

# Professional Development Committee

September 21, 2015  
MINUTES  
LA-202

Committee Members Attended: Ana Bojorquez; Jay Danley; Kathy Kafela; Susan Mattson; Dena M. Peters; James Smith; Rania Hamdy  
Guests: Rhiannon Lares; Secret Brown

## Agenda

Consent Agenda 6

Other Business 7

### Consent Agenda:

GUIDELINES for considering and approving conference requests submitted to the Professional Development Committee:

The Professional Development Committee has approved funding for conferences and seminars **up to \$750 per year per full-time employee** for professional development for the 2015-2016 academic year.

A maximum of **\$1,000 will be available per conference or workshop for up to two (2) or more people** applying for the same event. Funding is available on a first-come, first serve basis.

**Adjunct employees may be funded for up to \$250 per year** for professional development.

Presenters are entitled to additional funding up to \$200.

Any employee who receives funding may be requested to share gained information with the campus community.

**APPROVED for \$265.00** per the guidelines outlined for funding of conferences and seminars for adjunct employees up to \$250 per year for professional development for the 2015-2016 academic year.

**Name: Elena Kellogg, PT Faculty, Humanities**

Activity: Conference "Technology Through The Ages"

Sponsor: CATESOL

Location (City/State): Anaheim, CA

Date(s): November 12-15, 2015

Purpose: This symposium will have revisions to accreditation standards featured as a result from the review of accreditation standards and practices which began in November 2011 and concluded June 2014. The input from several hundred individuals results in standards that are reorganized, and which contain several new areas of emphasis. The program will address those changes as well as some variations in accreditation practice coming out of the review input.

Costs: Reg: \$265 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$265

**APPROVED for \$193.40** per the guidelines outlined for funding of conferences and seminars for adjunct employees up to \$250 per year for professional development for the 2015-2016 academic year.

**Name: Robert "Chris" Berry, PT Faculty, Music**

Activity: National Association of Music Merchants Show

Sponsor: NAMM

Location (City/State): Anaheim, CA

Date(s): Jan. 21-24, 2016

Purpose: The NAMM show is the largest trade show for the music industry in the world. Most of the principal manufacturers of software, instruments, and equipment will be represented at the conference and adjacent area. NAMM has an educational foundation which sponsors useful events for teachers, some in conjunction with the College Music Society. **I have represented SBVC by presenting at the NAMM show twice.** Performances by world-class artists are also featured. This is an invitation-only event.

Costs: \$25 Trans: \$88.40 Hotel: -0- Meals: \$80 TOTAL: \$193.40

**APPROVED for \$250.00** per the guidelines outlined for funding of conferences and seminars for adjunct employees up to \$250 per year for professional development for the 2015-2016 academic year. .

**Name: Sherrie Fenton, PT Faculty, Applied Tech**

Activity: Business Aviation Convention & Exhibition

Sponsor: NBAA

Location (City/State): Las Vegas, NV

Date(s): November 19, 2015

Purpose: Most A&P certificate holders will be employed by businesses rather than commercial carriers. This is the NBAAs largest conference and an opportunity to network with industry stakeholders while seeing the latest and greatest in business aviation, bringing those connections back to the SBVC Aeronautics program; Program includes industry updates, educational sessions, over 1,000 exhibitors and an extensive static display of business aircraft.

Costs: \$100 Trans: \$266.23 Hotel: \$147.84 Meals: -0- TOTAL: \$514.07

**APPROVED for \$750.00** per the guidelines outlined for funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2015-2016 academic year.

**Name: Brian Sylva, FT Classified, Athletics**

Activity: 2014 CCCAA Fall Conference

Sponsor: Calif. Community College Athletic Association

Location (City/State): Sacramento, CA

Date(s): Nov. 3-6, 2015

Purpose: Networking with others, improving ways to better serve the campus and community. Learning new strategies to disseminate clear and accurate information about division activities.

