

Tuesday, March 13, 2018
Agenda of Professional Development Committee

Professional Development Committee meets once per month

1:30-2:30pm

Bldg. R 10B Coalinga Campus & NDC 35

Members present

Francisco Banuelos (NP), Justin Berna, Reyna Gonzalez (NP), Al Graves, Amandeep Kalket (NP, sick), Eric Mendoza, Genie Pratt, Brenda Soto, Valerie Walker, Scott Wilson (NP)

1. Call to Order / Introductions

- a. By: Eric Mendoza @ 1:35pm
- b. Changes to Agenda- approved as is- by Justin Berna, 2nd Reyna Gonzalez, none opposed, one abstain

2. Action Items

- a. Approval of Minutes (attachment)
 - i. As amended (typos)- 1st Reyna Gonzalez, 2nd Justin Berna, all in favor, none opposed, none abstain
- b. Approval of Professional Development Timeline (attachment 1)
 - i. Survey (September & February)
 1. From the survey results we will determine the workshop themes
 2. Need a distribution list created for Coalinga only to send survey out
 - ii. Do we want a Professional Development Day in conjunction with what the district does in November and February or do our own in September (possibly a half day or work shop style)
 - iii. How are our workshops going to line up with the strategic plan? (attachment 2)
 - iv. How do we hold up from the recommendations from the accreditation team? (attachment 3)
 - v. Discussion regarding the workshops being relevant
 1. More than one day offering so those that can't make one may make the other
 2. Not full day or half day, more along the line of hour to hour and a half
 - vi. Approved with revisions and the knowledge that after the surveys are done we may need to update the timeline (attachment 4)- by Al Graves, 2nd Genie Pratt, none opposed, none abstain

3. Discussion Items

- a. Announcements / Updates
 - i. None
- b. Campus Survey and Assessment Tool
 - i. Leslie Flaming- Research Analyst, Accreditation, Research, Institutional Effectiveness & Planning
 1. 2 sections- she has been working on it, we were unable to see it on the screen (missing an adaptor)- she will send it to us all
 - a. 1 employee engagement 1-5 rating scale
 - b. 2 free response section regarding satisfaction and/or dissatisfaction regarding former professional development
 - i. Topics they would recommend
 - ii. How would you improve professional development
 - c. Discussion- combination of open ended and rating questions
 - i. Keep survey under 10 questions
 - ii. What is the response rate of the last survey?
Had about 100 respond from staff development day in February (mainly classified staff)
 - iii. Technology and software
 - iv. Make an offer to those that have gone to Professional Development to come share with everyone else
 - v. Time of year (semester, month, time of day)
 - vi. What do those taking the survey think the Professional Development Committee is responsible for- put our charge and goals at the top, they have to check that they read it (like a terms and conditions check box to continue)
 - d. Valerie and Eric will work with Leslie

4. Informational Items

- a. College Council Meeting - [-https://my.whccd.edu/committees/whcc-college-planning/Shared%20Documents/Forms/AllItems.aspx](https://my.whccd.edu/committees/whcc-college-planning/Shared%20Documents/Forms/AllItems.aspx)
- b. Accreditation Institute Recap

5. Committee Reports

- a. Institutional Effectiveness and Accreditation Council - Update on Status of the Follow-Up Report. Report templates and work flows can be found at the link below.
<https://my.whccd.edu/committees/whcc-ieac/default.aspx>

6. Next Meeting

a. Tuesday, April 10, 2018

7. Adjourned

a. By: Eric Mendoza @ 2:30pm

b. Minutes Taken By: Gina Jason-Tollison

Mission: West Hills College Coalinga offers associates degrees, transfer degrees, career and technical certificate programs and is committed to inspiring all learners by providing dynamic and high quality academic programs and services, including those offered through distance education. The college fosters its students' ability to think, communicate, effectively reason and develop compassion through learning, connection, and service.

Vision: West Hills College Coalinga is committed to a relentless pursuit of student success.