



DRAFT MINUTES
Professional Development Committee
Wednesday, February 17, 2016, 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

	MEMBER	Attendance		MEMBER	Attendance
Co-Chair Dean	Amanuel Gebru		Co-Chair Faculty	Nenagh Brown	X
Co-Chair Classified	Elizabeth Salas	X	Dean	Jennifer Kalfsbeek	X
Languages and Learning Resources	Judith Ramos Tracy Tennenhouse	X	Sciences and Student Engagement	Giselle Ramirez Vince Crisostomo	X
Mathematics and Physical Sciences	Thanh Trinh	X	Athletics and Institutional Effectiveness	Tracie Kephart	
Behavioral and Social Sciences	Ray Zhang Nadia Monosov		Arts, Business, and Child Development	Mary Mills Svetlana Kasalovic Alt: Joanna Miller	X X
EATM, Health and and Life Sciences	Argie Clifford Rachel Messinger		Classified	Leanne Colvin Maria Urenda	X
Instructional Technology	Tracie Bosket	X	Performing Arts	Steve Doyle Beth Megill	
Student Rep	Chelsea Vanicek	X	AFT Rep	Renee Fraser	X
GUESTS	Cynthia Osuna				

In accordance with the Ralph M. Brown Act and SB 751, 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.

AGENDA ITEM	ACTION
CALL TO ORDER AND READING OF MINUTES	
1. Call to order 2. Public comments 3. Approval of minutes 01/20/16 (attachment)	1. <u>Call to order</u> New members – and chair – welcomed. Apologies for non-attendance from dean co-chair. Committee acknowledged the exceptional work of Jennifer Lawler on behalf of professional development and wished her well in her new position. 2. <u>Public comments</u>

	<p>One faculty member wanted it to be recorded that they had a concern with having to rank the order of various groups of our student population in the PD survey. To be discussed under agenda item.</p> <p>DE Summit this Friday at VC – free.</p> <p>At Board of Trustees meeting previous night the MC PD Committee was lauded as an example of 3 chairs working together.</p> <p>3. <u>Approval of minutes</u></p> <p>January minutes were approved with one abstention: Joanna.</p>
PROFESSIONAL DEVELOPMENT EXERCISE	
1. An introduction to Safe Zone training (Sharon Manakas)	<p>1. <u>Safe Zone training</u></p> <p>Sharon presented outline of training and its goals.</p> <p>15 of the 24 slots are filled for the training on March 1st; another one planned for March 31st.</p>
PREVIOUS BUSINESS	
<p>1. PD survey, Spring 2016</p> <p>2. Planning for March 1st PD day</p> <p>3. Committee ground rules (attachment)</p>	<p>1. <u>PD Survey, Spring 2016</u></p> <p>Written summary provided by Jennifer; would be put on PD website.</p> <p>Public comment; yes, wording would be re-looked at to be clear not ranking different populations but need for information on different populations.</p> <p>In the past the survey had gone to faculty only with about 60-70 responses; this time it went out to classified too with 111 responses. Also fully online for first time.</p> <p>Discussion of the usefulness of the results, many of which confirmed what we expected but can now help us advocate more effectively for our ideas (eg email most popular method for PD promotion; more workshops on what faculty and staff can DO in practice around an issue; low popularity of online trainings; etc.). Some results were not what we expected (eg fully 1/3rd of respondents would like a mentor program and the same amount a skilled teacher program – considerably more than expected; also PT faculty desire for more accessibility to PD.)</p> <p>Jennifer will disaggregate the data for classified vs. faculty to see how the results differ.</p> <p>Reminders for next survey:</p> <p>Reword to be more open to PT faculty and to Classified (but keep joint survey).</p> <p>Reword question re special populations.</p> <p>Explain some of the programs offered (eg Vodi, Argos).</p> <p>Do survey in September, at start of year.</p> <p>Overall the survey showed MC is doing excellently in PD – congratulations to all!</p> <p>Thanks given to Jennifer for putting the survey together, with considerable input from Joanna and Tracie. A really worthwhile exercise!</p> <p>2. <u>Planning for March 1st PD Day</u></p> <p>All completed; flyer distributed. Please spread the word within divisions and the need for RSVPs.</p> <p>Elizabeth informed all of district training for Classified, to be hosted at MC. Teaser video shown introducing the Veterans workshop; and Joanna introduced the</p>

	<p>Accessibility training.</p> <p>3. <u>Committee ground rules</u> Approved by committee as drafted from last meeting; will be placed on bottom of future agendas.</p>
NEW BUSINESS	
<p>1. Midyear revisit of Committee goals (attachment)</p> <p>2. Faculty Travel Fund: recommendations for 2016-17</p> <p>3. Discussion of kudos</p> <p>4. Creative PD ideas</p> <p>5. Suggested agenda items for next meeting</p>	<p>1. <u>Midyear revisit of Committee goals</u> Initial discussion of progress of Committee (and gaps). Although there is progress towards most of the charges and goals listed (and initial specifics were drafted in) there are some areas where less progress has been made. These include the second charge, where it was believed Classified had been included in all PD events but there had been poor attendance. To try and find out why this might be Jennifer and Elizabeth agreed to put together a survey for Classified to complete; this could help us in our work next year. Another potential gap was the much-needed update of the PD website, under the 3rd charge. Jennifer and Nenagh to meet to see if there was any way the needed resources could be found to do this work before the end of the year. Question raised over inclusion of PT faculty funds under FT fund charge on this document; not part of AFT agreement. It should be under "other funds" of next charge; correction will be made for next meeting – our charge on top of the agenda is correct. Discussion will continue next meeting; all members asked to prepare specific examples of what accomplished over year to complete the document.</p> <p>2. <u>Faculty Travel Fund: Recommendations for 2016-17</u> The Workgroup was recommending no changes to the process used this year. Discussion tabled for next meeting.</p> <p>3. <u>Discussion of kudos</u> Tabled.</p> <p>4. <u>Creative PD ideas</u> We should emphasize our large number of Hispanic students more in our presentation topics and our speakers.</p> <p>5. <u>Suggested agenda items for next meeting</u> Discussion of August FLEX week.</p>
REPORTS	
<p><u>Professional Development Assessments</u></p> <p>1. January FLEX days (posted on PD webpage)</p>	
<p><u>Faculty Travel Funding Workgroup</u></p> <p>1. FT funds allocated and remaining Allocated in Feb: \$4,800 Remaining: approx \$1200</p> <p>2. PT funds allocated and remaining: \$0</p>	
<p><u>Classified Workgroup</u></p> <p>Two events forthcoming:</p> <p>1. VCCCD Classified Employees March 1st event (attachment)</p> <p>2. Classified New Hire Orientation: 2nd session on</p>	

February 25, CCCR, 4-5pm.	
<u>'Steal an Idea' Workgroup</u> Feb 10: Nick Zingo 'Quizzes, Polls, Exit Tickets and Competitions in Real Time' There were 7 attendees and it was well received. We brainstormed how to use Socrative to serve our students with disabilities. Since Socrative is highly receptive the group came up with a list of what features we would like to see. Nick is reaching out to the company and will submit the group's requests. Next presentation: March 10, 1-2pm: Vanessa Crispin-Peralta 'Twitter in the Classroom'	
<u>Kudos</u>	Report: No kudos recommendations received.
ANNOUNCEMENTS	
March 1: VCCCD Training & Tours Event District Classified PD Committee on MC campus March 1: FLEX day for faculty	
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	