

**MINUTES**

**Faculty Development Standing College Committee**

**Wednesday**, **April 16, 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  Absent  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 | Absent  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 | Absent | **Union Rep** | Renee Fraser | Absent |
|  |  |  | **Dean** | Amanuel Gebru | Present |
| **GUESTS** | **Mary Rees** | | | | |

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| **AGENDA ITEM** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| Approval of Minutes: 3/19/14 | Meeting called to order at 2:35 pm. Minutes were reviewed and approved with minor revisions. |
| **WORKGROUP REPORTS** |  |
| Flex Workgroup  1. Planning to date  2. Recommendations from EVP and AS President | 1. The Flex Workgroup needs to meet a couple more times to plan. Margaret cannot meet today and proposed that we possibly meet next week. We will send the committee members an email to schedule a meeting.  2. Margaret briefly discussed suggestions from Lori Bennett and Mary Rees to possibly be included in the Fall Flex/Professional Development Week. The idea was to have an overarching theme of “Student Success and Support Practices with Promise” with related themed days. For example,   * Tuesday- welcome back breakfast with a theme of “best practices” aimed to stimulate robust conversations. * Wednesday- would be focused on the “nuts and bolts” and innovative processes and practices * Thursday- would focus on “a day of reflection.” Giving the campus community opportunities to join together and have robust conversations while reflecting on student, program, institutional and General Education outcomes |
| Faculty Travel Funding  1. Review “Opt-Out” Travel form  2. FT and PT funds expended and remaining | 1. Committee suggested to enlarge the due date font for emphasis. It will be sent it out via email and placed in the full-time faculty mail boxes.  2. Part-time travel funds were expended completely. For full-time faculty, we had about $3,800 remaining.  The committee recommended a request be written to roll over unused dollars to next year’s budget; since, this is still a new process where faculty are automatically included in the “Pooled Funds” unless they request to “Opt out.”  The committee discussed the pros and cons of raising the amount to be awarded for full-time faculty travel. Mary Rees recommended a change in the award amount should be forwarded to the Academic Senate. For next year, the award will remain a maximum of $500. Next, year if the committee decides to change the amount, they will forward their recommendation to the senate. |
| Kudos | None submitted for March |
| Technology | Ashley announced that a Coffee Break will be held next week or the week after focusing on “Release conditions” for D2L. She reported that the last Coffee Break session was well received containing a general discussion of things that worked and did not work in online instruction.  For Summer, she has been directed to focus on the D2L as part of a districtwide collaboration to develop a fully online training. Kim asked about the status of “D2L Light.” Ashley responded that it has a few technicalities and specifics that still need to be worked out before training can start.  Judi asked about the rollout of “Grades First.” Ashely said this was not her purview at this time. Mary Rees informed that committee that Counselors are supposed to be trained on this first over the summer.  With the multitude of technology changes occurring for Fall, Mary Rees said she would work with Ashley to send an email announcement to all faculty informing them about new IT “Things to know for Fall.” |
| **PREVIOUS BUSINESS** |  |
| 1. Continuing discussion on potential changes to the *Making Decisions* Document 2. Considerations of renaming the committee “Professional Development” | Mary Rees graciously came to FD to help frame the *Making Decisions* Document proposal information as it relates to this committee. Current, Student Success Taskforce laws use the terminology of “professional development.” The intent is not to infringe on current classified staff development but to be more inclusive of all member of the college community (faculty, staff, and administrators).  The current version includes the changed committee name “Professional Development” but no change in the committee’s focus. The new name broadens the scope to be inclusive and aligned with the Student Success Taskforce. These are things that we are already doing but being mindful of the campus at large to better our organization. Taking away barriers to exclude non-faculty members in the community.  *Making Decisions* Document should be on the portal for feedback probably tomorrow according to Mary. Please send any recommendations regarding the document to Mary Rees or other senate executives.  Brendan motioned and Judi seconded the motion to change the name “Faculty Development” to “Professional Development” Committee beginning July 1. The motion passed unanimously. |
| **NEW BUSINESS** |  |
| 1. Recommend a resolution for faculty to request two desk copies of textbooks with one for the library reserve desk.  2. Faculty Handbook updating | 1. Steve motioned and Faten seconded that the Faculty Development Committee support the recommendation that faculty request two desk copies of their textbooks with one for the library reserve desk. The motion passed unanimously. Mary Rees said will take this recommendation to the senate.  2. FD discussed and supports updating the Faculty Handbook. Mary Rees said she will share our concern with the EVP. If outdated versions of the Faculty Handbook are found the web, please email Ashley and she can remove it. |
| **ANNOUNCEMENTS** |  |
| **NEXT MEETINGS:** | Steve announced the Forensic Team took 2nd Place in Nationals. Also, the Pleasant Valley 3rd grade speech contest was judged by Moorpark College speech students on 4/7/14  Judi announced that 14 departments are participating in “Major Awareness Week” April 21-25 with a job and career expo on Wednesday with 50 employers.  Vince announced that a Cal Tech professor is presenting next week on the “Chemistry of smog.”  Margaret and Kim said they will work on filling in our accomplishments related to our adopted committee goals. Please review and make suggestions when you receive the document to be approved at a Professional Development Committee meeting in the fall.  The committee thanked Margaret Tennant for her service these past two years as the FD Co-chair. Mary Rees mentioned she is looking for a volunteer to co-chair this committee next year. Please email her if you are interested in the position. |
| **Adjournment** | 4:00 pm |