

**AGENDA**

**Professional Development Committee**

**Wednesday**, **August 19, 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 and Spring faculty Professional Development (FLEX) Program activities
* Plan, implement, and assess classified staff professional development opportunities
* Coordinate, promote, and assess college-wide professional development activities
* Evaluate applications and award professional development funds to full-time faculty; funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement
* Evaluate applications and award other funds provided to the professional development committee

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Amanuel Gebru | X | **Co-Chair Faculty** | Nenagh Brown | X |
| **Co-Chair Classified** | April Doud | X | **Dean** | Jennifer Kalfsbeek |  |
| **Languages and Learning Resources** | Judith Ramos  Beth Gillis-Smith |  | **Performing Arts and Student Life** | Giselle Ramirez  Steve Doyle | X  X |
| **Mathematics**  **and Physical Sciences** | Brendan Purdy |  | **Athletics, Arts, and Institutional Effectiveness** | Mary Mills  Tracie Kephart | X |
| **Behavioral and Social Sciences** | Patty Colman  Ray Zhang | X | **Business, Science, and Child Development** | Vince Crisostomo  Mary Mills | X  X |
| **Enrollment Services, Health and Life Sciences** | Argie Clifford  Rachel Messinger |  | **Classified** | Gilbert Downs  Vacant | X |
| **Instructional Technology** | Tracie Bosket | X | **AFT Rep** | To be announced |  |
| **Student Rep** | Julie Gonzalez | X | **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  04/15/15 (attachment) | 1. Meeting was called to order by April called at 2:34pm  2. Mary Rees thanked the committee for Flex Week and for all the work PD will be doing to support programs on campus  3. Nenagh motioned to approve minutes of 4/15/15, seconded by Steve Doyle (Passed unanimously with abstention from Gilbert Downs, Julie Gonzalez, Giselle Ramirez, Tracie Bosket) |
| **INTRODUCTIONS** |  |
| 1. Welcome from EVP  2. Introduction of Committee members | 1. Lori Bennett welcomed the committee. She gave an overview of the commitment of the college for professional development. A general goal across campus- where do we want to go or focus on? Government is giving PD funds again, and District is giving funds as well. Variety of ideas are coming through across campus- Classified, FIG, CTEA, Student Success (SS), Equity. Suggestion- this group needs to redefine the PD Committee- communicate, can be seen as an umbrella- does not need to plan or organize everything, but if there is a way to create an umbrella to keep a watchful eye, assess our institutional effectiveness, may want to look at the evaluation and assessment of PD across campus, make sure there is a plan, that there is consistency and comparable data or look at data as a whole. Goal to elevate our PD to include everyone classroom faculty, student services, FT/PT, student employees, classified staff. PD committee being able to get the message of the main goal(s)- Year of Data Analysis. How do we help people on campus with assessment and focus on SS? How can we help people grow in their jobs in supporting the concept of SS and Equity? PD is central to almost everything we are doing this year  2. Nenagh proposed exercise of introduction activity- idea is to introduce each other instead of the self  Each committee member needed to find someone that they didn’t know or know less well, pair up to introduce each other, and then introduce your partner to the group. Each member will introduce the partner’s name, position on committee, what is their goal or idea that the PD should do this year. (4 minute activity)  Vince Crisostomo introduced Mary Rees- Academic Senate Pres- support and facilitate everything that we do and aligning with what our students need, and how can we effectively advertise all the PD that goes on  Mary Rees introduced Vince Crisostomo- Earth Science/Chemistry Department- offer science PD and science teaching PD, and provide opportunities for faculty and others to learn about grant development  Julie Gonzalez introduced Patty Colman- Social Science Department- bringing custodians and landscapers to participate in PD if they choose to  Patty Colman introduced Julie Gonzalez- Associated Student VP and Computer Science major- faculty learn more about technology in the classroom, and allowing student to use the e-books  Giselle Ramirez introduced Tracie Bosket- Instructional Technologist- have more communication and interaction on campus to see what they are using, such as social media  Tracie Bosket introduced Giselle Ramirez- Counseling for Veterans- PD focused on how to serve veterans  Gilbert Downs introduced Nenagh Brown- Co-Chair of PD Committee- have the meetings more creative, fun and productive  Nenagh Brown introduced Gilbert Downs- 1 of 2 classified representatives- achieve more inclusiveness between faculty and staff such as issues that affect all of us  April Doud introduced Amanuel Gebru- Co-Chair of PD- increase awareness of PD across all branches  Amanuel Gebru introduced April Doud- Co-Chair of PD- break down barriers in regards of PD among the campus  Mary Rees introduced Jennifer Lawler, who will be keeping notes for the PD Committee monthly meetings  Steve Doyle introduced Mary Mills- Computer Science Department- to support faculty through PD  Mary Mills introduced Steve Doyle- Performing Arts/Communication Studies Department- more faculty involved with PD  Suggestions and ideas are welcomed for other activities, like mindfulness training, or other committee members are welcomed to lead an activity as well. |
