

**Faculty Development**

**Standing College Committee**

**Wednesday, September 19, 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** | **Kim Hoffmans** |  | **Co-Chair Faculty** | **Margaret Tennant** |  |
| **Learning Resources**  **CIS**  **English/ESL**  **World Languages** | **Faten Habib/**  **Mary Mills**  **Kathryn Adams**  **Judith Ramos** |  | **Instructional Technology** | **Ashley Chelonis** |  |
| **Chem/ Earth Sciences**  **CNSE/CS**  **Mathematics,**  **Physical Sciences** | **None**  **Ed Garcia**  **Brendan Purdy**  **Clint Harper** |  | **Child Devmt**  **Digital Media**  **Visual & Applied Arts** | **Jamie Rhone**  **Susan Gardner**  **Katherine Zoraster** |  |
| **Social Sciences**  **Behavioral Sciences**  **Business**  **Athletics** | **Patty Colman**  **Elisa Setmire**  **None**  **None** |  | **Access/LS**  **Counseling**  **Health Center**  **Music/Dance**  **Com. Studies** | **None**  **Judi Gould**  **None**  **None**  **Steve Doyle** |  |
| **Animal Science**  **Health Sciences**  **Life Science** | **None**  **Argie Clifford**  **Rachel Messinger** |  | **Union Rep** | **Renee Fraser** |  |
| **NFO Leaders** | **Patty Colman**  **Nils Slattum** |  | **Dean** | **Inajane Nicklas** |  |
| **GUESTS** |  | | | | |

**MINUTES**

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| **AGENDA** | **ACTION** |
| 2:30 Welcome and introductions | Completed |
| 2:35 Review of committee mission and 2011-12  Goals and Accomplishments | Committee reviewed goals and accomplishments and will amend and approve at the next meeting.  Margaret Tennant noted the need for re-evaluating the committee “charge” to emphasize faculty training, travel funds dispersal, and new faculty oversight.  The committee also discussed the need for an easily located and accessed repository for faculty resources. In addition, such resources should be geared toward different stages of faculty careers.  Ashley recalled previous attempts to do this and informed the group of some resources that are currently available (such as Google Calendar and Teaching for Success).  Others suggested resources including:   * conference “gems” * listing of available training/conference opportunities |
| **WORKGROUP REPORTS** |  |
| 3:00 Fall Flex 2012 | Kim Hoffmans reported on number of evaluations received and general consensus. Lisa Putnam crafted a Survey Monkey that duplicated the hard-copy evaluation. |
| 3:10 Faculty Travel Funding | Kim Hoffmans reported that the committee met on Sept. 5. Sixty-eight people have submitted “opt-in” forms providing $6800 for travel requests. Four were approved at the Sept. 5 meeting. Kim noted that ½ of the funds will be reserved for spring applicants.  The committee discussed the advantages of “opt-out” (as opposed to “opt-in”) and agreed that the Travel Funds workgroup would consider and make a recommendation to the committee as a whole. |
| **NEW BUSINESS** |  |
| 3:20 Workgroup Membership | Members volunteered to serve on the following faculty development workgroups for 2012-13:  **Flex Activities**: Ashley Chelonis, Kathryne Adams, Brendan Purdy, and Mary Mills.  **Travel Requests:** Patty Colman, Brenden Purdy, Rachel Messinger, Renee Fraser, and Mary Mills  **Technology:** Ashley Chelonis, Clint Harper, Rachel Messinger, Elisa Setmire, and Kathryn Adams.  **Kudos:** Members agreed to continue committee practice of volunteering monthly to deliver Kudos. |
| 3:30 Faculty Development Handbook | Patty Colman, as NFO Leader, noted that this handbook is outdated. Patty, Ed Garcia, and Ashley Chelonis formed an Ad Hoc group to recommend updates to the committee, which will then make a recommendation to the Academic Senate. |
| 3:40 Evaluation vehicle and process | The committee discussed the need for an evaluation form that could be used for all FD activities.  For now, the committee agreed to survey Fall Fling participants with that which was used last year, with a few changes. |
| 3:50 Other business | Renee Fraser asked about part-time faculty orientations and Kim noted that one was held in the evening of fall Flex Week. |
| **Announcements** | * The Fall Fling—Friday 10/12/12 |
| **NEXT MEETING:** | October 17, 2:30-400pm A138. |
| **Meeting adjourned 4:00 pm** |  |

*Approved 10/17 with revisions*