

**Minutes**

**Professional Development Committee**

**Wednesday**, **September 17, 2014**, **2:30PM-4:00PM in A138**

Charter: The Professional Development Committee makes recommendations on the direction of professional development activities for full-time and part-time faculty and staff, including:

* Plan, implement, and assess Fall Professional Development Program activities
* Plan, implement, and assess year-round professional development opportunities
* Evaluate applications and award professional development funds to full and part-time faculty; Funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Kim Hoffmans | Present | **Co-Chair Faculty** | Nenagh Brown | Present |
| **Learning Resources**  **English/ESL**  **World Languages**  **Business** | Faten Habib  TBA  Judith Ramos  TBA | Absent  Absent  Present | **ACCESS**  **Counseling**  **Music/Dance**  **Comm Studies/Theater Arts/FTVM** | Sherry D’Attile  Judi Gould  James Song  Steve Doyle | Absent  Present  Present  Present |
| **Chem/Earth Sciences**  **Mathematics**  **Physics/Astro/Eng** | Vince Crisostomo  Brendan Purdy  TBA | Present  Present | **DMV Arts**  **Kin/Hed/Ath** | Mary Mills  Tracie Kephart | Present  Absent |
| **Social Sciences**  **Behavioral Sciences** | Patty Colman  Cynthia Sheaks-McGowan | Present  Absent | **Instructional Technology** | Ashley Chelonis | Present |
| **EATM**  **Health Sciences**  **Life Sciences** | Cindy Wilson  TBA  Rachel Messinger | Absent  Present | **AFT Rep** | Renee Fraser | Present |
|  |  |  | **Dean** | Amanuel Gebru | Present |
| **GUESTS** | April Hunt  Cheyenne McAlister | **Present**  **Present** |  |  |  |

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| **AGENDA ITEM** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| 1. Call to order  2. Public comments  3. Approval of Minutes 4/16/14 (attachment) | 1. Called to order at 2:38 pm and introduction of members 2. Ashley announced the Get Movin’ Event Saturday-Oct. 11, encouraged involvement, and requested anyone contact her if interested in being faculty co-leader 3. Steve Doyle motioned approval of minutes as written; seconded by Mary Mills. Minutes were approved (5 in favor, 0 not in favor and 4 abstained) |
| **WORKGROUP REPORTS** |  |
| Professional Development Week Workgroup  1. Report and feedback | * Survey Evaluations of Fall 2014 Professional Development Week (Flex) have been submitted to Institutional Research * Renee Fraser and Rachel Messinger provided feedback from the AFT perspective.   + They were concerned about not being allowed to post their AFT Meeting time/date with other announcements in Flex information. They perceived this as administration not collaborating with the Union. Recently, they meet with Bernie Luskin, Interim President, and Lori Bennett, EVP, to discuss their concerns. Last, year the Faculty Development Committee had supported including this information in the Flex booklet. From this discussion, they reported the President said he supported the announcement in the future.   + Another concern they had related to the Part-time Faculty Orientation held during Flex week. The Dean had reported to them a complaint that an attendee felt uncomfortable during the session when being asked to sign up for the Union. It was suggested that perhaps in the future, the AFT announce they will stay after the orientation session to provide additional Union information.   + It was also suggested that the Student Services portion of the presentation be shortened to only include pertinent information necessary for new faculty. * It was mentioned that the student panel was well received, the part-time hiring tips was good, and the baseball game was fun. * Technology on Monday did not work well; attendance was low. |
| Faculty Travel Funding Workgroup  1. Funds available for 2014-15  2. FT and PT funds expended and remaining | 1. Request for unused funds to rollover was approved by Dr. Luskin 2. Beginning budget balance for full-time faculty was $19,919 and $3000 for part-time faculty. Current balances are $15,919 full-time and $2000 part-time faculty. 3. 2014-15 Faculty Travel Funding Workgroup volunteers- Rachel Messinger, Mary Mills, Vince Crisostomo, and Steve Doyle |
| Kudos Workgroup | * 15 Kudos were presented since May. * Volunteers were found to write Kudos to thank PD Week participants |
| Technology Workgroup | * 2014-15 volunteers for Technology Workgroup- Rachel Messinger, Ashley Chelonis, and Nenagh Brown * Coffee Break ideas include Prezi in October, online teaching best practices by discipline- faculty sharing technology, and others * Reminder that Lynda.com is available for learning software * This year, it would be helpful to make sure announcements are timely * D2L users had some difficulty with D2L light, Course Studio users transferred well- needed better communication * A Distance Education (DE) Advisory Committee has been formed and may have ideas for training |
| **PREVIOUS BUSINESS** |  |
| 1. Committee name change and updated charge  (attachment: Mkg Decisions PD Cttee extract)  2. Committee membership  3. Committee goals for 2014-15  (attachment: Goals & Accomplishments 2013-  14) | 1. Reviewed Making Decisions information related to Professional Development Committee. The following recommendations were brought up to be considered:    1. Amend the description to include allocation of money from other sources, not limited to monies from the AFT Collective Bargaining Agreement    2. Amend membership to include Classified Staff    3. Amend the membership to include a student member as a non-voting member if the current student attendee recommended so at the end of their first semester 2. Nenagh and Kim will draft changes to Making Decisions based on the comments above from the committee 3. Please send ideas and corrections regarding the goal accomplishments from AY2014 document by email to Kim and Nenagh for the next meeting. |
| **NEW BUSINESS** |  |
| 1. Resolution of thanks to Margaret Tennant  (attachment)  2. Professional development themes for year  3. Fall Fling survey  4. ALAS grant with CSUCI | 1. Judi Gould to approve the resolution as amended, Steve Doyle seconded the motion and it was unanimously approved to be forwarded to the Academic Senate and Margaret Tennant. 2. Nenagh discussed the ideas of focusing on themes for the year once a month or another frequency; possible focuses/themes could include Emergency Preparedness, distance ed., ergonomics, environmental sustainability, and others. 3. The Fall Fling is Friday. As such, we plan to use the same survey approved last year. The results may help determine focuses. 4. ALAS grant just awarded (Aligning Learning and Academic Success), including VC, MC and OC as partners with CSUCI. Its goals are very specific and targeted, and it aims to be self-sustaining by the end of the grant. It awards $250,000 over 5 years to MC; Inajane Niklas and Beth Gillis-Smith are the campus leads. More information to come. |
| **ANNOUNCEMENTS** |  |
| 1. 09/19/14: Fall Fling 2. Larry Miller celebration of life on 9/19/14   2. 09/24/14: Keynote speaker Derek Clark  3. Sabbatical leave proposal deadlines:  10/13/14: Draft proposals to SL tech review  group (optional)  11/03/14: Proposals to Office of EVP  (contractual) | 1. Please encourage attendance, it will be on campus in the cafeteria 2. Steve Doyle wanted Larry Miller to best be remembered as a faculty member who supported students. You are encouraged to attend his celebration of life at Casa Pacifica at 3:30 pm on September 19. 3. Please encourage faculty to submit sabbatical leave proposals |
| **NEXT MEETINGS** |  |
| ~~09/17/14~~  10/15/14  11/19/14  12/17/14 | 01/21/15  02/18/15  03/18/15  04/15/15  05/20/15 |
| **Adjournment** |  |