

**MINUTES**

**Professional Development Committee**

**Wednesday**, **November 19, 2014**, **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 Professional Development Program activities
* Plan, implement, and assess year-round professional development opportunities
* Evaluate applications and award professional development funds to full and part-time faculty; funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Kim Hoffmans | Present | **Co-Chair Faculty** | Nenagh Brown | Present |
| **Learning Resources**  **English/ESL**  **World Languages**  **Business** | Faten Habib  Judith Ramos | Absent  Present | **ACCESS**  **Counseling**  **Music/Dance**  **Comm Studies/Theater Arts/FTVM** | Sherry D’Attile  Judi Gould  James Song  Steve Doyle | Absent  Present  Present  Present |
| **Chem/Earth Sciences**  **Mathematics**  **Physics/Astro/Eng** | Vince Crisostomo  Brendan Purdy | Present  Absent | **DMV Arts**  **Kin/Hed/Ath** | Mary Mills  Tracie Kephart | Present  Absent |
| **Social Sciences**  **Behavioral Sciences** | Patty Colman  Cynthia Sheaks-McGowan | Present  Present | **Instructional Technology** | Ashley Chelonis | Present |
| **EATM**  **Health Sciences**  **Life Sciences** | Cindy Wilson  Rachel Messinger | Absent  Present | **AFT Rep** | Renee Fraser | Present |
|  |  |  | **Dean** | Amanuel Gebru | Present |
| **CLASSIFIED** | April Hunt  Pamela Yeagley  Conni Bittinger | Present  Present  Present | **STUDENTS** | Cheyenne McAlister | Absent |

