

CAMPUS HOUR AND PROFESSIONAL DEVELOPMENT COMMITTEE (CHPD)
THURSDAY, MAY 21, 2015
12:00 P.M., BOARD ROOM
UNADOPTED MINUTES

Campus Grp	Members	Members	Alternates
Class. Mgr	<input checked="" type="checkbox"/> Omar Ramos	<input type="checkbox"/> Martha P. Garcia <input checked="" type="checkbox"/> Sheila Dorsey-Freeman <input type="checkbox"/> Gloria Arrington	<input checked="" type="checkbox"/> Betty Kakiuchi
FT Faculty	<input checked="" type="checkbox"/> Lisa Solomon	<input checked="" type="checkbox"/> Rick Castrapel	<input type="checkbox"/>
PT Faculty	<input type="checkbox"/> Jim Pendley	<input type="checkbox"/>	<input type="checkbox"/>
Class. Staff	<input checked="" type="checkbox"/> Matthew Thale	<input type="checkbox"/> Edward Cesena	<input type="checkbox"/>
ASG	<input checked="" type="checkbox"/> Amy Diaz	<input checked="" type="checkbox"/> Odili Ocerecedo	<input type="checkbox"/>
Admin.	<input checked="" type="checkbox"/> Tina Aguirre	<input type="checkbox"/> Sergio Lopez	<input type="checkbox"/>
Recorder	<input checked="" type="checkbox"/> Silvia Murray	<input type="checkbox"/> visitor	<input type="checkbox"/> visitor

A. Call to Order

The meeting was called to order @ 12:00 by Tina Aguirre.

B. Discussion Items

Guideline for next program review

Dean Aguirre reviewed the suggested guide for those entering Program Reviews in SPOL while considering their departmental professional development needs. Because SPOL software is used to input the budget, the committee was reminded that requests for professional development must be entered. In the previous years, many left their professional development needs out of the budget. She will give this document to the incoming co-chairs and they can take it to the next level.

Internal Experts

Identifying internal experts for Campus Hour presentations will be deferred until the first meeting in the Fall.

Closing Self Evaluation

Chair Aguirre reviewed the closing self-evaluation with the committee members.

Summary of Meeting Topics

- September – The committee took a ‘pass’ due to membership changes
- October – Reviewed purpose, multiple related documents, online calendar, projected meeting dates and goals
- November – Revisions to Professional Development Plan and CHPD Standing Rules were approved. Reviewed final prioritization of Professional Development

resource requests and no changes made. Discussed the State Clearinghouse for Professional Development and related ideas.

- February – Requested adding 1 non-administrative co-chair as a change to the bylaws/standing rules. Recommended 1 designated employee to manage calendar. Recommended staff, faculty, administrators and student to be re-surveyed last one in 2013.
- March – Discussed surveys for students, staff, faculty and admin regarding their needs during Campus Hour for Fall 2015. Developed initial slate for voting for the next co-chairs with final ballot to be prepared by April 16th meeting. Discussed the email sent to bargaining unit with no written responses received specific to volunteers for leading Camp Hour events.
- April – Reviewed Campus Hour Survey results. Started list of potential experts for some of the professional development requested. Elected two (2) Co-Chairs for Fall 2015. Reviewed information on Flex related to financials.

Summary of Major Obstacles

- The lack of funding and dedicated support to the work of the committee was identified as a huge problem.
- The merger of Campus Hours management with the management and implementation of a Professional Development Plan is not effective.

Status of Calendar

In the Fall (2015), departmental and ASG meetings may move to different days of the week, Academic Senate and College Council will move to Wednesdays, and the full plan for scheduling committee meetings would be determined in the near future.

Other

The status for the CHPD next meeting is still unknown. The new Co-Chairs will need to send out a meeting notice after all return in the fall.

Campus hour will be four days a week – Monday through Thursday from 12:50 to 13:50.

Matthew Thale stated he would be resigning from this committee so a new classified member will need to be appointed or volunteered.

D. Action Items

a. Approval of Committee Self-Evaluations

M/S/C Matthew Thale/Lisa Solomon to approve self-evaluation. Motion carried

b. Approval of Guideline for Program Review

M/S/C Rick Castapel/Matthew Thale to approve guideline for program review. Motion carried.

Meeting Adjourned at 1:00 pm