



**Professional Development Committee
Meeting Minutes
October 9, 2018
1:00 – 2:00 p.m.**

Vision

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Meeting Participants

Fazal Aasi	Rachelle Sasser	Lisa Mednick (Guest)
Judith Crozier	Gayathri Manikandan	Dr. Curry (Guest)
Wendy Wimberly	Hoa Pham	

Meeting Minutes

1. Agenda was approved.
2. September 11th, 2018 meeting minutes were approved by J. Crozier and seconded by Dr. Aasi.
3. Conference Requests:
 - A. Malinni Roemun and Miguel Ornelas from Math department will be attending American Mathematical Association of Two Year College conference at Florida from Nov 15 – 18, 2018 and their request for \$1200 each was approved.
 - B. Malinni Roemun’s participation in CB21-Math Group meeting on 10/12/18, 11/2/18, 1/11/18 needs more information but there is no request for any money.
4. Health and Lifestyle Expo:
 - A. The health fair was a huge success with 82 participants.
 - B. Michael was so happy to see the attendance improve.
 - C. We appreciate each committee member for their efforts in making this event successful.
 - D. We need to send the raffle winners’ names to the whole college so that there will be recognition for Health fair next year.
 - E. We can post the pictures from the health fair on the PD website.
5. Book Club:
 - A. *Paying the Price* first book club meeting went well.

- B. Due to double booking of the staff lounge, 11 attended out of 13 registered.
6. Process for Professional Development group activities in PD Reporter:
- A. Any flex credit questions should be directed to Kerri Nakayama (ext. 3868, knakayama@elcamino.edu).
 - B. L. Mednick provided Activity Proposal form which should be filled out and emailed to K. Nakayama so that she will enter the event in the PD Reporter and provide the sign-in sheet to the presenter the day before the event.
 - C. Presenter should return the sign-in sheet (scan via email or send via campus mail) to K. Nakayama so that flex credit will be awarded to faculty who have signed sign-in sheet.
 - D. This Activity Proposal form should be filled for all the events that has flex credit except the flex day meetings.
 - E. Ms. Sasser will contact Dr. A to get the Sign-in sheets from Compton Flex days (Fall 18) including all the divisions meetings and forward it to K. Nakayama.
7. Software platform migration--PD Reporter to Cornerstone:
- A. ECC terminates the use of Flex reporter in Dec' 18 and will move to Cornerstone. It is a pilot project with other colleges offered by Chancellor's office.
 - B. Team from HR, ITS, PD departments are working on implementation of Cornerstone.
 - C. Elana is developing the training.
 - D. Implications for Compton College: Compton needs to have its own contract from Jan' 19 to continue with flex reporter.
 - E. ECC will provide the flex reporter data until Dec' 18 to Compton in a MS Excel spreadsheet. This way Compton can enter it to flex reporter.
 - F. "Matt Koutroulis" from Rio Hondo College is the owner of Flex Reporter and he is aware of the situation. Dr. A has his contact information and the important dates and timelines.
 - G. L. Mednick will forward the communication emails to Ms. Sasser.
 - H. New contract should be placed on the Nov' 18 board agenda for approval.
 - I. Individual from Compton should be identified for handling the flex reporter from Jan' 19.
8. Distance Education combined Canvas & Online Teaching Certification Course:
- A. Distance Education will be offering this combined course and it will be online.
 - B. Timeline: September 2018-February 2019 launch
 - C. Asma Said is working on the OEI rubric for the course.
 - D. Gema Perez and Dustin Black are working on the course redesign of this combined course for the Feb' 19 launch.
 - E. Jasmin Phillips is the new faculty coordinator at Compton.
 - F. Nikki Williams and Jasmin Phillips are working on a pilot course to get consortium course alignment and they are in the process of peer review.
9. Ongoing Technology Classes of Interest:
- A. Elana Azose will continue to offer the refresher courses like Canvas Quick & Dirty and Slow & Leisurely (2 hrs./4 hrs.)

- B. My ECC Gradebook will be phased out soon. ECC will be using the Canvas Gradebook. Each class will have a Canvas shell and the faculties can use the Canvas gradebook for their class.
- C. E. Azose will be working on the training for the Canvas Gradebook.
- D. Dr. Aasi will contact B. Perez to find which gradebook will be used at Compton going forward like Banner or Canvas Gradebook or any other one.
- E. In order to schedule workshop with E. Azose at Compton College during spring 19, J. Crozier will contact J. Phillips to gauge the interest of Compton employees.
- F. Also check with her regarding a sample course creation that aligns with the consortium OEI rubric so that all can use it as reference course.

10. Digital Literacy Day: Thursday Feb 28, 2019 from 9am to 5pm.

- A. This online conference is sponsored by CVC-OEI, CCC, and @One.
- B. J. Phillips is requesting funds (approximately \$100) for providing food for the participants.
- C. This request was denied by PDC and should be requested from the DE dean.

11. Leadership Program:

- A. Dr. Curry requested that PDC create Leadership program to develop leaders and role models at Compton College.
- B. Dr. Curry will email the Cal State Fullerton proposal for “Compton LIFT Program” as well as Tartar Leadership Academy proposal for PDC to review.
- C. We can ask for more proposal quotes from different agencies to compare the quotes.
- D. We need to identify the areas we need to train our employees.
- E. Institutional Research can help us in creating a survey to gather input from Compton employees.
- F. Need to announce this at Classified employee meetings, Academic Senate, Division meetings, etc. This way, everyone can give their feedback and collaborate with different departments.
- G. Goal is to implement this program in Jan’19.

12. Next meeting will be on November 13th from 1pm to 2pm in HR conference room.