

**DRAFT MINUTES**

**Professional Development Committee**

**Wednesday, September 16, 2015, 2:30PM-4:00PM in A138**

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

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Amanuel Gebru | **X** | **Co-Chair Faculty** | Nenagh Brown | **X** |
| **Co-Chair Classified** | April Doud | **X** | **Dean** | Jennifer Kalfsbeek | **X** |
| **Languages and Learning Resources** | Judith Ramos  Beth Gillis-Smith | **?** | **Performing Arts and Student Life** | Giselle Ramirez  Steve Doyle | **X**  **X** |
| **Mathematics**  **and Physical Sciences** | Brendan Purdy | **X** | **Athletics, Arts, and Institutional Effectiveness** | Tracie Kephart  Svetlana Kasalovic  Alt: Joanna Miller | **?**  **X**  **X** |
| **Behavioral and Social Sciences** | Patty Colman  Ray Zhang | **X** | **Business, Science, and Child Development** | Mary Mills  Vince Crisostomo | **X**  **X** |
| **Enrollment Services, Health and Life Sciences** | Argie Clifford  Rachel Messinger | **X** | **Classified** | Gilbert Downs  Elizabeth Salas  Alt: Yolanda Navarro | **?**  **X** |
| **Instructional Technology** | Tracie Bosket | **X** | **AFT Rep** | To be announced |  |
| **Student Rep** | Julie Gonzalez | **X** | **GUESTS** |  |  |

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Moorpark College Academic Senate 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.*

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| **AGENDA ITEM** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| 1. Call to order  2. Public comments  3. Approval of minutes  08/19/15 (attachment) | 1. Meeting called to order at 2:35; Beth Megill introduced as alternate for P. Arts & Student Life division.  2. No public comments.  3. Amendments to minutes:  Add Mary Rees and Lori Bennett as attending guests.  Add Brown Act statement to all minutes.  Minutes approved unanimously with abstentions by Brendan, Rachel, Tracie K, Elizabeth, Jennifer (????) |
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| 1. On Course exercise | 1. April described one section of the On Course training recently held at MC that emphasized how students must be made responsible for their own decisions. Both faculty and staff can help guide them, however, and April gave 6 open-ended questions from the training that can help foster this self-responsibility. |
| **PREVIOUS BUSINESS** |  |
| 1. Committee goals, 2015-16 (attachment) | 1. Some alterations made to the section on the 3rd charge of the Cttee for clarity:  “Develop searchable resources of available pd . . . “  “Investigate adoption of tracking for pd participation online across all groups on campus”  Goals approved unanimously. |
| **NEW BUSINESS** |  |
| 1. Planning for Spring PD days (Jan 7 & 8, Mar 1)  2. PD Calendar  3. Redesign of PD website  4. Faculty Handbook update: Teaching Tips  (attachment)  5. Fall Fling PD survey | 1. Ideas suggested for Spring PD days:   * DE workshop for one of Jan days (Thurs?) * Equity training in use of data * Foster Youth talk focusing on what faculty and staff can do in their areas of work * Online workshop that addresses teaching strategies based on visual demos and critiques rather than written content and feedback * Title 9 and VAWA (Violence Against Women Act) training * Student health issues, focusing on how do we know and what do we do? * Stress management for students and all employees * ACCESS and how to accommodate its students * Emergency preparedness * Training/information on religious holidays   In conclusion it was suggested that the March day might be themed a Day of Wellness and Health, covering many of the proposed topics and linked to the Year of theme. The January days would focus on DE and Equity directly.  A workgroup was set up to help organize the Spring FLEX days with the 3 co-chairs, Tracie B., and Joanna.  2. Ideas for promoting the PD calendar:   * Add a link to the PD calendar in the monthly email rather than a pdf. * Add link to all PD emails. * Brand the calendar. * Get the Cttee reps to demonstrate where it is and open it at Division mtgs. * Screen shot the calendar with a hyper link (?).   3. Redesign of PD website:  Suggestion of outside group to do this; same team as being used for Title 9 website update.  A workgroup set up to help go forward:  Jennifer, Svetlana, Brendan.  4. Faculty Handbook update:  Beth and Vince offered to read new draft of Teaching Tips section and give comments.  5. Fall Fling PD survey  Maybe Fall Fling not the best venue; online to all employees more effective?  Work group: Nenagh and Mary |
| **REPORTS** |  |
| Professional Development Assessments  1. January PD program  2. Emergency Preparedness presentation  3. Fall PD Week | Reports pending. |
| Faculty Travel Funding Workgroup  1. FT funds expended and remaining  2. PT funds expended and remaining | Report:  FT: $2000 expended; remaining amount ?Amanuel?  PT: $1500 expended; $0 remaining.  PD Cttee voted to authorize dean. co-chair to request more PT funds from President. |
| Classified Workgroup | Report:  Feedback on On Course is being gathered through a survey as well as through the Classified Senate meeting; more to come.  Gathered more ideas for PD for Classified:   * M&O will be getting tablets soon for work order monitoring, email, and other work related access. They will need training tailored to their needs. * Focus on small groups and training that is targeted to specific job categories wanted, rather than all-for-one sessions where folks do not relate to the training. * People were encouraged to send ideas no matter how small or simple. |
| Technology Workgroup | Report:  Met with DE dean, coordinator, and IT; 3 events planned for Fall:   * Wed Sept 30, 2:30 – CCCConfer (Joanna) * Oct 20/21/22 – Accessibility (outside speaker;   2 sessions)   * Thurs Nov 1, 2:30 – texting (Rachel)   Recommendation to continue including DE in workgroup. New membership faculty co-chair, DE dean, DE coordinator, IT, and Rachel.  Possible new name? |
| Kudos | Report:  1 kudos delivered. |
| **ANNOUNCEMENTS** |  |
| 1. **September 18: College of the Canyons visit**  **(\*RSVPs to April)** |  |
| **NEXT MEETINGS** |  |
| 09/16/15  10/21/15  11/18/15 | 01/20/16  02/17/16  03/16/16  04/20/16 |
| **Adjournment** |  |