



**AGENDA**  
**Professional Development Committee**  
**Wednesday, November 16, 2016**

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

**Moorpark College Mission Statement:** *With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

**MEMBERSHIP/ATTENDANCE**

| POSITION   | MEMBER  | ATTEND | POSITION                              | MEMBER  | ATTEND |
|--|---|--------|---------------------------------------|---|--------|
| <b>Co-Chair Dean</b>                             | Amanuel Gebru   |        | <b>Dean</b>                           | Jennifer Kalfsbeek  |        |
| <b>Co-Chair Classified</b>                       | Elizabeth Salas   |        | <b>AFT Rep</b>                        | VACANT  |        |
| <b>Co-Chair Faculty</b>                          | Nenagh Brown  |        | <b>Performing Arts</b>                | Steve Doyle   |        |
| <b>Instructional Technology</b>                  | Tracie Bosket   |        | <b>Student Rep</b>                    | Chelsea Salac   |        |
| <b>Languages and Learning Resources</b>          | Tracy Tennenhouse<br>Perry Bennett<br>Beth Gillis-Smith (Alt) |        | <b>EATM, Health and Life Sciences</b> | Argie Clifford<br>Rachel Messinger<br>Yana Bernatavichute (Alt) |        |
| <b>Mathematics and Physical Sciences</b>         | Vahe Khachadorian<br>Katrina Topolinski                       |        | <b>GUESTS</b>                         |   |        |
| <b>Behavioral and Social Sciences</b>            | Elisa Setmire<br>Rex Edwards                                  |        |                                       |   |        |
| <b>Sciences and Student Engagement</b>           | Giselle Ramirez<br>Vince Crisostomo                           |        |                                       |   |        |
| <b>Arts, Business, and Child Development</b>     | Mary Mills<br>Joanna Miller                                   |        |                                       |   |        |
| <b>Athletics and Institutional Effectiveness</b> | VACANT  |        |                                       |   |        |
| <b>Classified</b>                                | Maria Urenda<br>Leanne Colvin                                 |        |                                       |   |        |

| AGENDA ITEM   | ACTION |
|---|--------|
| <b>CALL TO ORDER AND READING OF MINUTES</b>   |        |
| 1. Call to order<br>2. Public comments<br>3. Approval of minutes: 10/19/2016 (attachment)   |        |
| <b>PREVIOUS BUSINESS</b>  |        |
| 1. FLEX Week assessments, 08/2016   |        |
| <b>NEW BUSINESS</b>   |        |
| 1. CORA Training<br>2. Spring '17 (Jan. 6 <sup>th</sup> and April 20 <sup>th</sup> – 21 <sup>st</sup> )<br>3. Making Decision Document (MDD) for PD Committee<br>4. Creative PD ideas<br>5. Suggested agenda items for next meeting |        |

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| <b>REPORTS</b>   |          |
| <u>Faculty Travel Funding Workgroup</u>  |          |
| 1. FT funds:   |          |
| Allocated for FY17:  | \$16,000 |
| 20 x opt-out faculty:  | 2,000    |
| Awarded To Date  | 8,800    |
| Remaining:   | \$ 5,200 |
| 2. PT funds:   |          |
| Allocated for FY 17:   | \$3,000  |
| Awarded To Date:   | 1,000    |
| Remaining:   | \$ 340   |
| <u>Classified:</u><br>No Report  |          |
| <u>Steal an Idea:</u><br>iPad in the Classroom – 11/9 at 2:30-3:30<br>Vahe Khachadorian & Katrina Topolinski – Math Faculty<br>Doceri, The Interactive Whiteboard for iPad, for the classroom!<br>Learn how to use 'Doceri' and how it can be used to create note templates to maximize your lectures and learning experience for the student. We will also learn how to save files as pdfs and share files with colleagues. Please bring your mobile devices and download the free 30-day trial of Doceri before the workshop!<br><a href="https://doceri.com">https://doceri.com</a> |          |
| <u>Kudos Report:</u>   |          |
| <b>ANNOUNCEMENTS</b>   |          |
| <b>MEETINGS</b>  |          |
| 2016: <del>09/21/2016</del> ; 10/19/2016 ; 11/16/2016<br>2017: 01/18/2017 ; 02/15/2017 ; 03/15/2017 ; 04/19/2017   |          |
| <b>Adjournment</b>   |          |

**Professional Development Committee ground rules for meetings:**

|   |  |
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| <p><u>Before the meeting</u><br/>Co-chairs:</p> <ul style="list-style-type: none"> <li>Organize agenda so important and action items come first</li> <li>Include written reports on agenda<br/>(if no questions/comments at meeting no discussion)</li> <li>Add "Suggested agenda items for next meeting" to each agenda</li> <li>Add "Creative PD ideas" to each agenda</li> </ul> <p>All members:</p> <ul style="list-style-type: none"> <li>Be prepared for meeting</li> </ul> | <p><u>At meeting</u><br/>Organization:</p> <ul style="list-style-type: none"> <li>Use Robert's Rules of Order</li> <li>Follow agenda</li> <li>Stay on topic; don't waste committee's time</li> </ul> <p>Participation:</p> <ul style="list-style-type: none"> <li>Listen to each other and hear what each person says; don't interrupt</li> <li>Participate personally and encourage others to participate</li> <li>Respect each other's voices; all members are equal</li> <li>Encourage honesty and authenticity</li> <li>Focus on the issue not the person</li> <li>Be cognizant that students at committee meetings are looking to us as examples</li> </ul> |
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