

Campus Hour and Professional Development Committee (CHPD)
Tuesday, January 28, 2014 at 08:00 in Room 2780 D
Adopted Minutes

	Members	Members	Alternates
CMCA	☒ Omar Ramos	☐ Sheila Dorsey-Freeman	☒ Betty Kakiuchi
CTA	☒ Frank Rapp	☒ Carol Hegarty	☐ Sidne Horton
CSEA	☒ Matthew Thale	☐ Edward Cesena	☐ Norma Y. Gonzalez
ASG	☐ Hector Curiel	☐ Linda Fernandez	☒ Roberto Romero
Admin.	☒ Tina Aguirre	☒ Sergio Lopez	☒ Brian McNeece
Visitors	Yethel Alonso		
Recorder	☒ Matthew Thale		

A. Call to Order

The meeting was called to order at 08:04 by Tina Aguirre. Committee members were welcomed and attendees were given an overview of their agenda package.

B. Review and Approval of Minutes –

McNeece moved and Hegarty seconded to approve the minutes.
Motion carried unanimously.

C. Review, Revision, and Approval of Standing Rules for CHPD Committee – Attachment 1
Members reviewed and discussed the Standing Rules.

The committee discussed the section regarding the election of a chair and accepted the revised language whereby any member could be elected as chair. The members also discussed the expansion of the purpose, which includes the development of the District Plan for Professional Development and acting as the Professional Development Resource Planning Committee. Rapp moved and Lopez seconded to approve the revisions to the Rules.

Motion carried unanimously

D. Set Meeting Schedule.

The committee discussed several options for ongoing meeting schedule. There was a consensus for the third Thursday of every month at 08:00. The meeting location will be in the 1000 Building in the Student Affairs conference room.

There was discussion regarding the possibility of needing to meet more frequently than once a month until more progress was made on the calendar. The possibility of virtual meetings will also be explored in the near future.

Next Meeting Dates: 2/20/2014, 3/20/2014, 4/17/2014, and possibly 5/15/2014

E. Review of Survey Results - Attachment 2

The committee reviewed the graphs specific to faculty, staff, and administration. The top 8-10 were highlighted. The group discussed what to offer and when to offer training. Betty Kakiuchi noted that Banner training requests were in each of the groups. Friday afternoon

was suggested as a time for classified staff training. It was reported that other campuses do professional development on Fridays or afternoon/evenings. Onboarding education for new hires was brought up as another need.

Assignment: Tina to send out the top 8-10 topics to the committee members

Assignment: Frank Rapp to send an email soliciting potential instructors from within the district.

F. Review Calendar, Planned ASG, & Other Events

Adding ASG planned events and activities to the proposed calendar was a request. The group discussed if it is best to include the professional development activities on the master administrative calendar, on a separate calendar on the CHPD webpage, or on a separate calendar as presented in attachment. It was suggested to set aside a monthly pattern for meetings and for events; i.e. the 1st and 3rd Thursday of each month as district/department meeting, the 2nd and 4th Tuesday/Thursday as the ASG event time, and the 1st and 3rd Tuesday for professional development time.

ALL members to consider the suggestion for defining set Campus Hours per month as meeting or event time.

Assignment: Roberto Romero to arrange for the events to be added to the calendar presented

Assignment: Omar Ramos to determine best calendar options for events and professional development activities.

G. Set Committee Goals

The committee reviewed the 3 goals as written on the Self-Evaluation Form. The members concurred they were appropriate and tied them to specific institutional goals. The goals are as follows:

1. Develop a District Plan for Professional Development
2. Prepare for & complete work of the Professional Development Resource Planning Committee
3. Develop a Calendar of Campus Hour and Professional Development Activities

H. The Self-Evaluation Form

The draft CHPD Self-Evaluation form and its purpose were reviewed. The form, when complete, will be submitted to the College Council to demonstrate what has been accomplished and will be used for accreditation reports. There were no other additions or deletions.

I. Next Meeting

February 20, 2014 at 08:00 in 1000 Building in Student Affairs Conference Room

J. Adjournment

Meeting was adjourned at 08:54

Attachment 1 -

IMPERIAL VALLEY COLLEGE

Standing Rules of the Campus Hour & Professional Development Committee
*Access to the Campus Hour and Professional Development Committee is available to all
members of all constituencies*

MEETINGS

At its first meeting of each academic year the Campus Hour and Professional Development (CHPD) Committee will set a time and place to meet agreeable to its members.

The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA

1. The CHPD Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair of the CHPD Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 5 members.
2. Constituent groups may designate one alternate who may serve during a CHPD Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the CHPD Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings as necessary.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The chair of the CHPD Committee shall be elected, by the members of the committee, at the last meeting of the academic year and shall assume the office at the first meeting of the academic year.

PROCEDURES

Since the Board of Trustees has established the Campus Hour and Professional Development (CHPD) Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The CHPD Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website.
3. The views and opinions of the CHPD Committee will be expressed in written form to the College Council.
4. When the views and opinions by the members of the CHPD Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the CHPD Committee.
5. The CHPD Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above.

REVIEW AND REVISION

1. These standing rules may be changed by a majority vote of the 10 CHPD Committee members.

PURPOSE

Campus Hour is an opportunity for students, faculty, staff, and administration to attend a wide variety of events or enriching activities on campus. Professional development is important to help employees enhance their job skills; obtain job-related knowledge and information; and increase productivity and efficiency. The CHPD's purpose is to:

1. Develop and maintain the campus Plan for Professional Development and plan activities that would be beneficial for all campus groups
2. Oversee the Campus Hour calendar of events

3. Schedule Campus Hour events that have been brought to the committee from other individuals or other committees
4. Schedule professional development activities that have been brought to the committee for specific campus groups (i.e., CSEA, CTA, Academic Senate, etc.)
5. Act as the Professional Development Resource Planning Committee for the Educational Master Plan and Program Review processes.

