**DRAFT**

**VENTURA COLLEGE**

**Minutes of the Professional Development Committee**

**Date: April 14, 2014**

**Present:** Andrea Horigan**,** Ben Somoza, Sharon Beynon, Jenna Garcia, Bill Hart, Rebecca Chandler, Peder Nielsen, Gigi Fiumerodo, Lauri Moore, Perry Martin, Gwendolyn Huddleston, Tom Dalton, Sharla Fell, Alex Kolesnik, Eileen Crump, Dina Pielaet, Helen Galindo, Dina Pielaet

**Recorder**: Eileen Crump

**Absent:** Ayanna Gaines, Barbara Cogert, Chelsea Guillermo Wann, David Young, Jose Gutierrez, Ken Drake, Philip Clinton, Robert Porter

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| Call to order | The meeting was called to order at 2:30 pm. |  |  | Gwendolyn Huddleston |
| Approval of minutes | Tom approved the March 24, 2014 meeting minutes with corrections, and Jenna seconded the motion. | The March 24, 2014 meeting minutes were approved by the committee. |  | Eileen Crump |
| Update on Trophies | The committee voted to purchase the Pirate Head Trophy for the awards.  Greg Gillespie is considering taking the role of Master of Ceremonies for the award ceremony. |  |  | Ben Somoza, Perry Martin |
| Update on New Full Time Faculty Orientation | Tom is reviewing the evaluation from last year’s orientation to determine what information should be presented at this year's orientation.  Gigi said she would like to offer a presentation on the Faculty Pool Travel Fund. |  |  | Tom Dalton,  Sharon Beynon,  Gigi Fiumerodo |
| Update on Part Time New Faculty Orientation | The orientation is scheduled for Wednesday, August 13 from 5:00 pm - 6:30 pm.  The agenda is still under development.  Andrea will ask Mary Jones to give a presentation on safety. |  |  | Andrea Horigan,  Perry Martin |
| New Classified Staff Orientation | Peder and Eileen are still gathering topics for the orientation. |  |  | Peder Nielsen, Eileen Crump |
| Classified District Wide Professional Development Committee | Peder mentioned that the District Professional Development Committee is reviewing last year’s professional development survey to help plan future workshops. The committee is planning to offer a workshop in the fall of 2015. |  |  | Peder Nielsen |
| Update from Gwen’s Meeting with President Regarding Flex Week | President Greg Gillespie reviewed and approved the Flex Week Calendar.  The president wants to offer food for the staff every day during Flex Week.  The president is inviting the leadership team from the district office to participate in an informal question-and-answer session. |  |  | Gwendolyn Huddleston |
| Review Flex Week offerings | Pre Flex Activity - Wednesday, August 6,  9:00 am – 12:00 Noon   * New, or Recently New, Classified Staff Orientation   Tuesday, August 12  9:00 am – 10:00 am   * Lync Integration with D2L (Morning) * Online Tutoring – Using Smart Thinking * D2L – Web Enhancing   10:00 am – 11:00 am   * How to Use the New Scantron Machine (Morning) * D2L Open House, and Understanding Student Self-Assessment and Orientations   11:00 am – 12:00 Noon   * D2L – Grade Book Best Practices (for Web Enhancing, Simple Shell users too) * California Dream Act – Undocumented Students, Jose Gutierrez   12:00 Noon – 1:00 p.m.  Lunch, then Learn about what is new with the “Student Orientation Pilot Program”  1:00 pm – 2:30 pm   * Learn about Student Services * Welcome Center * EOPS * EAC * Counseling * Transfer Center * Career Placement * Financial Aid * My Math Lab and D2l Integration   1:00 pm – 2:00 pm   * Distance Learning, Understanding Regular and Effective Contact * Transfer Degrees (Gloria?)   2:00 pm – 2:30 pm   * Turnitin * CCC Transfer Process “What Faculty Need To Know”, Marian Carrasco Nungaray   2:30 pm – 3:00 pm   * Lync Integration with D2L (Afternoon)   3:00 pm – 3:30 pm   * Lynda.com   3:30 pm – 4:30 pm   * D2L mixer, come learn about Distance Education in general at Ventura College. Learn how to get started. How many classes are being offered online now and what others are doing?   