



MINUTES
Professional Development Committee
Wednesday, October 19, 2016, 2:30 – 4pm in A-138

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

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

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.

AGENDA ITEM	ACTION
CALL TO ORDER AND READING OF MINUTES	
1. Call to order 2. Public comments 3. Approval of minutes: 09/21/2016 (attachment)	1. Meeting called to order at 2:40pm 2. Co-chair Nenagh welcomed everyone in attendance. <ul style="list-style-type: none"> • Co-chair faculty Nenagh welcomed Tiffany Pawluk and gave a brief experience of Tiffany's PD experience. • Divisions, counselors, and departments have expressed that more advance notice should be given for professional development trainings. • Vince shared his experiences and ideas at the student success conference that he attended. • Traci provided the contact information for Canvas 24/7 support line (844) 602-6290

	3. NEED INFORMATION AS I DID NOT KNOW ALL IN ATTENDANCE
PREVIOUS BUSINESS	
1. 2016-17 PD APPROVED Goals (attachment)	PD goals were approved, and if you would like a copy please contact Elizabeth Salas.
NEW BUSINESS	
1. FLEX Week assessments, 08/2016 2. Professional Learning Network 3. CORA Training 4. Spring '17 (Jan. 6 th and April 20 th – 21 st) 5. Creative PD ideas 6. Suggested agenda items for next meeting	<p>1. Nenagh brought to discussion ideas to have the committee review the 14 assessments and summarize. The summaries will then be posted on the web site.</p> <p>Amanuel informed the committee that the person's name and comments are not allowed to be disclosed. The purpose to have the assessments reviewed is to get the PD committee more involved. As a committee, we can determine how to best review the assessments whether it be individually or in small groups. Majority agreed that in small groups of 2-3.</p> <p>Nenagh will send out e-mail to those that were interested and volunteered to review the assessments and summarize.</p> <p>2. Elizabeth gave an overview of the program such as the resource tabs; categories include workshops, approved speakers, and a lot more information. There is a tracking system of topics of interest and a PD calendar with statewide opportunities</p> <p>Nenagh stated it was funded by the state through student success, it was a year process, and focus group was created. The resolution this year is that it is a requirement of all approved PD for all student success related, and all recorded PD will be uploaded.</p> <p>Steve asked, "How does it differ" – Seems to be the same as the Merlo Program (sharing tool, teaching concepts, validity of what was going on).</p> <p>Traci stated that it differs because it is not well organized.</p> <p>3. Nenagh passed out CORA training handout. Stated that it is an online training for me of color. 15 hours need to be completed in a month. The cost is \$1,670.00 for a group of 10 (included is a book and a call in discussion session). If there is a lot of interest, we can look at a group of 25 for a cost of \$6,000.00. We will need faculty to sign up. We can see if Equity has some money for funding.</p> <p>Steve suggested a workshop for men of color who are athletes. Anything different is it worth it?</p> <p>Nenagh read from the handout what CORA training offers.</p> <p>Steve asked, "What are they going to do?" Not on content (goal oriented)</p> <p>Amanuel stated that it is in-depth training for faculty. More additional training – virtual.</p> <p>Nenagh asked Elizabeth to put a link to see if there is interest.</p> <p>Beth stated that groups are interested in getting together to be engage.</p> <p>Elisa suggested expand on men of color</p> <p>Mary needs to be more focus on the Hispanic community.</p> <p>Different issues that have arisen</p> <p>Amanuel asked for suggestions for other speakers or programs.</p> <p>Jennifer suggested students with disabilities. Understanding ACCESS, as there is a high enrollment of students.</p> <p>Vince use Professional Learning Network to access directory of speakers.</p> <p>4. Discussed PD ideas for Spring semester.</p> <p>Jan. 6th is a flex day</p> <p>Steal and Idea by Sabrina Jimenez</p> <p>Classroom trailers</p> <p>Amanuel asked, "What is the theme?" By Jan. 1st will be</p>

