals to the form
  - 4. Began organizing our list of ideas into categories** Global, Group, Individual

**Next Meeting-after spring break 9-11 am**



## Professional Development Minutes



April 5, 2012

### Minutes- Review

**Attendees: Shelley Crabtree, Matt Hightower & Penny Talley via CCCConfer, Charles Osteen, Bonita Robison**

### Agenda Items:

- **Report Back from Academic Senate – few changes ( add yearly contract duties)**
- **Review of Previous Documents- for changes**
  - **Forms Proposal (front), reporting ( back) and activity sheet (narrative)**
    - a. Narrative form needs date attached
    - b. Shelley suggested moving the state guidelines to the left for better alignment on page one.
    - c. All forms should be available during college flex activities.
  - **Guidelines Document**

Additions were made 1.5-1.7 for support activities related to student success  
Teamwork was dropped as communication is a pre-requisite to teamwork.  
Sustainable continuous quality improvement was inserted  
3.3 was added on cultural awareness and understanding
  - **Contractual Duties Document**
- **Compilation of Lists-Proposed table format ( Below)**

***Included were lists from Matt Hightower on Lynda.com activities and Bonita Robison NADE conference links***

  1. Discussion on Conference lists were to leave the conference list as is with a notation that these were examples only but not necessarily something the college can fund at this time. However, flex may be claimed when personal funds are used. Some symposiums should be separated from Conferences
  2. Matt Hightower's suggestion for additional time for video flex met with many questions- evidence of a need and how to assign times fairly etc.
  3. Longer lists would be moved to another format and referenced in the main document.
- **Form for Evaluation of flex activity( for August Flex)**

**Evaluation Form – make it generic for college –wide Professional Development activity**

***Not on the agenda-Introduction of web page. Discussed with Sylvia Sotomayor the idea of tiles across the top with drop down menus and a similar side menu.***

If forms are in .pdf format there will be no trouble loading them. Also available is the means to publicize an event, collect sign-ups and provide reminders.

Next meeting

April 12<sup>th</sup>, 2012 9-11am

## Sample for discussion h a complete list sent by email.

### Professional Development Activities 2012-2013 ( Goals are below the table)

College Constituency					
Event/ Activity	Presenter/Source	Cerro Coso Goal	Date(s)	Ongoing	Hours
Moodle's New Grade Book	Charles Osteen	1.2	August Flex		2
iTV Pedagogy and classroom operation tips for great classes & individual practice sessions	Charles Osteen	1.2	August Flex		2
Accreditation Expectations	Corey Marvin	2.1	August Flex		
The Annual Integrated Planning Cycle	Corey Marvin	2.1	August Flex		
Protecting your Data -General Security	Mike Campbell	3.1	August Flex		
Conference Team( subject to funding availability)					
Event/Activity	Presenter/Source	Cerro Coso Goal	Date(s)	Ongoing	Hours
<i>Basic Skills-3CSN.</i>	<i>Ex.Math Pathways for Success</i>	<i>1.1,1.4</i>			6
Student Success Conference			October		
Supplemental Instruction Training			Summer 2012		
Individual Professional Development					
Event/Activity	Presenter/Source	Cerro Coso Goal	Date(s)	Ongoing	Hours
Outlook – working it instead of it working me	Lynda.com	3.1		x	
Getting Results – Professional Development Modules	istreams	1.1,1.2,1.4		x	<i>1 hr each</i>

1. Increase Student Success
  - 1.1. Improve instruction
  - 1.2. Improve instruction in the distance education environment
  - 1.3. Improve classroom management in the distance education environment
  - 1.4. Improve instruction in basic skills
2. Improve Transparency and Effective Communication
  - 2.1. Increase faculty and staff awareness of sustainable continuous quality improvement
  - 2.2. Improve team awareness
3. Enhance Workplace Competence and Preparedness
  - 3.1. Enrich discipline specific-job specific professional competence
  - 3.2. Develop awareness of safe workplace practices and emergency preparedness



## Professional Development Minutes



**April 12, 2012**

**Attendees: Shelley Crabtree, Matt Hightower, Charles Osteen, Penny Talley, Bonita Robison**

### **Review of Documents**

- Proposed Flex /Completed Flex
- Narrative
- Evaluation

### **Other**

- Prep time for workshops- assigned flex 2x

### **Review of Activities List**



## Professional Development Minutes

April 26<sup>th</sup>, 2012

Attendees- Charles Osteen, Matt Hightower, Bonita Robison, Penny Talley

**Professional Development Webpage Document Review-** Bonita needs to check with Corey Marvin on roll out details, dates of submission. Also suggested was making hard copies available for adjunct faculty and a separate email explaining major details.

**August Calendar Review-** we checked dates for accuracy.

- It was suggested we use one form for evaluation of activities and that SLO's not be on the evaluation of presentations. These should be separate from evaluation of presentations. Presenters should be responsible for determining if the stated SLO's were met. It was suggested pre and post assessments be used , or clicker systems.

### Goals for Next Year

Not listed in the calendar was the suggestion for a Professional Development Retreat.

- August /September
  - Set Guidelines for Conferences
  - recruit full quota of committee members
  - set up drop box for collection of forms
- Other evaluations initially suggested 2012-2013 need to be revisited.
- Survey of needs- October/November
  - Which standards if any should be used
  - Which Instrument
  - Deadlines for submission
- Set Goals for 2013-2014/December
  - Consider to any new district or college goals
  - New state expectations
  - Needs assessment
- January?
- February 2013 Evaluation of Committee
- Determine the effectiveness of forms and other information and make any needed changes
- Remaining calendar??

Next meeting ? August 23<sup>rd</sup>, 2012

Dates for Semester Meetings? Charles suggested use of Doodle freeware. It will tally preferences for dates/times for scheduled meetings.

