

**MINUTES**

**Professional Development Committee**

**Wednesday**, **February 18, 2015**, **2:30PM-4:00PM in A138**

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

* Plan, implement, and assess Fall Professional Development Program activities
* Plan, implement, and assess year-round professional development opportunities
* Evaluate applications and award professional development funds to full and part-time faculty; funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Kim Hoffmans | X | **Co-Chair Faculty** | Nenagh Brown | X |
| **Learning Resources**  **English/ESL**  **World Languages**  **Business** | Faten Habib  Judith Ramos | Absent  Absent | **ACCESS**  **Counseling**  **Music/Dance**  **Comm Studies/Theater Arts/FTVM** | Sherry D’Attile  Judi Gould  Steve Doyle | Absent  X  X |
| **Chem/Earth Sciences**  **Mathematics**  **Physics/Astro/Eng** | Vince Crisostomo | X | **DMV Arts**  **Kin/Hed/Ath** | Mary Mills  Tracie Kephart | X  Absent |
| **Social Sciences**  **Behavioral Sciences** | Patty Colman  Cynthia Sheaks-McGowan | X  Absent | **Instructional Technology** | Ashley Chelonis | X |
| **EATM**  **Health Sciences**  **Life Sciences** | Cindy Wilson | Absent | **AFT Rep** | Renee Fraser | Absent |
|  |  |  | **Dean** | Amanuel Gebru | X |
| **CLASSIFIED** | April Hunt  Conni Bittinger  Melanie Sena | X  X  Absent | **STUDENT GUESTS** |  |  |

