



MEETING MINUTES
Professional Development Committee
Wednesday, March 16, 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 |
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| Co-Chair Dean | Amanuel Gebru | X | Co-Chair Faculty | Nenagh Brown | X |
| Co-Chair Classified | Elizabeth Salas | X | Dean | Jennifer Kalfsbeek | |
| 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 | | Arts, Business, and Child Development | Mary Mills Svetlana Kasalovic Alt: Joanna Miller | X X |
| EATM, Health and Life Sciences | Argie Clifford Rachel Messinger | | Classified | Leanne Colvin Maria Urenda | X X |
| Instructional Technology | Tracie Bosket | | Performing Arts | Steve Doyle Beth Megill | X |
| Student Rep | Chelsea Vanicek | | AFT Rep | Renee Fraser | X |
| GUESTS | | | | | |

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 |
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| CALL TO ORDER AND READING OF MINUTES | |
| 1. Call to order 2. Public comments 3. Approval of minutes 02/17/16 (attachment) | 1. <u>Call to order:</u> Nenagh Brown called the meeting to order at 2:40pm. 2. <u>Public Comments:</u> None. 3. <u>Approval of 02/17/2016 Minutes:</u> Steve Doyle moved to accept the minutes. Tracie Tennenhouse seconds the motion. |

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| | Minutes are accepted as presented. No abstentions. |
| PROFESSIONAL DEVELOPMENT EXERCISE | |
| 1. Emergency preparedness (Elizabeth Salas) | 1. <u>Emergency preparedness (Elizabeth Salas):</u> Elizabeth Salas provided all committee members with a handout to provide numbers/extensions for people to contact in suspected emergency situations. |
| PREVIOUS BUSINESS | |
| 1. Midyear revisit of Committee goals (updated attachment) 2. Faculty Travel Fund: recommendations for 2016-17 3. Discussion of kudos | 1. <u>Midyear revisit of Committee goals:</u> Discussed attachment and evidence of achievement/progress. Nenagh to put into a document to send out with the next agenda. 2. <u>Faculty Travel Fund: recommendations for 2016-17:</u> Faculty Travel Work Group recommends keeping the funding and the process the same for 2016-17 as it was in 2015-16. 3. <u>Discussion of Kudos:</u> Will keep the Kudos program and think of ways to better implement the program. |
| NEW BUSINESS | |
| 1. Feedback from March 1 st PD Day 2. Forthcoming standing committee surveys 3. Creative PD ideas 4. Suggested agenda items for next meeting | 1. <u>Feedback from March 1st PD Day:</u> Discussed the posting of the full survey results on the website. Further discussion required to determine the appropriate course of action. 2. <u>Forthcoming standing committee surveys:</u> Nenagh Brown mentioned the Academic Senate's intention to send surveys out regarding all standing committees to evaluate the effectiveness of each committee. 3. <u>Creative PD ideas:</u> 4. <u>Suggested agenda items for next meeting:</u> |
| REPORTS | |
| <u>Professional Development Assessments</u> 1. March 1 st PD Day (forthcoming) | |
| <u>Faculty Travel Funding Workgroup</u> 1. FT funds allocated and remaining Allocated in Mar: approx. \$2,000 Remaining: \$0 2. PT funds allocated and remaining: \$0 | |
| <u>Classified Workgroup</u> No report | |
| <u>'Steal an Idea' Workgroup</u> March 10, 1-2pm: Vanessa Crispin-Peralta 'Twitter in the Classroom' Vanessa Crispin-Peralta, History Faculty, presented ideas for using Twitter for student engagement. There were eight participants with | |

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| <p>various levels of using Twitter. The workshop was hands on, and the group participated in a demo. They learned how to create different handles to target specific classes and how to track student participation. There was also a discussion about alternative assignments for students who can't, or don't want to use Twitter. Vanessa showcased some of the activities that have worked well with her students and some examples of their creative work via Twitter. The group enjoyed the ideas that were presented and had a discussion about other ways to use social media for sparking student interest and prompting students to volunteer adding to the class conversation.</p> <p>Next presentation: April 28, 1-2pm: Sabrina Jimenez 'Trailers'</p> | |
| <p><u>Kudos</u> Report: No kudos recommendations received.</p> | |
| ANNOUNCEMENTS | |
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| NEXT MEETINGS | |
| <p>08/19/2015 09/16/2015 10/21/2015 11/18/2015</p> | <p>01/20/2016 02/17/2016 03/16/2016 04/20/2016</p> |
| Adjournment | |

Professional Development Committee ground rules for meetings:

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