

**MINUTES**

**Faculty Development Standing College Committee**

**Wednesday**, **March 20, 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | **Kim Hoffmans** | **present** | **Co-Chair Faculty** | **Margaret Tennant** | **present** |
| **Learning Resources**  **CIS**  **English/ESL**  **World Languages** | **Faten Habib/**  **Mary Mills**  **Kathryn Adams**  **Judith Ramos** | **Present**  **Present**  **Absent**  **present** | **Instructional Technology** | **Ashley Chelonis** | **present** |
| **Chem/ Earth Sciences**  **CNSE/CS**  **Mathematics,**  **Physical Sciences** | **Vincent Crisostomo**  **Ed Garcia**  **Brendan Purdy**  **None** | **Present**  **Absent**  **present** | **Child Devmt**  **Digital Media**  **Visual & Applied Arts** | **None**  **None**  **None** |  |
| **Social Sciences**  **Behavioral Sciences**  **Business**  **Athletics** | **Patty Colman; Alt. Ray Zhang**  **Elisa Setmire**  **None**  **None** | **Absent/**  **Present**  **Absent** | **Access/LS**  **Counseling**  **Health Center**  **Music/Dance**  **Theater Arts** | **None**  **Judi Gould**  **None**  **None**  **Steve Doyle** | **Present**  **Present** |
| **Animal Science**  **Health Sciences**  **Life Science** | **None**  **None**  **Rachel Messinger** | **Absent** | **Union Rep** | **Renee Fraser** | **Absent** |
| **NFO Leaders** | **Patty Colman**  **Nils Slattum** | **Absent** | **Dean** | **Inajane Nicklas** | **Absent** |
| **GUESTS** | **Tom Ogmachi** | | | | |

|  |  |
| --- | --- |
| **AGENDA** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| Approval of Minutes: 1/16/13 | The meeting was called to order at 2:36 pm by Margaret Tennant. A motion to accept the minutes as amended was moved by and passed by Steven Doyle and Judi Gould, respectively. |
| **WORKGROUP REPORTS** |  |
| Flex | 1. Margaret Tennant reported on the Flex Workgroup meeting on March 6, 2013, in which the group developed several categories as ways to organize Flex activities for next year (see the grid below). The committee decided on a rough percentage for each category, as noted below. The committee agreed that these percentages are flexible depending on campus needs and development opportunities. The Flex Workgroup agreed to organize Fall Flex activities according to the organizational categories, as much as possible. 2. Kim Hoffmans suggested Rob Johnstone from the RP group as a possible speaker for Fall-Flex Presidential lunch. Mr. Johnstone and the RP group are responsible and therefore conversant with much of the state research on student success. The committee agreed that this is a good choice; Kim will contact him to confirm a time. |
| Faculty Travel Funding   * Revised Opt-Out form * Revised Travel Funds Activity Proposal Form | 1. Kim Hoffmans presented an updated “opt-out” form for next year’s travel funds. The committee changed some wording and the amended form was approved (8 Ayes/2 Abstentions). 2. Kim also reported on travel fund expenditures to date: Approximated $7000 has been spent in FT funds, with $500 remaining to spend on two applicants. Some applicants were funded through CTE funds. $1307 was spent on PT travel funds; some applications were unable to be considered because of errors in the applications or submission dates. 3. Kim agreed to save the updated Travel Funds application form for the next meeting for discussion. |
| Kudos  Reminders-   * Brendan Purdy in March * Margaret Tennant in April | No Kudos were reported for March to date. |
| Technology | Ashley Chelonis reported low attendance of technology training sessions this semester. The committee speculated that this might be due to the heavy workload of many faculty at this time of year. Ashley told the committee about the topic of an upcoming Tech Tea—clickers and other similar classroom tools. |
| NFO | NFO coordinators were absent. |
| **PREVIOUS BUSINESS** |  |
| College hour | Kim and Margaret reported no feedback from Administrators on whether or not the college hours is a feasible option for the campus. Steve Doyle, however, spoke with representatives at a few campuses that have an institutional campus hour—Cal Poly and campuses in Florida. All report very positive results from both faculty and students. |
| Faculty Development resource repository update | Ashley Chelonis reported that some possibilities might include Group Studio in the new portal (due in April of this year). A major problem is the potential size of uploaded files; it is important to be able to upload videos of presentations. |
| Standard FD Evaluation Form | Kim Hoffmans presented an updated form for the committee’s comments, which Kim will incorporate into the form. |
| **NEW BUSINESS** |  |
| Fall Fling Survey | Mary Mills agreed to revise the previous FD survey distributed at the Fall Fling, then email to all committee members before the next meeting. |
| Guest Speaker for Fall Flex | (This issue was addressed under “Flex Workgroup”). |
| **ANNOUNCEMENTS** | Vince Crisostomo reported on a conversation with Nenagh Brown about the Great Teacher’s Seminar; the Academic Senate is considering prioritizing applicants for this event scheduled for July 31-August 5. |
| **Agenda Items in Reserve** |  |
| **NEXT MEETING:** | April 17, 2013; 2:30-400pm A138. |
| **Adjournment** | The meeting was adjourned at 3:55 pm. |

|  |
| --- |
| **Future meetings:** |
| **April 17, 2013** |
| **May 18, 2013** |
|  |
|  |

|  |  |
| --- | --- |
| CATEGORY | EXAMPLES |
| CLASSROOM TEACHING: **20%** | Classroom techniques Classroom management Assessment Discipline-specific techniques Mentoring |
| TEACHING & TECHNOLOGY: **20%** | Classroom technology Assessment technology Distance Ed technology Teaching of technology to students |
| WELLNESS: **10%** | Professional burn-out Stress reduction |
| WORK TOOLS: **15%** | VCCCD processes (Field Trips, Banner, etc). MS Office programs |
| INSTITUTIONAL PROCESSES: **15%** | Program Plans & SLOs Emergency Preparedness Sexual Harassment |
| STUDENT SUCCESS: **20%** | Student disciplinary procedures Basic skills Student services Registration Library |