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| **AGENDA ITEM** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| 1. Call to order  2. Public comments  3. Approval of Minutes 01/21/15 (attachment) | 1. Meeting was called to order at 2:36 pm by Nenagh Brown 2. No public comments. 3. Steve Doyle motioned approval of minutes, seconded by Mary Mills. Minutes were approved (motion passed 10 in favor, 0 opposed, 1 abstention). |
| **WORKGROUP REPORTS** |  |
| Professional Development Week Workgroup  1. January PD days evaluation - pending | 1. Data has not been received for the January Flex activities, due to a delay in hiring an institutional researcher. |
| Faculty Travel Funding Workgroup  1. FT and PT funds expended and remaining | 1. The workgroup met on February 4th. There were 8 applications. Two applications were funded through CTE and 3SP, five applications were approved, one was sent back for additional information. There is approximately $10,000 left in full time travel funds. The part time travel funds are exhausted. A request for additional funding was declined by the VP council. |
| Kudos Workgroup | 1. Seventeen Kudos have been awarded since the last meeting. Most of the Kudos were for assistance during flex week. |
| Technology Workgroup  1. New faculty co-leader?  2. TechEd Coffee Breaks:  Feb 26 - Using Facebook  (Presenter: Brian Young) | 1. Ashley Chelonis is in need of a faculty co-chair to assist. Patty Colman volunteered. 2. Next TechEd Coffee Break will be from 3-4 pm on 2/26/15, and will feature Brian Young speaking about his use of Facebook as an educator. He will explain how he uses it, why, and give a comparison to other communication tools. This forum is an ideal place to discuss Facebook, as forums tend to be more open to discussions of new ideas. Two hands-on workshops are scheduled: 2/20/15-CCC Confer-Online Conferencing and 2/27/15-Camtasia-recording lectures and captioning videos. |
| Classified Workgroup | 1. Conni Bittinger reported that LeAnne Colvin is working on training sessions regarding stretching/fitness, ergonomics, and BIT training. Kim Hoffmans inquired about the possibility of Kognito training in the future. |
| **PREVIOUS BUSINESS** |  |
| 1. Revisit of PD Cttee charge and membership for  Making Decisions document   * Membership of committee * Chairs of committee   (attachment)  2. Feedback on PD monthly calendar for February | 1. A final look was taken at the Making Decisions Document. A list of Pros/Cons was developed for each new idea (membership of committee, chairs of committee). See attached page for list. 2. Nenagh Brown extended a thank you to both Ashley Chelonis and April Hunt for their help in compiling the new February PD calendar. It was noted that the calendar was only sent to faculty. Classified staff and deans were erroneously left out. April Hunt confirmed that the calendar that was sent does align with the calendar on the PD website. A suggestion was made that Division Offices could hang the calendar in a public location for faculty and staff to view, as well as in the mailroom. Deadline for submissions for the March calendar will be 2/25/15. |
| **NEW BUSINESS** |  |
| 1. PD day, March 6  2. Planned equity presentation with Darla Cooper  3. Faculty travel for 2015-16:   * Maximum amount? * Update forms? (attachment) | 1. Workgroup will be meeting with Iris Ingram to discuss the March 6th PD day, this afternoon. The tentative plan is to offer a breakfast with the new president, and a session with Emergency Planning information, focusing on a shooter on campus situation. The English department is also offering a DE session in the afternoon. Campus offices will be closed to allow for all faculty and staff to attend. 2. Because the Emergency Planning session was deemed to be more urgent, the equity presentation with Darla Cooper was tabled to a later date. 3/20/15 was mentioned as a possible date; however, this conflicts with another event. More information will be forthcoming. 3. A discussion was held regarding the benefits of increasing the maximum amount offered to faculty for travel. The current rules allow for $500 maximum, which would allow for approximately 32 faculty members to be funded, assuming a budget of $16,000. Patty Colman suggested the amount should increase to $700. $700 would fund 23 faculty members before funds would be depleted. $600 would fund 27 faculty members. In support of remaining at $500, it was mentioned that this is 5X the amount AFT allows for. Reps were asked to consult their departments. A vote will be taken during the March meeting. The Travel Funds Request form was revised and suggestions on the form were requested. It was agreed that the form is simple and easy to understand. One suggestion was that, a note should be posted on the website that only the VCCCD travel form needs to be completed for requests of $100 or less. |
| **ANNOUNCEMENTS** |  |
| 1. March 6: Emergency Preparedness presentation  2. March 7: Transitions Workshop  3. March 27: Cerritos College PD Open House  3. April 16-17: PD Conference (Ontario) | The March 7th Transitions Workshop is open to all faculty, not just English faculty, as stated in a previous communique. |
| **NEXT MEETINGS** |  |
| Cancelled: exam week | ~~02/18/15~~  03/18/15  04/15/15  05/20/15 |
| **Adjournment** | Meeting adjourned at 4:00 pm. |

**SUMMARY OF DISCUSSION ON**

**MAKE-UP OF PROFESSIONAL DEVELOPMENT COMMITTEE**

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| Membership of Committee   * Membership was originally 2 per division, and then it was changed to 1 per department. * Vacant positions have no effect on obtaining a quorum. | |
| Pros | Cons |
| Currently there are 19 dept. positions available, 11 of which are filled and 8 vacant for this semester. Many department positions have been unfilled for several years now. | When divisions get shuffled, the membership would be disproportionate to the number of academic programs in each division. |
| Attendance by those depts. which do have reps tends to be low. | This would not be inclusive. |
| Others involved with professional development on campus would be invited to attend as non-voting members if they were interested in doing so. Would increase coordination of PD on campus. | The same thing could be accomplished by improved communication with faculty members in each department. |
| A larger committee becomes ineffective due to a lack of time to let all members comment and discuss business. | [There was also a request for adding a SEIU representative member to address union issues and further the goal of being inclusive] |

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| Committee Chair Increase to 3   * This would allow for an addition of a classified staff chair. | |
| Pros | Cons |
| This would reflect the goal of complete integration of the campus community for professional development. | Lack of clarity and decisive actions. |
| There would be less work, as it will be split between 3, rather than 2. | There could be communication issues with an additional chair. |
| Improves classified leadership at the campus level. |  |
| Seeing classified staff as part of the team matches the Moorpark College philosophy. |  |