

**DRAFT MINUTES**

**Professional Development Committee**

**Wednesday, October 21, 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 |  | **Dean** | Jennifer Kalfsbeek |  |
| **Languages and Learning Resources** | Judith Ramos  Tracy Tennenhouse | X | **Performing Arts and Student Life** | Giselle Ramirez  Steve Doyle  Alt: Beth Megill | X  X |
| **Mathematics**  **and Physical Sciences** | Brendan Purdy | X | **Athletics, Arts, and Institutional Effectiveness** | Tracie Kephart  Svetlana Kasalovic  Alt: Joanna Miller | X |
| **Behavioral and Social Sciences** | Patty Colman  Ray Zhang  Alt: Nadia Monosov | X | **Business, Science, and Child Development** | Mary Mills  Vince Crisostomo | X  X |
| **Enrollment Services, Health and Life Sciences** | Argie Clifford  Rachel Messinger |  | **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** | Allison Barton | X |

*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  09/16/15 (attachment) | 1. Meeting called to order at 2:33pm 2. No public comments 3. Amendment to minutes:   Add $11,415 available funds for FT Faculty Travel for September.  Minutes approved unanimously with abstentions by Tracy Tennenhouse. |
| **PROFESSIONAL DEVELOPMENT EXERCISE** |  |
| 1. Mindfulness Training (Allison Barton) | 1. Allison Barton shared 2 different mindfulness exercises, one a visualization exercise and the other a sensory exercise. She also provided a handout of various mindfulness exercises that could be executed in the classroom. |
| **PREVIOUS BUSINESS** |  |
| 1. Planning for Spring PD Days  2. Faculty Handbook update: Teaching Tips  (attachment)  3. PD survey | 1. Joanna and Jennifer and Tracie B. formed a workgroup for Spring FLEX activities. Request to have committee members send ideas or if they would like to volunteer for the workgroup. Cttee will follow up next month.  2. Teaching Tips have been updated by Nenagh and reviewed by Vince. Next step for approval is the Academic Senate at its next meeting.  3. Joanna and Mary and Tracie B on the workgroup. Survey will cover PD needs for DE, instructional technology, and other areas. It should be sent out online in the first week of the Spring semester. Brendan agreed to check the questions for workgroup. |
| **NEW BUSINESS** |  |
| 1. Report from PD visit to College of the Canyons  (attachment)  2. Classified PD funding | 1. Mary reported out about COC PD visit that included the Chancellor, Dr. van Hook, welcoming them and a full presentation by the Director of PD, Leslie Carr. The Moorpark team consisted of Mary, Nadia, Tracie, April, and Nenagh. The team put together a “top three” list of the priorities they saw as most possible and useful for Moorpark, detailed in the attachment.  i) Update PD website to fulfill all its new roles:  Little discussion; part of cttee’s goals for the year and there was agreement to continue to make recommendation to administration.  ii) Investigate possibility of obtaining software to record attendance of PD events by FT/PT faculty and classified staff:  Much discussion of advantages and concerns of such a program and of a possible addition to it that would allow recording of service hours for FT faculty as well.   * Saves time and is easier for faculty recording hours * Adds extra time for faculty recording hours from current paper versions * Adds accountability for faculty to complete FLEX and service hours (pro and against) * Saves time for admins in checking up on paperwork for hours * Makes administration of PD events easier for numbers and food, etc. * Needs to be changed in contract to be possible   The 3rd recommendation of the Report to be discussed at next cttee meeting.  2. No money coming from the State for Classified PD.  Classified staff are included in FLEX but this now needs to be in job contracts to ensure recognition. |
| **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:  1. FT: $4,200 expended in September; $7,215 remaining  2. PT: $0 remaining |
| Classified Workgroup | Report:  District orientation and training plan proposed to DAC.  MC employee orientation and creation of classified  handbook proposed to pres, to start Jan 2016.  Survey to be sent out to CS to narrow dates for office/  service closure to allow for group CS PD activities. |
| Technology Workgroup | Report:  New title of series: “Steal an Idea”  Coordinator: IT - Tracie Bosket  Nov12 (2:30?): Texting/Remind for classroom use |
| Kudos | Report:  No kudos recommendations received. |
| **ANNOUNCEMENTS** |  |
| 1. October 29 & 30:  Equity data training sessions for each division facilitated by Drs. Frank Harris and Luke Wood of San Diego State University |  |
| **NEXT MEETINGS** |  |
| 10/21/15  11/18/15 | 01/20/16  02/17/16  03/16/16  04/20/16 |
| **Adjournment** |  |