

**MINUTES**

**Faculty Development Standing College Committee**

**Wednesday**, **October 16, 2013**, **2:30PM-4:00PM in A138**

Charter: The Faculty Development Committee makes recommendations on the direction of professional development activities for full-time and part-time faculty, including:

* In consultation with the EVP, conduct and evaluate new faculty orientation
* Plan and implement Fall Flex Week activities
* Evaluate applications and award professional development funds. Funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement
* Plan, implement, and assess year-round professional development opportunities

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Kim Hoffmans | **Present** | **Co-Chair Faculty** | Margaret Tennant | **Present** |
| **Learning Resources**  **English/ESL**  **World Languages** | Faten Habib  Judith Ramos  Beth Gillis-Smith | **Present**  **Absent**  **Absent** | **Instructional Technology** | Ashley Chelonis | **Present** |
| **Chem/ Earth Sciences**  **CNSE/CS**  **Mathematics** | Vince Crisostomo  Mary Mills  Brendan Purdy | **Present**  **Present**  **Absent** | **Digital Media**  **Visual & Applied Arts** | None  None  None |  |
| **Social Sciences**  **Behavioral Sciences**  **Business**  **Athletics** | Ray Zhang  Cynthia Sheaks-McGowan  None  None | **Present**  **Present** | **Access/LS**  **Counseling**  **Music/Dance**  **Performing/ Theater Arts** | None  Judi Gould  None  Steve Doyle | **Present**  **Present** |
| **Animal Science**  **Health Sciences**  **Life Science** | None  None  Rachel Messinger | **Present** | **Union Rep** | Renee Fraser | **Present** |
|  |  |  | **Dean** | Amanuel Gebru |  |
| **GUESTS** |  | | | | |

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| **AGENDA** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| Approval of Minutes: 9/18/13 | The meeting was called to order at 2:40 pm. Minutes were approved as corrected. |
| Review of committee mission and 2012-2013 Goals and Accomplishments. |  |
| **WORKGROUP REPORTS** |  |
| Flex:   * Assessment results Fall Professional Devmt | Kim Hoffmans presented a summary report of presentations and evaluation information. The committee reviewed the report and felt that overall the activities meet the determined outcomes. |
| Faculty Travel Funding   * Report on recently dispersed funds | Two travel requests were approved in October for a total of $1000. Remaining Full-time Faculty Travel amount is $10,290.  Margaret Tennant will ask Mary Rees to forward a reminder to adjunct faculty to apply for Faculty Development funds. |
| Kudos: Thank-yous to Fall presenters | Several of those who volunteered to sign Kudo certificates had not yet done so. Kim said that additional certificates are in the mailroom. |
| Technology: | Rachel Messinger reported on the work of this workgroup that met 10/9.   1. They are planning two Fall Technology Coffee Breaks (1) D2L “tips and tricks,” and (2) “experiences in online evaluation” from the perspective of a PT faculty who has been evaluated many times and an experienced Dean (Kim said that she would attend if available). Other faculty with similar experience will be invited to participate. 2. The workgroup will check the Fall Fling survey for ideas for additional Coffee Breaks and technology training needs. 3. Ashley discussed breaking the DE training into separate modules that can be re-taken by faculty or recommended in faculty evaluations. The District is considering a similar plan. |
| **PREVIOUS BUSINESS** |  |
| Faculty Development Com. Goals/Accomplishments | The committee discussed upcoming state changes that include all staff in development activities. It was reported that the Academic Senate had discussed the name change from “Faculty” to “Professional” development, thinking that the FD was opposed to such a change. The committee re-affirmed their agreement with the new name.  Ashley Chelonis said that a committee has been formed at the district level to address professional development at all colleges. However, she noted that not all colleges have attended all meetings so there is not yet clear information about programs.  Kim Hoffmans noted that MC must follow the *Making Decisions* document which will most likely be affected when the state provides clear mandates on new requirements. Judi Gould commented that the current state emphasis is Student Success. In order to clarify that the committee is sensitive to all of these initiatives, the committee decided to change one of the goals to read, “Support state and college initiatives such as Student Success and Distance Education, by providing training and informational seminars as appropriate.” |
| **NEW BUSINESS** |  |
| AFT Announcement Flex | Rachel asked the committee to consider recommending that the Professional Development program book include AFT meeting announcements. She brought research to show that such information had been included in past programs up to 2009 and noted that both VC and OC provide AFT announcements as well as Flex credit. Some of her reasons for inclusion were as follows:   * It is helpful to have the information communication to avoid date conflicts. * Communicating substantive changes to the contract are important for the good of the institution and the faculty. * Other activities that are not related to Flex, such as Transfer Day, are included in the program. This body is not the decision maker on this issue but it could be a recommendation.   Members were charged to discuss the issue with their constituencies and report back to the next meeting. The request for a recommendation will be put on November’s agenda. |
| Fall Fling survey results | Fall Fling Survey results are not yet compiled because they need to be entered into a database. Although over 100 were returned, the committee recommended to forward it online so that others who were not at the Fling could complete it. |
| Professional Devmt Spring 2014 Planning | Two issues were discussed:   1. Will faculty participate in Professional Development activities when they are not required? 2. Can there be a more complete Part-Time faculty orientation and when should it be offered?    1. Margaret stated that we don’t need permission to expand the PT orientation. She will work with Renee Fraser and Rachel Messinger to develop a more complete program. Faten Habib noted that she and Brendan Purdy had written a PT FAQ; the committee tossed around several ways in which this valuable information could be transmitted to faculty—a bookmark? A QR code? Physically giving Handbook to new faculty?    2. Although some mentioned that the late Flex week (2/19-22) might be too late for new faculty, Cindy Sheaks-McGowan stated that faculty would welcome new information at any stage. The committee agreed so will have a PT orientation during Flex week.   The Flex Workgroup will work on a program for Spring Flex needs. There was more discussion on the availability of SITE training at VC during this time, but it is unlikely to meet the needs of most of our faculty because of attendance limitations. |
| **ANNOUNCEMENTS** | Steve Doyle asked about the College Hour and requested that it put on next month’s agenda. |
| **NEXT MEETING:** | November 20, 2013; 2:30-400pm A138. |
| **Adjournment** | 3:56 pm. |

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| **Future meetings:** |
| **~~Oct. 16, 2013~~** |
| **Nov.20, 2013** |
| **Dec. TBD** |
| **Jan. 15, 2014** |
| **Feb. 19, 2014** |
| **Mar. 19, 2014** |
| **Apr. 16, 2014** |
| **May TBD** |