

**MINUTES**

**Professional Development Committee**

**Wednesday, November 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 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 |  | **Dean** | Jennifer Kalfsbeek | **X** |
| **Languages and Learning Resources** | Judith Ramos  Tracy Tennenhouse | **X** | **Performing Arts and Student Life** | Giselle Ramirez  Steve Doyle  Alt: Beth Megill | **X**  **X** |
| **Mathematics**  **and Physical Sciences** | Brendan Purdy |  | **Athletics, Arts, and Institutional Effectiveness** | Tracie Kephart  Svetlana Kasalovic  Alt: Joanna Miller | **X** |
| **Behavioral and Social Sciences** | Patty Colman  Ray Zhang  Alt: Nadia Monosov | **X** | **Business, Science, and Child Development** | Mary Mills  Vince Crisostomo | **X** |
| **Enrollment Services, Health and Life Sciences** | Argie Clifford  Rachel Messinger | **X** | **Classified** | Gilbert Downs  Elizabeth Salas  Alt: Yolanda Navarro | **X** |
| **Instructional Technology** | Tracie Bosket | **X** | **AFT Rep** | To be announced |  |
| **Student Rep** | Julie Gonzalez | **X** | **GUESTS** |  |  |

*In accordance with the Ralph M. Brown Act and SB 75, minutes of the Moorpark College Professional Development Committee will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*

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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  10/21/15 (attachment) | 1. Meeting called to order at 2:35  2. No public comments  3. Under New Business 1. i) add “the” in front of “recommendation” for clarity.  Minutes approved unanimously with abstentions by Ray, Argie, Jennifer, and Joanna. |
| **PROFESSIONAL DEVELOPMENT EXERCISE** |  |
| 1. Led by Amanuel Gebru | Follow up on presentation by Drs. Harris and Wood introducing their online course ‘Teaching Community College Men of Color’. This is open to any who would like to enroll, paid through Equity. |
| **PREVIOUS BUSINESS** |  |
| 1. Planning for Spring PD Days  2. PD survey, Spring 2016  3. Report from PD visit to C of Canyons/cont.   * PD Coordinator? (release time/PT position)   (attachment) | 1. Planning for Spring PD days:  Focus on diversity in hiring – and on campus in general?  Title for March linked with Year of Wellness? Or  “Mindfulness” in title?  Include students as invitees for March FLEX day?  CORA excellent for minority students  Best practices training for faculty (different types of  learners)  How to advertise Equity/SSSP conferences across campus  and where to apply for funds? On a PD website but not  set up to do this as yet.  2. PD Survey, Spring 2016  Workgroup for PD survey meeting the following week with goal of having survey out first weeks of new semester.  3. Report from PD visit to CoC:  Cttee must prioritize requests clearly.  For this year, agreed most important item was funds to update PD website so fully operational as resource.  For next year most important item is to have a PD PT position/release time. Prioritize what would do: first set up mentor program, as this would include all groups on campus; then work on a skilled teacher certificate program. A LEAP program would be the last priority.  Flesh out the request for presentation to the administration’ include job descriptions of other PD coordinators.  Include questions on possible mentor program and skilled teacher certificate program on PD survey to gage appeal. |
| **NEW BUSINESS** |  |
| 1. Classified PD funding  2. Survey from Equity Workshops with Drs Harris  and Wood | 1. Classified PD funding:  Tabled to next mtg; April sick.  2. Survey from Equity Workshops with Drs. Harris and Wood:  Just under 100 faculty and staff attended workshops. Summary of completed surveys presented to cttee; 4.23 satisfaction rate with workshops; lowest score for “sufficient time to cover topic”; excellent comments under all sections. One issue to bear in mind – instructional faculty need more time for students, ie reduce numbers in classroom and then success and retention numbers would rise. Suggestions made: get data to attendees before the workshops; allow more time; provide more follow up conversations and trainings. A highly successful PD event. |
| **REPORTS** |  |
| Professional Development Assessments  1. January PD program  2. Emergency Preparedness presentation  3. Fall PD Week | Reports pending. |
| Faculty Travel Funding Workgroup  1. FT funds expended and remaining  2. PT funds expended and remaining | Report:  1. FT: $1,800 expended in October; $5,415 remaining  2. PT: $0 remaining |
| Classified Workgroup | Report:  Given by Elizabeth in April’s absence.  In January there would be the first of a new practice of holding New Classified Orientations. To complement this they were working on a classified handbook.  PD times were now available for all classified professionals. |
| Steal an Idea Workgroup | Report:  Nov. 12: Texting Your Students, Rachel Messinger  Seventeen faculty members turned out (15 in person, 2 online) to see a talk on private, anonymous bulk text messaging using Remind.com.  Attendees learned how to use the application and incorporate the technology into their own classes as a new way to stay in contact with students. |
| Kudos | Report:  No kudos recommendations received. |
| **ANNOUNCEMENTS** |  |
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| **NEXT MEETINGS** |  |
| 11/18/15 | 01/20/16  02/17/16  03/16/16  04/20/16 |
| **Adjournment** |  |