

**Faculty Development**

**Standing College Committee**

**Wednesday, April 20, 2011 2:30PM-4:00PM**

**A138**

Makes recommendations on the direction and evaluation of professional development activities for full-time and part-time faculty:

* Define an annual theme for campus Professional Development tied to one or more of the college’s institutional effectiveness

goals, set annual goals for professional development activities, and evaluate effectiveness of each year’s program;

* Evaluate new faculty orientation
* Plan and implement Fall Flex Week activities;
* Plan and implement year-round Flex opportunities, including Teaching/Learning Lunches; and
* If funds are available, administer, allocate funding, and evaluate the results of an annual professional development mini-grant

program.

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Initials** |  | **MEMBER** | **Initials** |
| **Co-Chair Dean** | Lori Bennett |  | **Co-Chair Faculty** | Leeann Mulville | X |
| **Language/Learning Res.**  **Computer Studies** | Kathryn Adams  Faten Habib  Mary Mills | **X**  **X** | **Dean** | Julius Sokenu | X |
| **Mathematics and Physical Sciences** | Brendan Purdy | **X** | **NFO Facilitators** | Helga Winkler  Tim Stewart | X  X |
| **Applied and Social Sciences** | Julie Campbell | **X** | **Arts/Media/Education/Enrollment**  **Services** | Stephanie Bluestein |  |
|  |  |  | **Performing Arts/Student Life** | Judi Gould | X |
| **Instructional Technology** | Ashley Chelonis | **X** | **Life and Health Sciences** | Argie Clifford | X |
| **ASC** | Mary Mills  Riley Dwyer | **X** | **GUESTS** | Bryon Palmero –Assoc. Students |  |

**MINUTES**

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| **CALL TO ORDER** |  |
| 2:30 Members Introductions | Completed |
| 2:35 Feb. Minutes for approval | Approved by Vote |
| 2:40 Open Comments | Tabled until Fall – Discussion on need for members assigned to a subcommittee to attend the Alternate Delivery Committee discussions on “Coffee Breaks” now that Faculty Development has voted to have that program part of their oversight for flex activities.  Tabled until Fall – Kathryn Adams requested a vote by the committee to recommend to the Academic Senate that this committee become Department Represented instead of Division Represented. Vote of the committee by show of hands was “No” for recommendation at this time with the proposal to be revisited in the Fall.  Need to remind and request from Dean Lori Bennett “snacks” for the “Coffee Break” presentations – Ashley Chelonis advised to contact Lori Bennett prior to each presentation. Funding is limited at this time. |
| **COMMITTEE BUSINESS** | **DISCUSSION/ACTION** |
| 2:45 Faculty Development Year End Report Draft | Reviewed and approved |
| 2:50 NFO Year End Report Draft | Report not completed pending final year end meeting with New Faculty. |
| 2:55 PT Faculty FAQ Review/Update | PT FAQ reviewed and approved with suggestion that the content is so well presented and beneficial to both Full-time and Part-time faculty that it should be linked on the web page as “FT & PT FAQS”. The link needs to be advertised by the Deans in the Fall and Spring meetings as well as presented to faculty at Department and Chair meetings.  New PT and FT faculty need to be notified of the link during orientation. Lisa Putnam will be contacted for list of New Faculty in the Fall and Spring and the committee can contact and advise the faculty relative to the location of the site. |
| 3:00 Co-chair Nominations for 2011/2012 | Leeann Mulville was nominated and approved for Co-Chair position for 2011-2012 year. Brendan Purdy was nominated and approved for Co-Chair position for 2012-2013 |
| 3:05 *Information Only*: Kudos - Committee assignments for summer | May – Kathryn Adams  June – Ashley Chelonis  July – Brendan Purdy  August – Leeann Mulville  Judi Gould requested that envelopes be provided to put the Awards Certificates in for distribution. Leeann will contact Linda Sanders and Lori Bennett to facilitate purchase of envelopes for the Fall |
| Faculty Travel Funds Pool Approved by Academic Senate   * Need Faculty Development Committee Members to sign up for the sub-committee to review applications * Need a process for Opt-in and Opt-out prior to year end and during fall flex * Need process for review of requests for summer (new fiscal year) | Review committee members: Lori Bennett, Julius Sokenu, Brendan Purdy and Argie Clifford.  Leeann Mulville will put hard copy of introduction letter, opt-in/out form and application form in all full-time faculty mail boxes in the Administration building. Due date for turning in the opt-in/out forms will be May 20th. The letter will reflect the division of funds; half for Summer and Fall and half for Spring. Leeann will follow-up with all users e-mail on May 17th with electronic version of opt-in/out form.  Sub-committee of Mary Mills, Leeann Mulville, Lisa Putnam, Lori Bennett and Brendon Purdy will meet first of May to formalize the tracking process of funds distribution and opt-in/out faculty.  Committee for review of applications will begin meeting the first Wednesday in June |
| Fall Flex Planning – sign up to find presenters for each topic  Topics per survey results:   * Sabbatical Presentations  1. Nils Slattum (Thursday) 2. Kathryn Adams 3. Svetlana Kavaslatan  * SLO’s * Technology * Practical Classroom Issues  1. Student Behavior 2. Syllabus and Lesson Plan Preparation 3. Burnout and Stress Reduction 4. Classroom Management | Kathryn advised that her presentation was a “Best Practices” presentation and not sabbatical.  Committee members signed up for facilitating Flex presentations – refer attached flex activity form  The following presentations were suggested:  One Campus, One Book  Honors  Yoga  Financial Aid  Internship  Access  Faculty Development Presentation  Sabbatical Panel for Presidents Lunch  Facilitators will meet with Lori Bennett May 3rd at 1500hrs. |
| 4:00  Adjourn  *NEXT MEETING August TBA*  *Third Wed is during Flex week – Do we want to meet??* | There will be a faculty development meeting on August 17th |

FLEX FACILITATOR SIGN-UP SHEET

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| TOPIC | FACILITATOR |
| Sabbatical Presentations   * Nils Slattum * Svetlana Kasav * Kathryn Adams | Leeann Mulville |
| SLO’s |  |
| Technology | Ashlely Chelonis |
| Student Behavior |  |
| Syllabus and Lesson Plan Preparation |  |
| Burnout and Stress Reduction |  |
| Classroom Management |  |