Costs: Reg: -0- Trans: \$446.12 Hotel: \$409.11 Meals: \$135 TOTAL: \$990.23

**APPROVED for \$65.44** per the guidelines outlined for funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2015-2016 academic year.

**Name: Brian Sylva, FT Classified, Athletics**

**Name: Todd Heibel, FT Faculty, Science**

Activity: fall Geography Workshop

Sponsor: Orange Coast College

Location: Costa Mesa, CA

Purpose: This conference benefits the district by equipping faculty with enhanced, discipline-specific training. More knowledgeable employees are better prepared to serve the district, SBVC and community. This conference will provide dynamic, collaborative dialogue with geography faculty from surrounding community colleges. It is a rare treat to attend a discipline-specific, geography conference in our region.

Cost: Reg: -0- Trans: \$65.44 Hotel: -0- Meals: -0- TOTAL: \$65.44

**APPROVED for \$395.00** per the guidelines outlined for funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2015-2016 academic year.

**Name: Brian Sylva, FT Classified, Athletics**

**Name: Stephanie Briggs, FT Faculty/Math**

Activity: Assessment Conference

Sponsor: CCC Assessment Association

Location: Oakland, CA

Dates: Oct. 9, 2015

Purpose: This activity benefits the district by having members of the college community that know the recent policies regarding assessment. The value of the activity will aid in our local decision-making with regards to assessment.

Cost: Reg: \$75 Trans: \$320 Hotel: -0- Meals: -0- TOTAL: \$395

#### **Additional Information**

**Review and Approve Minutes: August 24, 2015:** Susan Mattson motioned to approve the minutes; James Smith 2<sup>nd</sup> the motion. Minutes approved as written and by general consensus.

**Guest – Introduction: Secret Brown (District HR):** New HR employee, Secret Brown, attended the meeting to introduce herself and to share her goals with the committee. A couple of goals she has are to catalog all training in one place for the entire district and to be part of a team. She noted HR is targeting classified for leadership training and training for managers. The committee members welcomed her to the team!

**Discuss Mission and Vision Statements:** James distributed a copy to everyone with the proposed campus mission statement. He is seeking campus input from all constituents. The committee members shared comments and provided language to the proposed statement? The committee thought the proposed statement was too long and very wordy. Discussion ensued and the committee developed the following revised mission statement:

“San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high value, **innovative** education, and services **accessible** to a diverse community of learners who will acquire knowledge and complete degree and certificate programs to improve the quality of life for themselves, their communities, and the world. **It is our** mission to prepare students for transfer to four-year universities, to enter the workforce **with appropriate** degrees and certificates **that will** foster economic growth and global competitiveness.”

Committee input will go back to College Council and the collegial process prior to finalizing a new mission statement.

**Distance Education – LMS:** Rhiannon Lares attended the meeting to talk more about Canvas, the new Online Education Initiative (OEI), is a statewide initiative that will be funded by same. Campus is currently using Blackboard, which is costly and not so user friendly. Any changes will not occur for another two years, in the trial stage, and working out the details. Preview and training on Canvas is available online. Faculty can visit SBCCD DE Community link, <http://teachlearnandtech.com> for more info.

**Additional Comments:**

**Next Meeting: October 5:**

**Flex & Flex Reports:** Rania will be updating the flex committee member list as we’ve had some retire and move on to new faculty positions outside of SBVC.

For review and update\*:

- **Flex Committee:**
  - A-C ~~Vanessa Engstrom~~
  - D-G Suzi Mattson
  - H-K Quincy Brewer
  - L-N ~~James Robinson~~
  - O-S ~~Alicia Tuvida~~
  - T-V Jay Danley
  - W-Z Laura Gomez

\*Committee updated 10/6/14.

***Committee Charge:** The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Human Resources Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee (1<sup>st</sup> and 3<sup>rd</sup> Mondays, 2:00-3:00 p.m.).*