

**Faculty Development**

**Standing College Committee**

**Wednesday, Oct 19, 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 | **X** | **Co-Chair Faculty** | Leeann Mulville | X |
| **Language/Learning Res.**  **Computer Studies** | Kathryn Adams  Mary Mills  Faten Habib | **X**  **X**  **X** | **Dean** | Lori Bennett  Julius Sokenu | X |
| **Mathematics and Physical Sciences** | Brendan Purdy  Balazs Becht | **X**  **X** | **NFO Facilitators** | Patty Colman  Helga Winkler |  |
| **Applied and Social Sciences** | Julie Campbell  Elisa Setmire  Reet Sumal  Jack Miller | **X**  **X**  **X** | **Media/Visual Arts and Enrollment**  **Services** | Erika Lizee  Joanna Miller  Kristi Almeida-Bowin | X |
| **Instructional Technology** | Ashley Chelonis | **X** | **Performing Arts/Student Life** | Judi Gould | X |
| **ASC** | Riley Dwyer |  | **Life and Health Sciences** | Rachel Messinger  Argie Clifford | X |
|  |  |  | **GUESTS** |  |  |

**Minutes**

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| --- | --- |
| **CALL TO ORDER** |  |
| 2:30 Members Introductions | Completed |
| 2:35 Sept. Minutes for approval | Approved by vote |
| 2:40 Open Comments | None |
| **COMMITTEE BUSINESS** | **DISCUSSION/ACTION** |
| 2:45 Workgroup Reports   * Travel Funds   -Internal Rules Discussion – Brendan Purdy   * NFO * Flex * Alternative Delivery/Coffee Breaks * Kudos | Brendan Purdy opened discussion relative to accountability of the workgroup in disbursement of funds. Although the money is provided to the Travel Funds Committee at the discretion of the President the committee should be very diligent in awarding funds, especially large amounts. The suggestion that there should be an additional explanation of relevance and details on the travel form that clarifies the appropriateness of the travel. Reet Sumal was concerned about liability of the Faculty Development Committee relative to the use and disbursement of funds. Discussion included the Discipline Deans oversight and approval of the appropriateness of the travel is supported by the fact that the Dean signed the travel request form.  The final proposal for an updated form that includes more detail relative to travel purpose, added signature to Faculty Development Form for Dean/Chair that insures their knowledge of the criteria for approval of funds. Joanna Miller requested that Lori Bennett present these ideas at the next Deans Council.  Internal Rules Discussion relative to committee members requesting funding and participating in the process was briefly discussed and Brendan Purdy will formalize criteria for committee members opting-in and intending to request funds.  \_\_\_\_\_\_\_\_\_\_\_  No Report  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Flex activities relative to “Magic in Teaching Series” needs to be reestablished. Kathryn Adams suggested Flex presentation sharing of conferences attended by Faculty.  Mary Mills discussed Ed Cap review of Accreditation Planning that addresses the need for Faculty Development to more widely disseminate the concept of distinguishing Personal Conviction vs. Professional/Academic Freedom. This topic will be agendized at the November meeting.  Flex workgroup will return with presentation options for rest of the semester.  Flex Committee will produce “Request for Presenters” forms for dissemination to faculty.  Leeann Mulville will contact Lisa Putnam upon her return to send out Flex survey forms via survey monkey.  All Users request for Mentor volunteers to pair with New Faculty will be sent out by Leeann Mulville with results report at Nov. meeting.  Lori Bennett opened discussion relative to the use of “U-Tube” clips on the college web site to facilitate FAQ’s. Committee decided that “U-Tube” does not allow for update changes as frequently and as easily as our current FAQ’s web page. It was decided that “U-Tube” would not be effective for our campus.  Ashley Chelonis reported very little attendance at the 11:00AM scheduled training and will repeat offerings in the afternoon 3:15-4:00PM. Advertising and posting of archives working great. Ashley requested additional members to the Alternative Delivery Workgroup and through e-mail Rachel Messinger, Mary Mills and Kathryn Adams have joined the workgroup for Alternative Delivery.  \_\_\_\_\_\_\_\_\_\_\_\_  Sharon Manakas and Campus Police received Kudos for October |
| 3:15 Fall Fling Survey Update | Fall Fling survey of 60 responses provided the following:  Day Preference: Thurs/Fri  Time: Afternoon  Semester: Middle of Semester  Notification Preference: E-Mail  Majority have NOT used Fac/Dev web site  Majority DID use what they learned at Flex  Majority WILL participate in mentoring program  Topics by importance: Technology, Student Assessment, Student Behavior and Campus Services    Leeann Mulville will contact Lisa Putnam upon her return to send out Flex survey forms via survey monkey. |
| 3:30 Flex Presentations Planning   * Three steps for Long Term Impact | Tabled for discussion in November |
| 4:00  Adjourn | Next Meeting Nov 16th |