4:30 pm – 5:30 pm   * D2L web-enhancing with Simple Shell and open studio   Wednesday, August 13  8:30 am - Noon   * New Full-Time Faculty Orientation   9:00 am – 10:00 am   * Online Tutoring * Cannon Copy Center Services * SLOs 101   10:00 am – 11:00 am   * SITE – What is It About? Sign Up * Health and Safety Awareness updates (Mary Jones)   11:00 am - Noon   * Active Shooter on Campus Training   Noon – 1:00 pm   * Lunch and visit with District Management Team   1:00 pm – 2:00 pm   * Intellicon * Meaningful Rubrics   2:00 pm – 3:00 pm   * SLOs 101 * SITE Presentation by Faculty that Attended   3:00 pm – 4:00 pm   * Basic Skills Classroom Strategies * D2L Open Studio * Suicide Prevention   4:00 pm – 5:00 pm   * Teaching at Night, Safety, Night Dean * How to Use the New Scantron Machine * Veterans in Our Classroom   5:00 pm – 6:30 pm  New Part-Time Faculty Orientation   * Includes faculty handbook, Canon Copy Center Services, SLOs 101, Student Services, Library and Tutoring, Online Tutoring, D2L, and more   Thursday, August 14  8:30 am – Noon   * New Full-Time Faculty Orientation continued   9:00 am – 10:00 am   * What is Happening in the Career and Technical Education Field * Online Tutoring * How to Use the New Scantron Machine   10:00 am – 11:00 am   * Lync Phones * Lecture Capture   11:00 am – Noon   * Veterans in Our Classroom * D2L Open House   Noon to 1:00 pm   * Lunch and visit with President, EVP, and VP   1:00 pm – 2:30 pm   * Tenure Process, Portfolios and Evaluations   + All tenure track Faculty and Tenure Committee members to attend * Active Shooter on Campus Training   3:00 pm – 4:00 pm   * How to Create an E-Portfolio * SITE, What is It About?   Sign Up for the Next and Last Summer Institute for Teaching Excellence, SITE  4:00 pm – 5:00 pm   * Suicide Prevention * Autism Awareness   5:00 pm – 6:00 pm   * Teaching at Night, Safety, Night Dean   6:00 pm – 6:30 pm   * Canon Copy Center Services and Scantron Training   6:00 pm – 8:00 pm   * Santa Paula East Campus Open House (6:00 pm – 8:00 pm)   Friday, August 15, Mandatory Flex Day  8:30 am – 4:00 pm  Dress casually and wear your school spirit color.  8:30 am – Continental Breakfast in front of Performing Arts Center  9:00 am - 11:45 pm – All Campus Forum, Performing Arts Center Main Auditorium  11:45 am - 1:15 pm – Lunch provided, Campus Center Cafeteria  1:15 am - 2:30 pm – Campus Spirit Games, Gym  2:30 am - 2:45 pm – Travel to division Meetings  2:45 am - 4:00 pm – Division meetings  4:00 am – Department meetings (only if your department has planned for this time) |  |  | Gwendolyn Huddleston, Professional Development Committee |
| Colloquium | Presentations for the colloquium on May 1 are:   * Lauri Moore, Serving our Veteran Students * Ben Somoza, The Value of Foreign Films * Ara Khanjian, The Republic of Armenia’s Pension System Reform * Dr. Chelsea Guillermo-Wann, Overview of Qualitative Research in the Velocidad Grant at Ventura College. * Dr. Maria Teresa (Gigi) Research experiences in Cultural Anthropology and the importance of Ethnographic Fieldwork. * Larry Reynosa, Possibilities of Disarming a Criminal during a Violent Attack   Invitations will be sent to college faculty and staff, college board, and college donors. |  |  | Andrea Horigan,  Sharon Beynon,  Gigi Fiumerodo, Gwendolyn Huddleston |
| Upcoming College Events | * April 23, panel of student veterans 11:30 am – 12:20 pm in Guthrie Hall * One Book, One Campus will discuss “The Things They Carried” by Tim O'Brien * Ventura College Women’s Basketball team will play the local DJ on Sunday, May 4 * Spanish Heritage Month will be celebrated on September 19 with all-day events. |  |  |  |
| Next meeting | The next meeting will be on April 28, 2014 at 2:00 pm – 3:00 pm in LRC 126 Training Studio.  Agenda for next meeting is:   * Fall Professional Development Offerings * Final Evaluations of our Committee * Award Nominations |  |  | Gwendolyn Huddleston |
| Adjournment | The meeting was adjourned at 3:35 pm. |  |  | Gwendolyn Huddleston |