	<p>launching canvas. To date the focus has been on retention.</p> <p>Beth we need to create modules to help students avoid failing their classes. Threshold concepts – student struggles, re-create their class, stipends or motivation for Faculty through grants.</p> <p>Nenagh – Is this an additional unit for the student?</p> <p>Beth – Unit is still being discussed on how it will be given.</p> <p>Nenagh – FTS goal 5211 – Retention. In spring we drop in enrollment. We need to keep students from dropping.</p> <p>Giselle – Welcome home veterans.</p> <p>Amanuel – Have a psychologist that works with veterans. CLU had this done. Open to all campuses. There is a stigma, resources for veterans, connect with faculty and staff.</p> <p>Giselle - Veterans week will honor veterans, will have a flag ceremony, and in front of VRC will have 22 pairs of boots that represent the number of veterans who commit suicide per day and have flags available for anyone who would like to honor a veteran by writing the vets name on the flag. Peace cadets loaned the boots.</p> <p>Nenagh - April 20 -21 are too close to the end of the semester to have professional development. Maybe focus on strategic planning.</p> <p>Amanuel – Suggested professional development with presentations on integrating student services.</p> <p>5. Nenagh – It was brought to her “Why students find math cognitive difficult?”</p>														
REPORTS															
<p><u>Faculty Travel Funding Workgroup</u></p> <p>1. FT funds:</p> <table> <tr> <td>Allocated for FY17:</td><td>\$16,000</td></tr> <tr> <td>20 x opt-out faculty:</td><td>\$2,000</td></tr> <tr> <td>Awarded to Date:</td><td>\$5,800</td></tr> <tr> <td>Remaining:</td><td>\$8,200</td></tr> </table> <p>2. PT funds:</p> <table> <tr> <td>Allocated for FY 17:</td><td>\$3,000</td></tr> <tr> <td>Awarded to Date:</td><td>\$1,000</td></tr> <tr> <td>Remaining:</td><td>\$1,340</td></tr> </table>	Allocated for FY17:	\$16,000	20 x opt-out faculty:	\$2,000	Awarded to Date:	\$5,800	Remaining:	\$8,200	Allocated for FY 17:	\$3,000	Awarded to Date:	\$1,000	Remaining:	\$1,340	Nenagh – Provide overview of PD funds balance.
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<p><u>Classified:</u></p> <p>10/20/2016: Canva training for all interested from 10:30am-12pm in LLR-126</p> <p>10/28/2016: New Hire Orientation Session 3: Essential Functions and Processes, will take place from 9a-1030a.</p> <p>11/2016: Safe Zone training was scheduled but will be changing dates. Once confirmed an email will go out.</p>	Elizabeth – Gave overview of report.														
<p><u>'Steal an Idea' Workgroup</u></p> <p>Google Docs – 10/18 at 4:15pm-5:30pm</p> <p>John Dobbins and Gilbert – Learning Library Resource:</p> <p>“Google’s great suite of applications facilitate collaboration of all kinds, including inside and outside of the classroom. John Dobbins and Gilbert Downs will demonstrate some ways to use Google Docs, Google Forms, and other apps for in-class group exercises, for group projects with student employees, for gathering feedback, and more. If you’ve never used Google apps for instruction, group collaboration, or other work, come to check it out. If you have used them in some way for academic work, bring your ideas to</p>	Tracie - Interactive workshops. Recorded but due to technical difficulties. “Breaking of tools” had nobody to do this. iPad in the Classroom has been recorded.														

<p>share with others who are interested in these powerful tools.”</p> <p>iPad in the Classroom – 11/9 at 2:30-3:30 Vahe Khachadoorian & Katrina Topolinski – Math Faculty</p> <p>Doceri, The Interactive Whiteboard for iPad, for the classroom!</p> <p>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! https://doceri.com</p> <p>Create Classroom “Trailers” with iPhones and iPads– FLEX January 6th – 1 hour Sabrina Jimenez – History Faculty</p> <p>“The film industry uses movie trailers as advertisements for feature films. Why don't we use them to advertise our classes and get students excited about learning? Send it with a welcome letter, post it on a companion site, or simply show it on the first day of class. Ignite an excitement for college with iMovies!”</p> <p>This is the trailer for the workshop last time... https://www.youtube.com/watch?v=ihobpF4II-Q</p>	
<p><u>Kudos Report:</u></p>	<p>Vince – Link on VCCCD and on portal and will go to Tracie and/or Vince. Victory created a form. Kudos chocolate bars are still needed.</p>
<p>ANNOUNCEMENTS</p>	
<p>MEETINGS</p>	
<p>2016: 09/21/2016 ; 10/19/2016 ; 11/16/2016 2017: 01/18/2017 ; 02/15/2017 ; 03/15/2017 ; 04/19/2017</p>	
<p>Adjournment</p>	

Professional Development Committee ground rules for meetings:

<p><u>Before the meeting</u></p> <p>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></p> <p>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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