

**Faculty Development Standing College Committee Minutes**

**Wednesday**, **November 21**, **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** | **X** | **Co-Chair Faculty** | **Margaret Tennant** | **X** |
| **Learning Resources**  **CIS**  **English/ESL**  **World Languages** | **Faten Habib/**  **Mary Mills**  **Kathryn Adams**  **Judith Ramos** | **-**  **X**  **-**  **X** | **Instructional Technology** | **Ashley Chelonis** | **X** |
| **Chem/ Earth Sciences**  **CNSE/CS**  **Mathematics,**  **Physical Sciences** | **None**  **Ed Garcia**  **Brendan Purdy**  **Clint Harper** | **-**  **X**  **-** | **Child Devmt**  **Digital Media**  **Visual & Applied Arts** | **Jamie Rhone**  **Susan Gardner**  **Katherine Zoraster** | **-**  **-**  **-** |
| **Social Sciences**  **Behavioral Sciences**  **Business**  **Athletics** | **Patty Colman**  **Elisa Setmire**  **None**  **None** | **X**  **-** | **Access/LS**  **Counseling**  **Health Center**  **Music/Dance**  **Theater Arts** | **None**  **Judi Gould**  **None**  **None**  **Steve Doyle** | **-**  **X** |
| **Animal Science**  **Health Sciences**  **Life Science** | **None**  **Argie Clifford**  **Rachel Messinger** | **X**  **X** | **Union Rep** | **Renee Fraser** | **X** |
| **NFO Leaders** | **Patty Colman**  **Nils Slattum** |  | **Dean** | **Inajane Nicklas** | **X** |
| **GUESTS** |  | | | | |

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| **AGENDA** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| Approval of Minutes: 10/17/12 | Approval of the minutes reserved for next meeting due to no quorum at the beginning of the meeting.  Corrections: Kathryn Adams was not originally on the handbook committee; minutes from 10/17 to be corrected to reflect Brendan Purdy as a member. |
| **WORKGROUP REPORTS** |  |
| Fall Flex 2012/Fall Fling | All Flex surveys results have been entered into Survey Monkey. Kim will try to have the summary results at our February meeting.  Fall Fling results were tabulated. See details attached. 50 (48 full-time and 2 part-time) faculty and 9 full-time staff completed the survey.   * For faculty, the highest requested development opportunities desired included: student assessment ideas (25), emergency preparedness (24), burnout/stress reduction (21), wellness activities (17) and technology in the classroom (16). Specific suggestions for technology include: Illustrator, grade recording, video editing, Trac Dat, Degree works, Math lab, Android &IOS App development, PowerPoint, D2L, create quizzes and upload on D2L. The faculty identified Friday afternoons as the best time for workshops and their preferred method of receiving notification is through email. * For Staff, the highest requested development opportunities desired included: computer programs (McShare, Banner, Degree works, and work flows) at 4 requests and SLO, student assessment, student conduct, time management, emergency preparedness, and wellness activities at 3 requests each. Friday afternoons as the best time for workshops and their preferred method of receiving notification is through email. |
| Faculty Travel Funding | Out of the $7,000 total in Pooled Faculty Travel funds, $3,500 has already been allocated for the Fall semester and $1000 for the Spring semester. The remaining balance for Spring applicants is $2,500 and we have already received a request to be evaluated at the workgroup meeting on Dec. 5. |
| Kudos | November Kudos in progress; Judy Gould will follow-up on this next week.  Reminder: Kudos for December is Rachel Messinger and for January is Brendan Purdy. |
| Technology | The last Coffee Break of the semester was held this month. For the Spring semester, Ashley plans to hold 3 more.  The committee agrees to continue to have both a workgroup to assist with Coffee Breaks and Flex activities. |
| **PREVIOUS BUSINESS** |  |
| Updates:   * Faculty Development Handbook * PT Orientation * College Hours | Faculty Development Handbook-We found out this is not the purview of the Faculty Development Committee. It is part of the Office of Students learning since the topic is campus wide. Margaret forwarded the names of workgroup volunteers and information to Dr. Eddinger to include in this update.  PT Orientation may also be part of the Office of Student learning; as NFO is being facilitated back to President/Office of Student Learning. More information will be reported back to the committee from the President’s office when available.  College hour was briefly discussed at Deans Council and will be discussed further at VP Council. The Faculty Development members expressed a desire to focus on faculty development and the benefits to students. It was suggested that perhaps the college hour could be reserved for one day a month (i.e.3rd Thursday).  Patty Colman thought that the college hour had been done in the past and she would check with faculty who have been here for a long time to discuss how it worked.  This will be place on a future agenda after further discussion by workgroup of Inajane, Patty and Steve. |
| Goals for 2012-2013: Discussion & vote | The committee requested to review the proposed goals on the February agenda. |
| PT Inclusion in Travel Funds: Discussion & vote | Renee Fraser passed out supplemental information she prepared for the committee to discuss the option of including part-time faculty members as recipients of the Pooled Faculty Development funds.  Proposal: Renee proposed a motion ***to open conference Travel Reimbursement Pool to include part-time faculty members.*** The motion was moved by Judy Ramos and seconded by Rachel Messinger.    Discussion: Renee expressed her interpretation of the contract and her main points supporting the proposal:   * Part-time faculty are evaluated on the same continuing professional development criteria * Part-time faculty typically make less money * The AFT Contract allows for all faculty to apply for travel funds but only pays $100/person for full-time. VC and OC used to include full-time and part-time faculty in their application process but now only OC accepts proposals from both; including staff as well. * OC President adds additional money to the pool. Perhaps, MC college president might supplement the funds with additional money.   It was clarified that the part-time faculty do not received funding currently to contribute to the pooled funds and this is a contract issue.  If this recommendation was to be enacted this group would need to establish criteria and processes related to prioritizing requests. It was suggested but not decided that awarded money align with an amount equal to a faculty member’s workload.  Some were concerned that faculty will choose not to opt-in because they don’t want share their money or risk losing their $100 with no guarantee of conference funding when needed.  ***The motion passed with 8 in-favor, 2 opposed, 2 abstention.*** |
| **NEW BUSINESS** |  |
| Spring Flex 2013 (schedule and evaluation form) | The committee for Flex needs to meet to discuss/arrange for a limited number of offerings in the Spring semester. Member of the committee who were present agreed to meet on Dec. 5 at 3:00 in HSC 205 to discuss activities. Membership includes: Kim Hoffmans, Margaret Tennant, Mary Mills, Brendan Purdy, Ashley Chelonis and Kathryn Adams.  Ashley already has full-course D2L and D2L Upgrade courses scheduled for Jan. 8-10. The committee agreed to keep the offerings on Tuesday-Thursday to hopefully optimize participation. Kim volunteered to email presenters from Fall Flex to see if they were interested in conducting repeat spring workshops and place them into a calendar. |
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| **ANNOUNCEMENTS** | Holiday and Arctic Lights 12/1 |
| **Agenda Items in Reserve** | * Oct. 17 approval of minutes * Committee Goals * Evaluation tool * College hour |
| **NEXT MEETING:** | January 16, 2013; 2:30-400pm A138. |
| **Adjournment** | The meeting was adjourned at 3:48 pm. |

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| **Future meetings:** |
| **Feb. 20, 2013** |
| **March 20, 2013** |
| **April 17, 2013** |
| **Mary 18, 2013** |