| **NEW BUSINESS** |  |
| 1. Committee goals, 2015-16  2. Report out on Fall PD Week | 1. Nenagh Brown would like the committee to brainstorm goals (passed out document)- strengthen best practices towards student success and equity across our campus; support the understanding of data and how to use it in all our work, to coordinate PD activities across campus, including promoting, recording, and assessment  Amanuel Gebru- any innovative ideas are welcomed, members should not feel limited to the goals provided  Patty Colman suggested on bringing the speakers (Dr. Harris and Dr. Wood back and increase participation, especially during the breakout sessions, would like more time to work with departments  April Doud suggested to have them come back and take a look with classified staff in the service roles and how much impact classified staff have on students success  Amanuel Gebru commented that there are talks about bringing them back early  Steve Doyle asked what the definition of SS is and what is the definition of Student Equity? Campus needs to agree on the definition- workable, elastic, but synced  Nenagh Brown- Pat Ewins did a presentation during Fall Flex on Wednesday about SS, which the Student Success Act (a state initiative) includes 4 different items- counseling, orientation, follow up, and assessment  Amanuel Gebru explained that Student Success is a mandate, which there has to be an orientation, follow up, assessment, and an educational plan. The SS Act is now called 3SP to address the components of what do we do to increase SS and to make sure that students have a plan and major and seeing a counselor.  Patty Colman commented on the manifestations are concrete like the New Student Welcome  Nenagh Brown will send the committee the Student Success Act Report and Pat Ewin’s presentations  Patty asked about data collection as faculty.  Amanuel Gebru commented that faculty would not have to collect data but faculty should know how to utilize data in their classroom. What does equity mean in terms of data? Using data to address retention gaps?  April suggested bringing speakers back to help look at the and interpret data; for example, why are veterans not succeeding in this type of course?  Steve Doyle commented and asked that not all go to these workshops so how do we pass on the information to those. Steve Doyle suggested a college hour where all staff can come together or a flex day to come in the middle of the week, not on Fridays.  April made a note that a strong recommendation of closing offices and services if we do a middle of the week  Nenagh commented that college hour is in the process and it might happen in fall 2016. We have flex days this spring, one in March 2nd and 2 in January, on the 7 & 8  Steve Doyle suggested a PD Booklet for March and January like during Fall for advance publicity. He appreciated the advance notice of the booklet.  Nenagh Brown raised the question of how to integrate PT faculty.  Steve Doyle made a comment of PT faculty being paid.  Nenagh Brown suggested a type of certificate or acknowledgement for PT faculty and Classified Staff.  April Doud & Nenagh Brown commented that a need for a tracking system for flex hours. Other colleges have flex time and evaluations online as well as paired with mentors that are tracked online and goals; software that was shown to conference was targeted to K-12.  Steve Doyle commented that this could be a point of interest for the new AFT contract is getting ready, once a year things can be re-opened. There is a need of flex times and evaluations to be tracked online  Amanuel Gebru suggested that as a committee, they look at other institutions that have best practices that are tailored towards faculty and staff; they can make recommendations for Moorpark College. Amanuel Gebru gave examples of . Pasadena College having the First Year Experience and Mt. Sac having Learning Communities. Amanuel Gebru suggested seeing how others are doing events, so that we can learn, share and infuse within the campus  Steve Doyle suggested an integration of ideas for students, such as listening to companies on what kind of students or orientation of students they would like to have. Steve Doyle gave an example of going to Raytheon and Amgen and asking them what they are looking for.  Patty Colman commented that the PD Committee can ask Wendy Berg from CTC in regards of connections.  