

Campus Hour and Professional Development Committee (CHPD)
Thursday, October 16, 2014 at 12:00 in Board Room
Unadopted Minutes

Campus Group	Members	Members	Alternates
Class. Mgrs.	<input type="checkbox"/> Omar Ramos, absent	<input checked="" type="checkbox"/> Martha P. Garcia	<input type="checkbox"/> Betty Kakiuchi, absent
Faculty	<input checked="" type="checkbox"/> Rick Castrapel	<input checked="" type="checkbox"/> Lisa Solomon	<input type="checkbox"/>
Class. Staff	<input checked="" type="checkbox"/> Matthew Thale	<input type="checkbox"/>	<input type="checkbox"/>
ASG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator	<input checked="" type="checkbox"/> Tina Aguirre	<input type="checkbox"/> Sergio Lopez, absent	<input type="checkbox"/>
Visitors	<input type="checkbox"/>	<input checked="" type="checkbox"/> Sheila Dorsey-Freeman	<input checked="" type="checkbox"/> Mary Jo Wainwright
Recorder	<input checked="" type="checkbox"/> Matthew Thale	<input type="checkbox"/>	<input type="checkbox"/>

A. Call to Order

The meeting was called to order at 12:03 by Tina Aguirre.

B. Review and Approval of Minutes

Motion: (Thale/Aguirre) to approve the minutes of March and April

Discuss: None

Action: Motion carried unanimously

C. Discussion Items

a. **Membership:** Aguirre noted the absence and/or deficit of several positions from every campus constituency group; i.e. 2 CMCA, and 2 faculty, 1 CSEA, 0 ASG, and 1 Administrator. There was discussion if there should be more faculty representation, or representation from CTA, or a non-voting CTA consultant, or representation from the part-time faculty or PTFA. There was a consensus that there should be representation from all campus groups, including part-time faculty if they should so volunteer. It was noted that this committee (CHPD) should not have people as representatives of the unions, but each member should report back to their areas and unions as appropriate. It was stated the CHPD committee is only a recommending body to the College Council. A question was raised, if a faculty member should be a co-chair. This was not clearly answered, but the need for more membership was confirmed.

b. **Review of CHPD related documents:**

i. **Professional Development Plan (PDP).**

Aguirre reviewed the existing PDP document with suggested changes asking for input and discussion on multiple areas. Aguirre showed the Student Success and Support Program Plan (SSSP), which points out the SSSP staff will provide the CHPD committee input regarding Professional Development activities.

From this, the PDP will be revised and distributed to all CHPD members and attendees. The committee members all concurred that the PDP must be revised before resubmittal to the College Council, Academic Senate, and President's Cabinet.

The committee members recommended the Professional Development component of CHPD be separated into another committee. The rationale is based on the a) regulatory statues associated with flex and professional development, b) the potential for negotiable items to arise, c) the unique foci for each area/discipline within all five campus groups, d) the tracking/reporting relative to attendance or effectiveness, and e) the need for funded technology support for the tracking/reporting.

ii. Standing Rules (SR)

Aguirre reviewed the existing SR document with suggested changes and again asked for input and discussion on multiple areas. The committee agreed on several changes: a) members should not vote on policy matters if such policy contained language considered a negotiable item; compensation, required work/hours, and disciplinary actions. b) one part-time faculty member should be included in the structure, and c) the two-year terms should be placed on alternate starting years to ensure a sufficient number of members go forward to facilitate the work of the committee.

The committee members recommended the separation of the Campus Hour component of CHPD into another committee or designated person. The committee further recommended that it seek dedicated assistance from SSSP, Student Affairs, or other source to assist with the multiple duties associated with the Campus Hour tracking, scheduling, and noticing.

[Note: Silvia Murray will be assuming the role of recorder/minute taker in the future]

iii. Student survey.

Aguirre showed a summary of the Spring 14 Student Survey regarding Campus Hour. Data was briefly reviewed and discussed.

- c. **Request for non-administrative co-chair:** As noted above, there was discussion regarding the possibility of a faculty member co-chair or another non-administrator. There was no final recommendation, other than to consider/ponder this concept until the next meeting.
- d. **Role as Professional Development Resource Planning Committee:** Aguirre briefly explained the primary role would be to review all professional development requests for resources from the current program review process and prioritize those items. Aguirre would provide more information when the committee members receive the requests.
- e. **Role of Campus Hour event management and website calendar:** The IVC website online calendar was authorized at an early October meeting and was demonstrated to the committee members. The CHPD members felt it should be interfaced or integrated

with the Banner system whenever that becomes possible. The CHPD members felt there must be policies written to define who will have access to enter and update the calendar and who is responsible for entering all Campus Hour activities into the calendar. The CHPD members recommended the management of the calendar and the events is more appropriately done with a designated person – not a CHPD member or chair.

- f. Tentative 2014-2015 Campus Hour Calendar: deferred due to time constraints.

D. Action Items

- a. Approval of revised Professional Development Plan – deferred until additional suggested changes were reviewed by the members
- b. Approval of revised Standing Rules – deferred until additional suggested revisions were changes were reviewed by the members
- c. Acceptance of the online calendar of events:

Motion: (Aguirre/Thale) to accept the online calendar and request IT continue to explore a way to integrate or interface with the Banner system.

Discussion: none

Action: Motion carried unanimously

- d. Approval of Professional Development/Campus Hour venue requests – deferred due to time constraints.

E. Committee Self-Evaluation.

The committee members volunteered problematic areas along with reviewing the past and present/future goals. Suggested changes will be added to the form for submission.

F. Next Meeting

Nov. 20, 2014 at 12:00 in Board Room

G. Adjournment

Meeting was adjourned at 13:10