

**CAMPUS HOUR AND PROFESSIONAL DEVELOPMENT COMMITTEE (CHPD)
THURSDAY, APRIL 16, 2015
12:00 P.M., BOARD ROOM
UNADOPTED MINUTES**

Campus Grp	Members	Members	Alternates
Class. Mgr	<input checked="" type="checkbox"/> Omar Ramos	<input checked="" 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 checked="" type="checkbox"/> Edward Cesena	<input type="checkbox"/>
ASG	<input type="checkbox"/> Amy Diaz	<input checked="" type="checkbox"/> Odili Ocerecedo	<input type="checkbox"/>
Admin.	<input checked="" type="checkbox"/> Tina Aguirre	<input checked="" 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. Review and Approval of Minutes of March 19, 2015

M/S/C L. Solomon/B. Kakiuchi to approve minutes of March 19th, 2015 with correction.

C. Discussion Items

Campus Hour Survey Results

Chair Aguirre provided information from Campus Hour Survey. Students were surveyed and asked what type of activities they wanted. 235 students responded. Tina reviewed the top 13 additional selections and comments that students added with the members.

Administrative Council was surveyed. 17 members respond and Dean Aguirre took the top 12 selections and the comments that were added. The top selection was SPOL.

Classified Employees were surveyed. 58 classified employees responded and a lot of their selections were technology related and their comments were also technology based.

Faculty was surveyed. 129 faculty members responded. The survey was sent out to both full-time and part-time faculty. Technology was the number one request. They also provided additional comments.

Then Chair Aguirre asked the committee members for suggestions on the best way to guide this process next year and into the future. Discussed if the results should be looked by each separate group's requests and plan accordingly or try to merge all requests. Discussion noted merging would be more efficient, but would require identifying specific needs to determine if a separate level of training might be required. It was suggested that breakout sessions for each group could be based on the specific need. Also discussed was the need to find area experts on campus that can offer these training sessions at no cost.

Suggested Area Experts included the following and will require follow up with each individual:

- Banner Budgeting Betty Kakiuchi volunteered to do training
- Scheduling Matthew Thale volunteered and will contact Melody Chronister to see if she willing to volunteer
- Webpage creation Omar Ramos
- Blackboard Sidne Horton suggested, but need to ask if she is willing.
- Starfish Sidne Horton suggested, but need to ask if she is willing
- Final Grades Matthew Thale volunteered
- Faculty Drop/Roster Matthew Thale volunteered
- Argos Reports Alejandro Aguilar suggested
- Student Success Ted Ceasar suggested and Norma Nunez suggested
- Student Related Mr. Lopez will handle the student's portion of the surveys

This discussion will be continued at the May meeting.

Polling Campus Community for Talent and Volunteers for Fall 2015

Chair Aguirre stated that this was tried in the recent past, but no one responded. Lisa Solomon stated that it could be difficult to find volunteer becomes this is something that is going to be tied to negotiations. Chair Aguirre will send the results of the colored sheets to College Council, Academic Senate, the bargaining units and ASG.

Vote for Co-Chairs and 'Passing the Torch' best practices

Each committee member should have a ballot. Chair Aguirre stated she spoke with Shawn Larry and informed him that he was nominated for Administrative Chair for CHPD.

It was suggested that as a best practice in 'passing the torch', Chair Aguirre have a meeting with the incoming chairs and hand over all the files. She stated the electronic files/minutes will be posted onto the committee webpage. The new terms will officially take effect on August 1, 2015.

The slate was presented to all members with Shawn Larry, administrator and a space for a write in for administrator and Lisa Solomon, faculty and a space for a write in. Confidential voting was completed, and tallying was done during the meeting. The results were unanimous – the new committee Co-Chairs for 2015-2016 are Shawn Larry – Administrative Chair and Lisa Solomon – Co-Chair

Guideline for Program Review Related to Professional Development

It was suggested that basic guidelines be created to help with the professional development requests in program review. The guidelines should include funding instructions. It was noted there are no funds, with few exceptions, except for mandated conferences/meetings. It was also noted that some funds exist in Student Equity, possibly as much as \$40,000.00. Chair Aguirre was asked to speak to Dean Ceasar to see where those funds are to be allocated. Chair Aguirre reminded everyone to make sure that they enter your enhanced request in your program review. This will require the creation of an objective, task, how you will measure the success, and how will it improve student success.

Review of Information That Matthew Thale Researched Regarding FLEX Payment

Matthew discussed the information he researched regarding Flex. Currently, IVC has little funding for Professional Development. Flex funding comes from the Chancellor's office and is based on the number of hours of Flex, is tied to the number of FTES, and may be related to the 'term multiplier'. After discussion the committee recommended further study of the information and if at all possible that some of the funds be designated for staff support.

Other

No other discussion items raised at this time.

D. Action Items

a. Election Results

M/S/C Matthew Thale/Rick Castrapel to accept election results of Shawn Larry Administrative Co-Chair Shawn and Lisa Solomon Co-Chair.

Meeting Adjourned at 12:45 pm

Next meeting for May 21, 2015 at 12:00 in the Board Room