

**Minutes**

**Professional Development Committee**

**Wednesday, April 19, 2017**

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

Moorpark College Mission Statement: *With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

**MEMBERSHIP/ATTENDANCE**

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| **POSITION** | **MEMBER** | **ATTEND** | **POSITION** | **MEMBER** | **ATTEND** |
| **Co-Chair Dean** | Amanuel Gebru | **X** | **Dean** | Jennifer Kalfsbeek | **X** |
| **Co-Chair Classified** | Elizabeth Salas | **X** | **AFT Rep** | VACANT |  |
| **Co-Chair Faculty** | Nenagh Brown | **X** | **Performing Arts** | Steve Doyle |  |
| **Instructional Technology** | Tracie Bosket |  | **Student Rep** | Mersedeh Kolyaei |  |
| **Languages and Learning Resources** | Tracy Tennenhouse | **X** | **EATM, Health and Life Sciences** | Argie Clifford |  |
| Perry Bennett |  | Rachel Messinger |  |
| Beth Gillis-Smith (Alt) |  | Yana Bernatavichute (Alt) | **X** |
| **Mathematics**  **and Physical Sciences** | Vahe Khachadoorian | **X** | **Classified** | Maria Urenda |  |
| Katrina Topolinski |  |  | Matthew Spinneberg | **X** |
| **Behavioral and Social Sciences** | Elisa Setmire | **X** | **GUESTS** | Brian Burns | **X** |
| Rex Edwards | **X** |  | Lee Ballestero | **X** |
| **Sciences and Student Engagement** | Giselle Ramirez |  |  |  |  |
| Vince Crisostomo | **X** |  |  |  |
| **Arts. Business, and Child Development** | Mary Mills | **X** |  |  |  |
| Joanna Miller | **X** |  |  |  |
| **Athletics and Institutional Effectiveness** | VACANT |  |  |  |  |
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*In accordance with the Ralph M. Brown Act and SB 75, minutes of the Moorpark College Professional Development Committee 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: 3/29/2017 | 1. 2:38 pm  2. None  3. Moved to next meeting |
| **PREVIOUS BUSINESS** |  |
| 1. Faculty travel forms for 2017-18 2. April 20 PD Day | 1. Discussion to determine whether the faculty travel allotment should be $600 per person as it was last year or change it back to $500. Lowering it to $500 would allow more faculty members to utilize the travel fund and make it equal to what Part-Time Faculty receive. Vahe Khachadoorian motioned to make the change to $500 per person. Mary Mills seconded the motion. Rex Edwards abstained from the vote. Motion passed.  2. Rob Johnstone will present on Pathways during the morning session. Breakfast and lunch to be provided. Joanna Miller will do a session on the OEI course design rubric. Tracie Bosket will do a session on how to download material from D2L to Canvas as the last day D2L will be available to do this is June 30, 2017. Starting July 1, 2017 Canvas will be the only learning platform available. |
| **NEW BUSINESS** |  |
| 1. August PD Week 2. Progress and accomplishments towards PD Committee Goals for 2016-17 3. Professional Development Coordinator Position – Continuation 4. Professional Development Survey from 2016 5. Suggested agenda items for next meeting | 1. For the coming FLEX week in August our number of days went from 3 down to 2. New Student Welcome is on Thursday 08/10 from 3pm-6pm. Suggestions for Fall FLEX: DE would like to have their sessions on Tuesday 08/08; A2Mend Speaker; Part-Time Faculty Orientation with two parts, the orientation with President Sanchez and how to move from Part-Time to Full-Time; put the P/T Orientation on Wednesday 08/09 from 4pm-7pm  2. Moved to first meeting of year 2017-18.  3. Report handed out to show what was done Spring 2017 compared to the job description provided with the .4 release time.  4.  5. Discussion on how to tighten our budget and for the campus. Review of goals for year of 2016-17. |
| **REPORTS** |  |
| Faculty Travel Funding Workgroup Update | Brian is working toward creating a worksheet to better track the requests for the travel fund and amount used. For Part-Time Faculty 6 people received travel funds but only 4 used the whole $500. As of today there is about $500 in the Part-Time Faculty Travel Fund as one person that received money didn’t use any of it. A reminder to the group the importance of always turning in travel forms even if not attended. This allows the workgroup to be more proactive and following up with the amounts utilized so it is all used by the end of the fiscal year.  Thank you to Alicia, Nenagh and Brian for all their hard work on this fund and getting requests processed. |
| PD Coordinator Report | Report distributed and discussed in New Business. |
| Classified Report | We had a Classified New Hire Orientation on Campus Safety on Friday April 21st. The next session for orientation will be on May 25th covering some of the essential processes and functions of MC. |
| Kudos Report | 45 total Kudos awarded. 3 or 4 were awarded since the last PD meeting. April Kudos will be a part of the May awards at Academic Senate breakfast and the Wood Ranch Gift Cards will be given out then. |
| **ANNOUNCEMENTS** |  |
| April 20th: Spring Professional Development Day (Self-Assigned FLEX)  May 5th: Moorpark College Strategic Planning Session | 04/20 FLEX day will be held in the CCCR.  05/05 will be held at the Sunset Hills Country Club. |
| **MEETINGS** |  |
| 2016: ~~09/21/2016~~; ~~10/19/2016~~; ~~11/16/2016~~  2017: ~~01/18/2017~~; ~~02/15/2017~~; ~~03/29/2017~~; 04/19/2017 |  |
| **Adjournment** | 3:55 pm |

**Professional Development Committee ground rules for meetings:**

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| Before the meeting  Co-chairs:   * Organize agenda so important and action items come first * Include written reports on agenda   (if no questions/comments at meeting no discussion)   * Add “Suggested agenda items for next meeting” to each agenda * Add “Creative PD ideas” to each agenda   All members:   * Be prepared for meeting | At meeting  Organization:   * Use Robert’s Rules of Order * Follow agenda * Stay on topic; don’t waste committee’s time   Participation:   * Listen to each other and hear what each person says; don’t   interrupt   * Participate personally and encourage others to participate * Respect each other’s voices; all members are equal * Encourage honesty and authenticity * Focus on the issue not the person * Be cognizant that students at committee meetings are looking to   us as examples |