

HARTNELL COMMUNITY COLLEGE DISTRICT

Minutes

Monday, February 23, 2015 – 3:30 p.m.
D-129

MEMBERS

Name	Representing	Present	Absent
Terri Pyer	CHRO co-chair		x
Shannon Bliss	Administrative	x	
Augustine Nevarez	Administrative	x	
Delia Edeza	CSEA		x
David Jones	L-39		x
Pam Wiese	Faculty PD Committee chair	x	
Megan Blevins	Professional Development Center co-chair	x (by teleconference)	
Laura Lark	Professional Development Center	x	
Andrea Marble	Human Resources	x	
Esmeralda Montenegro	Guest	x	

CALL TO ORDER

Meeting called to order at 3:35 p.m.

Megan Blevins

ACTION ITEMS

1. The agenda was approved by those present.
2. The November minutes were approved

INFORMATION/DISCUSSION

1. Shannon reported that the Educator-in-Residence program is working well – last visit the public lecture was small but effective. For the March visit Dr. Anne Benvenuti will meet with a large student audience in the nursing department on March 11. The public talk will be on Thursday, March 12 for one hour and on Friday, March 13 she is scheduled to have three workshops. Megan will provide an invitation for faculty and staff via Google. Augustine is working on the student side.
The April visit is still in the works. Jason Hough will have her attend the communication presentation in May. Faculty is planning to start a book club and suggested that her book could be the first one for a very small group. Pam will ask Deborah Stephens about how to order and catalog the books. Esmeralda is reading it and would like to host the book club.
2. Pam brought up that the committee should start the process of choosing the Educator-in-Residence for next year earlier than May. Shannon pointed out that it might be difficult to find another EinR that will have the same flexibility of Ms. Benvenuti. Probably it will be a more compact visit such as a set week instead of three or four times a year. And also the person will need to fit in our budget. The first step is to determine who should come and then how the educator will be involved in professional development for faculty and staff. The student component is very important and Augustine will be in charge of making sure that the students are involved. The third step will be set dates and topics. And, when things get specific market the event properly, set up the rooms and staff each event. Pam

suggested as a timeline the first day of the fall semester to have the dates and person set, ready to go. The key component is flexibility with plan and how to move from one to the next. Pam also proposed to have all groups, including students, to participate and suggest on who to choose.

Also a key component is that management has to release the classified staff so they can attend the meetings. For that the committee should explain to the administration the benefits that all staff can get with the professional development. And, once the management approves to release the employees there should be a plan on how to entice them to join the events. Esmeralda suggested some posters and the committee agreed that marketing is crucial.

3. Pam explained how the process of coordinating pre-approval of flex activity for faculty works. The major challenge is how to speed the approval of the activities since the committee meets twice a month or in the spring only once a month. The criteria is to follow Title V and Hartnell contract guidelines. Student improvement, instructional improvement and student success are approved for flex. Also on-line conference is approved as long as the interested part shows a registration and provides a report. All PDC training programs are pre-approved for flex. Those events that the PDC would like to promote, and have a short timeline to advertise (that cannot wait through the committee process) can be emailed to Pam for verification.
4. Conference fund rubric – Megan test a submission in Google.
5. 4C/SD spring conference– Megan will submit a proposal for attending this conference . It will happen on April 16 and 17 and will present updates, mentoring, innovative ideas on professional development geared for community colleges. Pam thinks that everybody on the committee should go.

STANDING REPORTS

Due to the lack of time only item 3b. "Budget Review" was briefly visited. All other pending items will be discussed on next meeting.

NEXT MEETING(S)

March 23, 2015
April 20, 2015
May 18, 2015
June 22, 2015

ADJOURNMENT

Meeting Adjourned at 5:08 p.m.]

Megan Blevins