Flex and Professional Development Committee
Agenda
October 28, 2014, 1:00p.m. (HR Conference Room)

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I.  Review of meeting notes from September 16, 2014 (Attachment A)
II. 2013-14 Annual Report to distribute to CR community (Attachment B)
III. Innovation Training Center (ITC/Connie’s area) update
IV. Review of draft 2013-14 Training Activities (Training Matrix) – to be handed out at meeting
V. Old Business:
   a. Continue discussion on review evaluation PDC activity summaries
VI. Future meetings, reports, planning:
   a.

VII. Committee check-in:
   – FLEX: Connie Carlson
   – Associate Faculty: Connie Carlson
   – Faculty Professional Development: vacant
   – Distance Ed: vacant
   – Community Ed: Julia Peterson
   – Veterans: Crystal Morse
   – DSP&S: Trish Blair

VIII. Other updates/comments:

IX. Agenda items for next meeting
ATTACHMENT A

Flex and Professional Development Committee
Meeting Notes
September 16, 2014, 1:00 p.m. (HR Conference Room)

PRESENT: Ahn Fielding, Trish Blair, Connie Carlson, Teresa Daigneault, Julia Peterson, Crystal Morse, Pru Ratliff, Susan Wiegman, Rory Johnson (phone)

I. Review of notes from April 29, 2014 meeting
The committee reviewed the meeting notes from April 29, 2014. Only change noted was to add Johanna Helzer to members present. Meeting notes approved with changes noted.

II. 2013-2014 Draft Annual Report to distribute to CR community
Committee reviewed draft of 2013-2014 Annual Report. Discussion on the extent our goals were met this past year. More clearly defined our goals for next year. Ahn will update annual report with changes requested and distribute to members for final review at the next meeting.

III. Innovation Training Center (ITC/Connie’s area)
The ITC has received 27 computers for Associate Faculty use – IT is currently working on installing them. The ITC will be receiving a copy machine soon as well as a smart board and conference phone. They plan to have an open house in October.

IV. Training Activity Summaries
The committee discussed and reviewed current training assessments.

V. Committee check-in
- **FLEX** – will meet with Deans in October to plan for January trainings.
- **Associate Faculty** – we have hired more Associate Faculty this year compared to last year. We are still actively looking to hire more. There has been a huge increase in non-credit Associate Faculty. There was a good participation for the Associate Faculty Development Days this year.
- **Faculty Professional Development** – Ahn is working on finding a replacement for Kerry Mayer. No news to report out.
- **Distance Ed** – Ahn is working on finding someone to fill this role. No news to report out.
- **Community Ed** – Community Ed is growing fast. CR is expanding CED into offerings at the jails and through CCC. They have also been doing a lot of contract training.
- **Veterans** – Crystal will be the keynote speaker for Joint Special Populations Advisory Committee (JSPAC) in Sacramento this December. Sydney Larson may also be presenting.
• DSP&S – Trish had nothing to report out.

VI. Other updates/comments – None

VII. Agenda items for next meeting – No items noted

Next Meeting:
October 28th @ 1:00 pm
Dear CR community,

On behalf of the PDC, we would like to share with you committee and training achievements from the past year and plans for the year to come. The committee welcomes your feedback and comments.

Be sure to visit our website at http://www.redwoods.edu/HumanResources/StaffDevelopment/. There you will find information on the District’s Comprehensive Professional Development Program, assessments, and the training calendar.

The primary goal (operating statement) of the Professional Development Committee is as follows:

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\text{In support of the college’s mission and Objective 1.6 of the College of Redwoods Strategic Plan (Support staff and faculty development and instructional innovation), the Professional Development Committee provides a comprehensive professional development program to include assessment of needs, planning and evaluation of activities.}
\]

1) What were the primary goals of the committee this past year?

a) Create and maintain a spreadsheet/matrix that links trainings with the strategic plan.
b) Research potential Professional Development Partnerships in the area (as well as in the areas of sites and centers).
c) Delegate the identification of potential Professional Development opportunities to various community members who do research for the location in which they work.
   a. Identify various community members and/or organizations for professional development opportunities on campus (experts in field/guest presenters).
d) Maintain the Professional Development Series (formerly referenced as Leadership Development Institute), but scaled down to a more manageable size.
e) Combine FLEX Committee with the Professional Development Committee.
f) Research ways to improve the Support Staff Summit.
g) Research if there is any grant funding available to support Professional Development.
h) Provide one on-site training per fiscal year at the Del Norte and Mendocino Coast Education Centers.

2) How do they link to CR’s Mission and Strategic Planning goals?
   - Mission statement of committee was established, linking to Mission
   - Training matrix measures training linkages with Mission and Strategic Plan
   - Strategic Plan identifies need for professional development opportunities

3) To what extent were those goals met?
   a) Create and maintain a spreadsheet/matrix that links trainings with the strategic plan.
      o Completed, used for assessment and planning, posted on website, reviewed/ will continue to be assessed each Fall.
   b) Research potential Professional Development Partnerships in the area (as well as in the areas of sites and centers).
      o Partnered with Humboldt County Dept. of Health & Human Services Student Wellness Program
      o Partnered with HSU for student success summit and other training opportunities
   c) Delegate the identification of potential Professional Development opportunities to various community members who do research for the location in which they work.
      o In-service training at high schools, partnerships with HSU
   d) Maintain the Professional Development Series (formerly referenced as Leadership Development Institute), but scaled down to a more manageable size.
      o Continued Summer Training Summit, Veterans Program training/discussion series “When I came Home”
   e) Combine FLEX Committee with the Professional Development Committee.
      o Combined, had first joint meeting in 2013-14 year
   f) Research ways to improve the Support Staff Summit.
      o Conducted summit in 2012-13, evaluated, offered “Summer Training Summit” in 2013-14, evaluated, working on feedback for 2014-15 summit.
   g) Research if there is any grant funding available to support Professional Development.
      o WIA and CTEA grants with professional development components
   h) Provide one on-site training per fiscal year at the Del Norte and Mendocino Coast Education Centers.
      o Veterans video/discussion series at Del Norte Center, Summer Training Summit sessions from presenters at Del Norte and KT, Associate Faculty Training at KT
4) Describe any changes/improvements that have been made to better meet these goals. Refer to insights from other self-evaluation work (e.g., surveys, structured group discussions) as appropriate.

Tied into the previous year committee goals, we continue to “Include all levels of the organization as representatives on the Committee.” To foster more integrated planning and collaboration, the committee has added a representative from grants to the committee. The committee membership is comprised of:

- Ahn Fielding, Director of HR
- Susan Wiegman, PDC Coordinator
- Connie Carlson, Associate Faculty Coordinator & FLEX Committee
- Vacant, Distance Education
- Julia Peterson, Community Education & Noncredit
- Kerry Mayer, Faculty Development Committee
- Rory Johnson, Interim Director, Del Norte Education Center
- Teresa Daigneault, HR & Confidential
- Johanna Helzer, Classified
- Trish Blair, Disabled Students Programs & Services
- Crystal Morse, Veterans Affairs
- Pru Ratliff, Grants

5) Describe the primary committee goals for next year.

a) Continue to support the primary goal (operating statement) of the Professional Development Committee.
b) Research potential professional development partnerships.
c) Further define and establish FLEX committee role within the Professional Development Committee.
d) Research ways to improve the training summit.
e) Provide at least one on-site training per fiscal year at the Del Norte Education Center and the KT Instructional Site.
f) Conduct annual review of identified professional development needs data gathered from program review to consider providing future trainings.
g) Conduct first-year evaluation of Innovative Educators and Kognito on-demand training use to consider continued support as a training resource.