

**DRAFT MINUTES**

**Professional Development Committee**

**Wednesday**, **April 15, 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 |  | **ACCESS**  **Counseling**  **Music/Dance**  **Comm Studies/Theater Arts/FTVM** | Sherry D’Attile  Judi Gould  Steve Doyle | X |
| **Chem/Earth Sciences**  **Mathematics**  **Physics/Astro/Eng** | Vince Crisostomo | X | **DMV Arts**  **Kin/Hed/Ath** | Mary Mills  Tracie Kephart | X  X |
| **Social Sciences**  **Behavioral Sciences** | Patty Colman  Cynthia Sheaks-McGowan | X  X | **Instructional Technology** | Ashley Chelonis | X |
| **EATM**  **Health Sciences**  **Life Sciences** | Cindy Wilson |  | **AFT Rep** |  |  |
| **Guest** | Mary Rees | X | **Dean** | Amanuel Gebru | X |
| **CLASSIFIED** | April Hunt  Conni Bittinger  Melanie Sena | X  X  X | **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  02/18/15 (attachment)  03/18/15 (attachment) | 1. Meeting was called to order by Kim Hoffmans at 2:35 pm. 2. Mary Rees thanked the committee for an exceptional professional development year. Mary attended the recent board meeting and the board members made note that the classified staff and faculty are doing a great job of working together on professional development. 3. Patty Colman motioned approval of the 2/18/15 minutes, seconded by Conni Bittinger. Minutes were approved (motion passed unanimously with no abstensions)   Steve Doyle motioned approval of the 3/18/15 minutes, as amended, seconded by Mary Mills. Minutes were approved (Passed unanimously, with one abstention-April Hunt) |
| **WORKGROUP REPORTS** |  |
| Professional Development Week Workgroup  1. January PD days evaluation - pending  2. Emergency Preparedness evaluation – pending | 1. Committee is still waiting on data from the professional development events. This data is unavailable 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 April 8th. Eight applications were funded totaling $4000. The remaining balance for full time travel for FY 14-15 is $3294.43. Part Time travel funds are exhausted. |
| Kudos Workgroup | Four Kudos have been given since the last time the committee met. All were pertaining to the March professional development event. |
| Technology Workgroup  1. Promotion for 2015-16 | 1. Ashley Chelonis discussed the possibility of an “Intro to Online Teaching” course, which would be an ongoing course, one month in duration, as well as a potential session to discuss the use of Twitter. |
| Classified Workgroup | 1. A suggestion for a “road map” to the PD week, for classified staff use was mentioned. It would be nice to label faculty/staff events as instructional/non-instructional or applicable to both, and possibly have the chart be color coded. |
| **PREVIOUS BUSINESS** |  |
| 1. SS&E PD Day, March 20 – feedback  2. Faculty travel for 2015-16 – report back on  cttee recommendations  3. MC Making Decisions doc. on PD Committee –  report back on recommendations  (attachment) | 1. Feedback for the 4/1 Mindfulness and Difficult student training was excellent from both faculty and staff. Overall, the feedback from the 3/20 event with Darla Cooper and Jaiya John\   was very positive.  A discussion was held regarding potential PD overload after our exceptionally busy year. One suggestion was to earmark one Friday a month for PD, with planned events perhaps revolving around a theme.   1. Academic Senate agreed that the increase in travel funds to $600 was a good recommendation. 2. All documents are complete and have been submitted. No further changes can be made. |
| **NEW BUSINESS** |  |
| 1. PD Cttee progress and accomplishments for  2014-15 (attachment)  2. Fall PD Week – planning discussion | 1. Charge 1 Suggestions: Add list of keynote presentations and tech ed coffee breaks from the year to the progress report submitted to the AS President and the EVP; ; add video/reference materials to the PD website, perhaps through a link to the 3C repository.   Conni Bittinger asked about changing wording to “employees”, rather than “faculty/staff”; Mary Rees reported that this was discussed at the board meeting but the change was not adopted.  Charge 2 Suggestions: Goal on timing should be changed to setting framework of Fall PD program before end of Spring semester, rather than complete planning, to be more realistic; the term Flex week has been discontinued (changed to Professional Development week) as of last year, in an effort to be more inclusive.  Charge 3 Suggestions: No adjustments  Charge 4 Suggestions: Minor editing to add number and amount of travel funds distributed, as well as the addition of FT Faculty to the option for $100 requests.   1. A first discussion regarding the PD week framework occurred with Lori Bennett, Amanuel Gebru, Nenagh Brown, and Kim Hoffmans in attendance. The theme is going to be My Moorpark MaP-p to success (Major and Pathway).   M/T - DE Committee would like to hold a two day training.  T – My MaP: Best Practices day, would include conference attendees sharing information on their experiences, as well as PT faculty orientation.  W – My MaP-p to Success – ILOs, GELOs, SLOs, etc; Raiders’ welcome for new students  R – AM-, My MaP to Success – Equity; also New FT faculty orientation. President’s Luncheon/Address; Focus will be on equity, as it relates specifically to MC. One suggestion was to give awards during the luncheon, which was met with mixed opinions;  PM: Memoirs of Mental Illness with Diane Scrofano  F – Mandatory Flex day-April Hunt asked about student services being closed on that day (answer still forthcoming from VP council), possible lunch at 11 am to allow for awards to be given out.  Ashley Chelonis thought a possible Staff track throughout the week would be beneficial, as it would be an easy reference for staff to see which events might apply to them.  Suggestions for other presentations for PD Week:  Vince Crisostomo suggested a session on getting grants/funding/resources (Where’s the $), possibly given by Lindy Chau or Pamela Yeagley.  Patty Colman suggested a session for faculty and staff on first response/handling daily student emergencies, possibly given by Sharon Manakas.  Amanuel Gebru suggested a session for faculty on specific active shooter situations, perhaps arranged by the Criminal Justice faculty, Leeann Mullville, or Chad Basile.  Another suggestion was to hold a session on SLOs using D2L, perhaps given by Norm Marten. |
| **ANNOUNCEMENTS** |  |
| 1. April 16-17: PD Conference (Ontario) |  |
| **NEXT MEETINGS** |  |
| Cancelled: exam week | ~~04/15/15~~  05/20/15: No Meeting (exam week) |
| **Adjournment** | Meeting adjourned at 4:00 pm. |