

**MINUTES**

**Faculty Development Standing College Committee**

**Wednesday**, **March 19, 2014**, **2:30PM-4:00PM in A138**

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

* In consultation with the EVP, conduct and evaluate new faculty orientation
* Plan and implement Fall Flex Week activities
* Evaluate applications and award professional development funds. Funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement
* Plan, implement, and assess year-round professional development opportunities

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Kim Hoffmans | Present | **Co-Chair Faculty** | Margaret Tennant | Present |
| **Learning Resources**  **English/ESL**  **World Languages** | Faten Habib  Judith Ramos  Beth Gillis-Smith | Present | **Instructional Technology** | Ashley Chelonis | Present |
| **Chem/ Earth Sciences**  **CNSE/CS**  **Mathematics** | Vince Crisostomo  Mary Mills  Brendan Purdy | Present  Present  Present | **Digital Media**  **Visual & Applied Arts** | None  None  None |  |
| **Social Sciences**  **Behavioral Sciences**  **Business**  **Athletics** | Ray Zhang  Cynthia Sheaks-McGowan  None  None | Present | **Access/LS**  **Counseling**  **Music/Dance**  **Performing/ Theater Arts** | None  Judi Gould  None  Steve Doyle | Present  Present |
| **Animal Science**  **Health Sciences**  **Life Science** | None  None  Rachel Messinger | Present | **Union Rep** | Renee Fraser | Present |
|  |  |  | **Dean** | Amanuel Gebru | Present |
| **GUESTS** | Nenagh Brown | | | | |

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| **AGENDA ITEM** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| Approval of Minutes: 2/12/14 | Meeting called to order at 2:40 pm. Minutes were reviewed and approved as written. |
| **WORKGROUP REPORTS** |  |
| Flex Workgroup:   1. “Virtual” Flex week review 2. PT Faculty Orientation review 3. SITE | 1. Discussed virtual flex week and noted a problem with one of the web sites. Other feedback included that it was nice to have all of the online resources listed and the group would like to continue advertising online opportunities with future Flex offerings. Many comments were voiced that it is preferable to have Flex days immediately prior to the first day of school. During the self-assigned Flex week, the Life Sciences Department organized a science day for Campus Canyon Elementary School. 2. The part-time orientation was successful and had approximately 50 attendants. The committee commented that they would like to continue this session with future Flex activities. A suggestion for next time would be to extend the time frame with a detailed agenda. 3 hours seems more appropriate because that is often times the part-time faculty obligation. 3. SITE was very good with a capstone event on the last day with poster sessions and presentations of project ideas. Ashley described it “as fantastic and phenomenal.” Primarily new hires from Moorpark attended. |
| Faculty Travel Funding | Travel funds remaining for the year:   * part-time $450; * full-time $5000;   This was the first year for the “Opt-out” option only for faculty. Thus, we are still tweaking the process and may suggest a recommendation to “roll over” any left-over funds. Also for the next meeting, the committee needs to discuss the amount to award faculty after we know the amount remaining. |
| Kudos | Thirteen Kudos were awarded in February. When delivering Kudos to a department with multiple employees, it was suggested to provide sufficient candy bars. |
| Technology   1. Tech Coffee Schedule 2. Course Studio/Desire2Learn | 1. Tomorrow 2:30pm is the next Tech Coffee Break on the topic of Desire2Learn with general discussion being lead Josepha Bacca. Rachel and Ashley have taken the lead on these trainings and still plan to offer one in April. 2. Ashley reported problems with the limitations of Course Studio and the decision to phase it out by this summer. Desire2Learn has a pared down version requiring less training that will replace Course Studio. Having all students and faculty in D2L may help with the ability to disseminate professional development information using Desire2Learn “group studio” feature. One system versus two will help with simplicity and training. |
| **PREVIOUS BUSINESS** |  |
| 1. Fall Fling Survey results-compiled 2. Continuing discussion on potential changes to the *Making Decisions* Document | 1. Margaret reported on the results for the Fall Flex survey. 70 people responded with the majority of them being full-time faculty. Results are from an online survey and from the Fall Fling 2013. See attached results. 2. The proposed Making Decisions information related to Faculty Development 2.1.2.4 was a handout with three areas of discussion: 3. Committee name- the committee did not bring up any issues with the name change to “Professional Development Committee.” 4. Charter/General-    1. Question regarding were we stand as part of the academic senate?    2. Should we become professional development, i.e. staff and faculty together?    3. If Faculty Development is a Standing Committee of the Academic Senate as part of the 10 +1, then how come staff or administrators be voting members?    4. If Faculty Development is a Standing Committee of the Academic Senate as part of the 10 +1, then how can the committee become Professional Development with Faculty and Staff? 5. Membership-    1. Question regarding the definition of “Academic Departments” was not entirely clear (i.e. ACCESS is it part of counseling or separate?)    2. Should be represented by division or department? If by Division, then how many people per?    3. Does the staff want to be part of a faculty development committee or have a separate committee? If the former, then should there be two subcommittees- one focused on staff and one on faculty?    4. Again, if the staff does want to be join with faculty development to become professional development, what is an equitable number of staff members to be on the professional development committee? Currently it is one- the Instructional Technologist. Academic Senate is proposing two: the Instructional Technologist and the Classified Senate VP (or Designee)    5. Appointment of faculty representation is unclear. |
| **NEW BUSINESS** |  |
| Faculty Development Travel “Opt-out” | We were out of time for the meeting. Kim asked the committee to review the handout form to discuss at the next meeting. |
| **ANNOUNCEMENTS** |  |
| **NEXT MEETINGS: 4/16/14, May TBD** | 1. Rachel announce that due dates for Faculty Flex and College Service hours is the last day of FINALS, not instruction, as per the contract. Hours are countable that occur through June. 2. Steve reminded the chairs that they forgot to place his request on the agenda to “Recommend a resolution for faculty to request two desk copies of textbooks with one for the library reserve desk.” |
| **Adjournment** | 4:05 pm |