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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 10/15/14 (attachment) | 1. Called to order at 2:40 pm by Nenagh Brown. 2. No public comments 3. Steve Doyle motioned approval of minutes, seconded by Renee Fraser. Minutes were approved (motion passed-13 in favor, 0 opposed, 4 abstained). |
| **WORKGROUP REPORTS** |  |
| Professional Development Week Workgroup  1. August flex week evaluation update | Pamela Yeagley provided an extensive evaluation of the Fall Flex and Fall Fling surveys. Kim Hoffmans will review over the next several weeks. A quick glance indicated mostly favorable responses. |
| Faculty Travel Funding Workgroup  1. FT and PT funds expended and remaining | Many awards have been made over the last month. The remaining balance for FT is $13,319 and PT has $500 remaining. The group suggested that an additional $3000 should be requested for PT travel funds, as those funds will be exhausted next month, which leaves no PT travel funds for the Spring semester. This was approved by the Committee and the co-chairs will now request extra funds from the Office of the President..  The workgroup also discussed several ideas in preparation for next year. One was to make some form clarifications, including offering a simplified process for those requesting up to $100. A discussion also took place regarding increasing the $500 limit on travel funds. Vince Crisostomo pointed out that there is not enough data to know if the FT fund is large enough to support such an increase. The rollover of unused funds last semester was $3500-4000. The workgroup also discussed that perhaps PT faculty should be non-probationary, or have other conditions, before they can apply for travel funds. . Further consideration of these ideas by the Committee was tabled until next semester. |
| Kudos Workgroup | 4 Kudos have been awarded since the last meeting. Kim Hoffmans reminded the committee that Kudos are campus and even district wide, not just for faculty. |
| Technology Workgroup  1. TechEd Coffee Breaks:   * Thurs., Nov. 13, 2.30 – 3.30pm:   Assess SLOs for Your Department via D2L  (Norm Martin)   * Thurs., Nov. 20, 3 – 4pm:   English Dept. Tricks with Turnitin & Rubrics (Brian Young) | Two back to back TechEd Coffee breaks are occurring this month. One took place on 11/13 and the other will occur on 11/20. The 11/13 meeting had 6 attendees. Norman Marten presented and gave information on how to use D2L to tabulate and record Student Learning Outcomes. The meeting on 11/20 will cover the topics of Turnitin.com and the use of rubrics.  Rachel Messinger discussed the benefit of these coffee breaks. Norman Marten’s lecture would have been beneficial for all faculty. A greater discussion was held regarding advance notice of meetings through AllFaculty emails and the dissemination of the schedule. Currently, the notice tends to go out the day before. She would like to see a notice the week prior and a reminder the night before or morning of the presentation. Conni Bittinger offered to send out AllFaculty emails making them aware of the meetings. Other ideas for promotion included the Professional Development calendar, monthly newsletters, and posting to the mailroom bulletin board. Mary Mills proposed that an item be placed on the agenda in January-“Coordination and Promotion of Professional Development Activities”.  Ashley reported on her other training classes and pointed out that she is very flexible with the D2L sessions and holds them monthly. She also mentioned that she holds a one month long class entitled “Intro to Online Teaching”, which is mandatory for anyone teaching an online class. Eleven faculty are signed up this semester. |
| Classified Workgroup  (inc. District PD Committee) | Nenagh asked that this workgroup give an update on the District Professional Development Committee activities regularly as part of their report.  This Committee discussed some progressive ideas, such as the LEAD academy for top managers (Dean level and up).  The workgroup has also provided training for Lynda.com and update sessions on Banner, etc. Ashley talked about the interest by staff to have refresher courses on district policies and programs. The group may ask the district administration center to step in and provide this training.  The CCC Professional Development Summit was well attended by both Classified, faculty and administrators. A website may be created to be a clearinghouse for information on PD. It would ideally promote regional professional development, sharing of resources, and act as an information repository. The potential for a future system of electronic PD reporting and evaluation was also discussed briefly. It was mentioned that the state legislature has earmarked funds for professional development, but as of yet, there is no timeline or plan for the distribution to the colleges.  Nenagh closed the discussion by suggesting that we need to assess PD in the same way across the board – faculty or classified staff. |
| **PREVIOUS BUSINESS** |  |
| 1. Update on charge and membership of  Committee (attachment)  2. Fall Fling survey – update  3. Committee goals for 2014-15 (attachment) | 1. Voted last meeting to recommend adding 3 classified staff and to update the committee charge to the Academic Senate. This was approved by the Senate and forwarded to the President’s Council. The President and EVP are very supportive of the recommendations, however, because the number of corrections to the Making Decisions document is so large, the change in the charge and membership will be delayed for final consideration until April or May, with all other reviews and corrections, to be effective in the Fall 2015 document. It was suggested that the group carry on as if the changes have been made. 2. Fall fling survey update – tabled till January 3. Steve Doyle motioned to approve Committee Goals as amended for 2014-15, Renee Fraser seconded (motion passed-15 in favor, 0 opposed, 0 abstaining) |
| **NEW BUSINESS** |  |
| 1. Spring Professional Development (1/8 & 1/9)  2. Professional development themes/focuses for  year | Kim Hoffmans discussed the Spring Flex days. She suggested we do something innovative to attract more attendance, as there are usually fewer attendees in the Spring, than in the Fall. She suggested that we work with Bunker Hill Community College. BHCC was recently awarded the Leah Meyer Austin award for making the most progress in narrowing gaps between traditional students and students of color/low-income. The Deans of the Math and English divisions are willing to share some of their methods and we would like to invite them to do that during Spring Flex. Some of these methods include culturally responsive practices and learning communities. They also would like to have breakout meetings with some of our English and Math faculty.  Kim asked the classified workgroup if they thought a flex session for classified staff would be beneficial and they agreed it would be, however, due to the timing of the flex days, it would be too difficult for classified staff to attend, due to their job obligations.  A suggestion that a slot that departments could use for meetings would be helpful was also made. Some were of the opinion that because this would be self-assigned, many wouldn’t attend. Others thought that it would be beneficial to the part time faculty, as they wouldn’t be teaching yet.  It was agreed that a part-time faculty orientation should be held on the Thursday evening of the flex days. It was proposed that a workgroup would meet during our cancelled December meeting time to plan the agenda in response to the evaluations received from the August orientation.  An addition to the distribution email may be to add the “New Student Welcome” being held on the Wednesday prior as a possible self-assigned flex day. |
| **ANNOUNCEMENTS** |  |
| 1. December 5, 9 – 12.30pm: Building Bridges  Workshop with CSUCI | Nenagh announced this workshop |
| **NEXT MEETINGS** |  |
| 11/19/14  Cancelled: exam week | 01/21/15  02/18/15  03/18/15  04/15/15  05/20/15 |
| **Adjournment** | Meeting adjourned at 4.05 |