CHARGE

The CHPD Committee will advocate for the development of Campus Hour activities and professional development activities at Imperial Valley College to promote the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. The committee members will solicit and contribute ways to improve Campus Hour and professional development. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards better use of the Campus Hour and towards improved professional development activities. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time.

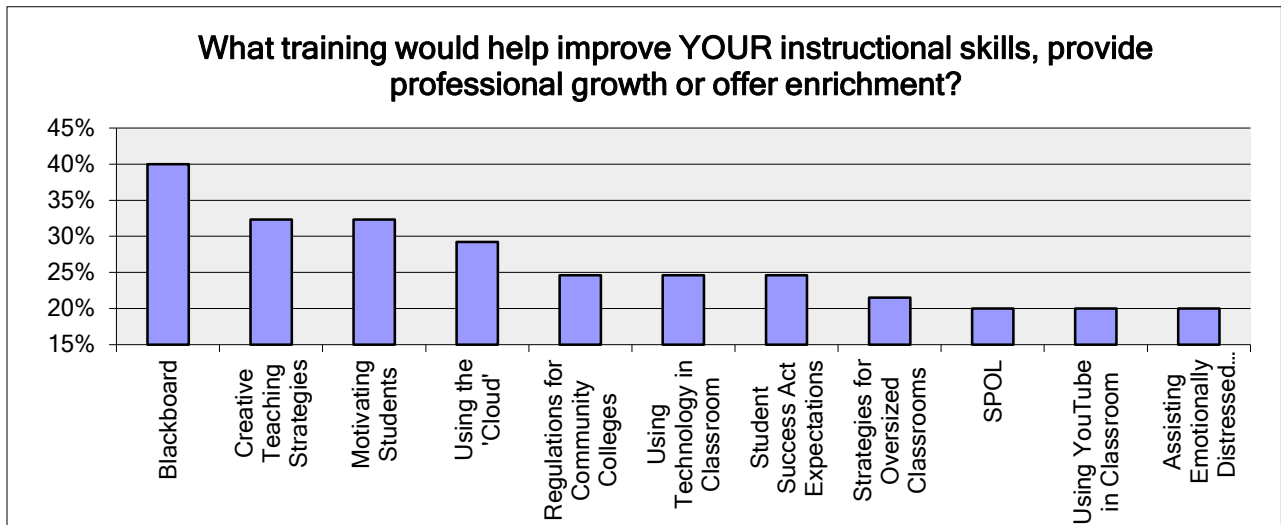
STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the CHPD Committee are:
 - Two faculty members appointed by Academic Senate, and 1 alternate
 - Two classified members appointed by CSEA, and 1 alternate
 - Two administrators: one appointed by the Administrative Council and one appointed by the President/Superintendent, and 1 alternate
 - Two members of the CMCA appointed by CMCA, and 1 alternate
 - Two students at large appointed by ASG, and 1 alternate
3. Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
4. Terms for student representatives shall be for one year.

5. The CHPD Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

Attachment 2 – Summary of Professional Development Survey Results

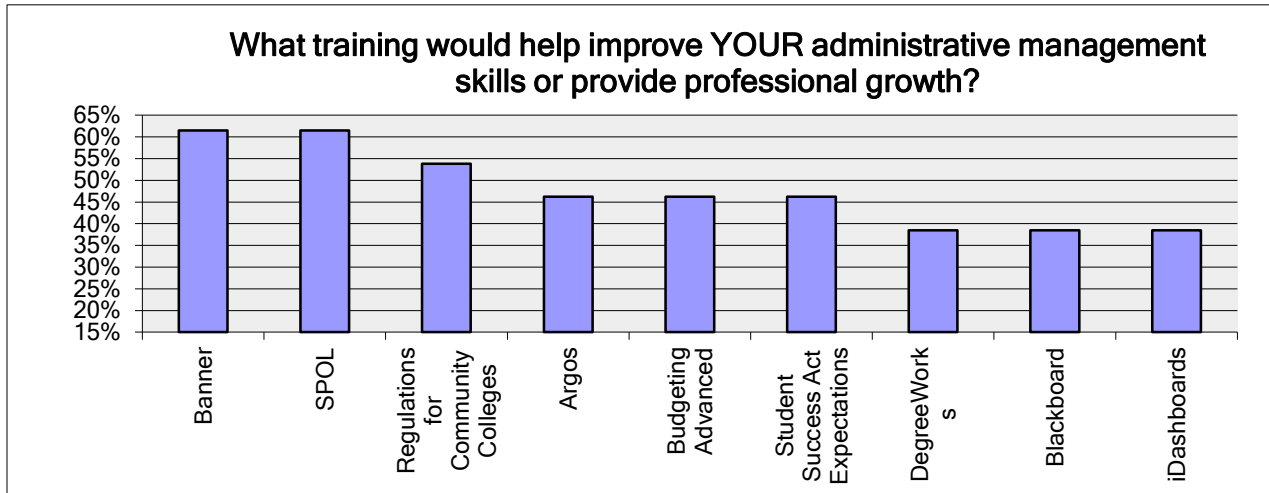
Faculty top requests



Classified top requests



Admin top requests



Admin top requests for their reports

