

Campus Hour and Professional Development Committee (CHPD)
Thursday, April 17, 2014 at 08:00 in Room 1001
Unadopted Minutes

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

A. Call to Order

The meeting was called to order at 08:08 by Tina Aguirre.

Membership: Sergio Lopez asked for Hector Curiel and Linda Fernandez to be removed and replaced by the first meeting in fall

B. Review and Approval of Minutes – deferred. To be approved at meeting in May.

C. Reports and Updates

- a. Student survey. Tina reported the survey was distributed to a randomized selection of classes. Omar reported the survey was to be released via email and will follow up on any delays in delivery. Results will be brought to the committee in May.
- b. Proposed Fall 2014 Campus Hour. The committee reviewed the proposed calendar and approximate for CSEA professional development, ASG events, faculty professional development, and departmental meetings.
- c. Proposed presenters or presentations. The committee reviewed the proposed calendar and set approximate dates for topics from the requested list. Twelve of the 15 requests from faculty, staff, and administration were added. Student requests will be considered after their survey results are done. Requests for presentations and solicitation of presenter to be sent later.
- d. Best calendar options for posting events. The current online calendar of events reviewed. Current process requires using the Service Desk for a facility request, sending flyer to Rosanna Lugo, and entering approved item into the online calendar. Interfacing with the CHPD committee has not been resolved yet. Omar will research the calendar systems at a few other colleges and report back in May.

D. Action Items

- a. IVC Plan for Professional Development

The CHPD committee reviewed the final draft of a Professional Development (PD) Plan sent earlier in an email.

Motion: (Rapp/McNeece) to move the Professional Development Plan forward to the College Council and the Academic Senate

Discuss: Noted there are areas that are in the purview of negotiations, but consensus to forward with those areas still intact to seek further discussion

Action: Motion carried unanimously

b. Proposed Fall 2014 Calendar with added topics for events reviewed.

Motion: (Rapp/Thale) to move the Proposed Fall 2014 Calendar forward to the College Council and Academic Senate

Discuss: When the document is forwarded, it should be noted that no one has been approached and the names included are hypothetical at this time.

Action: Motion carried unanimously

c. Professional Development Resource Requests

The committee reviewed the requested list, eliminated the two with \$0 in the cost column and eliminated the request for program materials and instructional supply from the nursing request. The remainder were read and discussed. The committee did not approve any of the requests until additional information is provided.

Motion: (McNeece/Thale) that additional information be provided and to include:

- 1) justification of the requested amount by evidencing how the requested amount was determined
- 2) what benefit will come from the expenditure – for the college, the department, and/or the students
- 3) what will be the measureable outcomes of the expenditure
- 4) what is the estimate date of a workshop/demonstration of the strategies learned through the expenditure

Discuss: The committee felt the requested additional information was necessary to prioritize the requests

Action: Motion carried unanimously. Resource Request form attached.

E. The Self-Evaluation Form (CHPD Committee Effectiveness)

The committee members volunteered problematic areas and the areas that have been moving forward. The completed form is attached with the minutes. (See Self-Evaluation form)

F. Next Meeting

May 15, 2014 at 08:00 in Room 1001 (Student Affairs Office)

G. Adjournment

Meeting was adjourned at 09:05