Nenagh Brown commented that Donny Munshower’s workshops about transfer, another workshop about internships, and training faculty and staff about internships and community service.  Nenagh Brown suggested a shopping list of trainings that you can get on campus (ex. We would like Emergency preparedness for our Division meeting) (any time you’re interested in a presentation) (15-90 increments).  Amanuel Gebru commented on raising money for PD.  Julie Gonzalez commented that first generation students aren’t sure what they want and not all are eligible for EOPS. Julie Gonzales suggested training on working with first generation and how to reach and help them; (ex. Major awareness week)  Gilbert Downs suggested on focusing on other populations- re-entry students. There is a disconnection for re-entry students. Gilbert Downs suggested on educating campus about various student populations- ACCESS, veterans, re-entry.  Giselle Ramirez suggested educating the campus on how to help and support veterans.  Patty suggested the inclusion of maintenance and groundskeepers and M&O as part of the committee  Nenagh Brown commented on communication throughout campus including M&O.  Steve Doyle suggested on expanding and getting more money for FT and PT travel and if there is a way to expand to classified staff.  Nenagh commented that from the state, it is calculating the FTEE( full time equivalent employment), then if we are funded, we have to report back that we reached everyone.  Nenagh suggested to the committee in a summary to think of any other goals and practical activities that PD can include. At the start of next meeting, PD members can share one or two ideas, expanded ideas, or activities, and then vote on the goals.  2. Amanuel Gebru asked for any thoughts, comments, concerns on Fall Flex PD week  Patty Colman- It was great  Giselle Ramirez- She wasn’t able to go because of appointments  April Doud- M&O didn’t know about Friday breakfast until the day of; M&O do not receive the emails, and can rarely check because of their duties  Mary Mills- suggested to be aware of time to get between meetings during scheduling |
| **PREVIOUS BUSINESS** |  |
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| **REPORTS** |  |
| Professional Development Assessments  1. January PD program  2. Emergency Preparedness presentation | April Doud will speak to Lisa about where to place reports for access to all  Report pending. |
| Faculty Travel Funding Workgroup  1. FT funds expended and remaining  2. PT funds expended and remaining | Report:  FT: $1800 expended; remaining amount to be confirmed  PT: $1500 expended; $1500 remaining  Amanuel Gebru- $16,000 total for FT for the year (each faculty member can receive a maximum of $600 for FT; and $500 for PT)  Steve Doyle- would like to be a part of the faculty travel  Nenagh Brown- lists the faculty travel workgroup members: Mary Mills, Nenagh Brown, Vince Crisostomo, Amanuel Gebru, and Steve Doyle  Mary Mills- understood that PT funds was for the year and it should be divided for Fall and for Spring, $1500 for each semester; however, it is not written anywhere  Nenagh will consult with Kim Hoffmans  Amanuel Gebru- Allam said Kim used PT faculty funds as a first come first served basis  Mary Mills- although it was first come first served basis, the PT faculty funds were split up to that half, as it was never an issue, because it was not used |
| Classified Workgroup | Report:  Group has started working sessions to share knowledge and skills. They will continue this and meet at least once hopefully twice per semester.  On Course for front line staff is scheduled; they will have 2 dates to choose from so we can rotate through everyone without closing offices.  April Doud- Admins will have knowledge sharing group at least once a semester. On Course RSVPs are being taken for faculty and front line student services staff  t |
| Technology Workgroup | April Doud- welcomed new technologist- Tracie Bosket  Tracie Bosket- would like training on D2L  Amanuel Gebru- will talk to Jennifer Kalfsbeek-Goetz to see how we can support Tracie Bosket  No report. |
| Kudos | No report. |
| **ANNOUNCEMENTS** |  |
| 1. September 1 & 2: On Course training (frontline  staff)  2. September 3 – 4: On Course training (faculty)  3. September 18: College of the Canyons visit | Nenagh Brown- COC is one of the top 3 community colleges with PD  April Doud- Leslie has invited us on Sept 18th at 9am to visit COC, so if anyone is interested we can meet there or carpool. Please email April to coordinate for travel. Anyone is welcomed; they don’t have to be on the committee.  Mary Mills- Fall Fling is approaching; will PD be doing a survey? During Fall Fling, survey on what kind of training they would like to have, what kind of training they are doing on their own, what are others are saying they need  Patty Colman- Confirming we surveyed last year at Fall Fling |
| **NEXT MEETINGS** |  |
| ~~08/19/15~~  09/16/15  10/21/15  11/18/15 | 01/20/16  02/17/16  03/16/16  04/20/16 |
| **Adjournment** | Meeting adjourned at 3:59pm |