



**Faculty Development
Standing College Committee
Wednesday, SEPT. 15, 2010 2:30PM-4:00PM
A138**

Makes recommendations on the direction and evaluation of professional development activities for full-time and part-time faculty:

- Define an annual theme for campus Professional Development tied to one or more of the college's institutional effectiveness goals, set annual goals for professional development activities, and evaluate effectiveness of each year's program;
- Evaluate new faculty orientation
- Plan and implement Fall Flex Week activities;
- Plan and implement year-round Flex opportunities, including Teaching/Learning Lunches; and
- If funds are available, administer, allocate funding, and evaluate the results of an annual professional development mini-grant program.

MEMBERSHIP/ATTENDANCE

	MEMBER	Initials		MEMBER	Initials
Co-Chair Dean	Lori Bennett	X	Co-Chair Faculty	Leeann Mulville	X
Language/Learning Res. Computer Studies	Kathryn Adams Faten Habib Mary Mills	X X X	Dean	Julius Sokenu	
Mathematics and Physical Sciences	Brendan Purdy	X	NFO Facilitators	Helga Winkler Tim Stewart	X X
Applied and Social Sciences	Julie Campbell	X	Arts/Media/Education/Enrollment Services	Stephanie Bluestein	
			Performing Arts/Student Life	Judi Gould	X
Instructional Technology	Ashley Chelonis	X	Life and Health Sciences	Argie Clifford	
ASC	Mary Mills Riley Dwyer	X X	GUESTS	Bryon Palmero – Assoc. Students	X

MINUTES

CALL TO ORDER	
2:30 Members Introductions	Completed
2:35 Guest Comments	None
COMMITTEE BUSINESS	DISCUSSION/ACTION
2:45 Dean's Report/Welcome	<p>Dean Bennett briefly outlined the committee charge of planning, monitoring and evaluating faculty development within a two year time frame.</p> <p>Welcomed NFO coordinators, Helga Winkler and Tim Stewart, as an essential part of the faculty development committee.</p> <p>Emphasized the need for faculty input via "Y'all Come" and Division reporting and feedback.</p>
3:00 Co-Chair Confirmation/Welcome	Committee will meet time certain. Leeann Mulville will continue recording minutes of the meeting.

Review and comments relative to new
Purpose and Tasks Report DRAFT

Defining a Theme 2010-2012: To be decided and voted on after the Fall Flings campus wide discussion on institutional goals.

Flex Activities based on three Career Levels

New 1-5 years: Helga and Tim have NFO Goals, Outcomes and Curriculum which they will compile and present to the committee via e-mail. Spring 2011 the Goals, Outcomes and Curriculum will be made available to New Faculty via Faculty Development and New Faculty Orientation links on the web.

Faten Habib and Brendan Purdy are in the process of finalizing the part-time and new faculty on-line handbook that archives Best Practices, Service Learning and Learning Community models. Judy Gould has the Service Learning proposals and best practices are linked to the Career Transfer Center and they should also be in McShare and included in the New and Part-time Faculty Handbook.

Ashley Chelonis will research the progress of the Faculty Survival Guide and on-line training modules that may have been started by prior Instructional Technologist.

Mid 6-10 years: Suggested training needs pending feedback from Fall Fling survey.

Kathryn Adams suggested Training on Pedagogy and Basic Skills Across the Curriculum that we might advertise as a “DE Coffee Break” in an afternoon presentation to faculty.

Legacy 11-retirement: Suggested training needs pending feedback from Fall Fling survey.

Plan year-round Flex Opportunities:

Discussion by committee addressed faculty comments that Flex week did not offer enough presentations and the reasoning for “cutback” of offerings had not been relayed to faculty relative to funding, past low turnout and participation and the attempt to have year round presentations.

Faculty related to Ashley Chelonis that there was a need for more and longer sessions relative to technology and DE training.

	<p>Faculty Development should have feedback from the Divisions relative to training presented by divisions that Faculty Development could assist in and advertise to all faculty members via the Faculty Development Calendar. Each member should report division training that may benefit other faculty on campus.</p> <p><u>Administer Funding:</u> No comments</p> <p><u>Survey faculty on NFO success:</u> Survey will be reviewed and administered to new faculty in May 2011</p> <p><u>Survey faculty on needs and effectiveness of faculty development:</u> Developed survey will be presented at Fall Fling – October of 2010. Julie Campbell, Ashley Chelonis, Leeann Mulville and Lori Bennett will meet Thurs. Sept. 23rd at 1430hrs. in HSS114 to develop survey</p>
<ul style="list-style-type: none"> Committee Members Division Feedback Requested for next meeting Faculty Development Link on MyVcccd with calendar – members name change required. How to market link? 	<p>In addition to each division representative forwarding information and requesting feedback from their division relative to faculty development needs there will be an open ended survey produced by Julie, Ashley, Leeann and Lori and presented to faculty at the Fall Fling.</p> <p>Has links to DE Training, Lynda.com and Skillport to meet possible NFD needs.</p> <p>The Faculty Development Calendar updates will continue through Leeann Mulville or Ashley Chelonis relative to any available training/development with DE, Division or Faculty Development presentations. Ashley will update the member's names on the link.</p> <p>E-mail advertising on a periodic basis is best method for reminding faculty to review calendar. Ashley will continue all users' announcements.</p>
3:45 Academic Senate Representative Confirmation - responsible for reporting monthly meeting outcomes to the Senate	Mary Mills will continue to provide updates to the Academic Senate on behalf of the committee
4:00 Adjourn	<p><i>NEXT MEETING OCTOBER 20 Room A138</i></p>