

**Faculty Development**

**Standing College Committee**

**Wednesday, Sept 21, 2011 2:30PM-4:00PM**

**A138**

Makes recommendations on the direction and evaluation of professional development activities for full-time and part-time faculty:

* Define an annual theme for campus Professional Development tied to one or more of the college’s institutional effectiveness

goals, set annual goals for professional development activities, and evaluate effectiveness of each year’s program;

* Evaluate new faculty orientation
* Plan and implement Fall Flex Week activities;
* Plan and implement year-round Flex opportunities, including Teaching/Learning Lunches; and
* If funds are available, administer, allocate funding, and evaluate the results of an annual professional development mini-grant

program.

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Initials** |  | **MEMBER** | **Initials** |
| **Co-Chair Dean** | Lori Bennett | **X** | **Co-Chair Faculty** | Leeann Mulville | X |
| **Language/Learning Res.**  **Computer Studies** | Kathryn Adams  Faten Habib | **X** | **Dean** |  |  |
| **Mathematics and Physical Sciences** | Brendan Purdy  Balazs Becht | **X**  **X** | **NFO Facilitators** | Patty Colman  Helga Winkler | X |
| **Applied and Social Sciences** | Julie Campbell  Elisa Setmire  Reet Sumal  Jack Miller | **X**  **X**  **X**  **X** | **Media/Visual Arts and Enrollment**  **Services** | Erika Lizee  Joanna Miller  Krsti Almeida-Bowin | X  X |
| **Instructional Technology** | Ashley Chelonis | **X** | **Performing Arts/Student Life** | Judi Gould | X |
| **ASC** | Mary Mills  Riley Dwyer | **X** | **Life and Health Sciences** | Rachel Messinger  Argie Clifford | X  X |
|  |  |  | **GUESTS** |  |  |

**MINUTES**

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| **CALL TO ORDER** |  |
| 2:30 Members Introductions | Completed |
| 2:35 Apr. Minutes for approval | Approved by vote |
| 2:40 Open Comments | None |
| **COMMITTEE BUSINESS** | **DISCUSSION/ACTION** |
| 2:50 Goals for 2011-2012  Based on Evaluation of Content and Process | Reviewed the 2011-2012 two year plan:  Noted that process for updating and including new hires into the Faculty Development Group link is completed.  Evaluation and recommendation survey from Faculty Development needs to be developed for dissemination to staff and faculty at the 2011 Fall Fling. Workgroup members Mary Mills, Kathryn Adams and Leeann Mulville produced survey and Lori Bennett will contact and coordinate with President Eddinger to disseminate and collect results.  Refer attached copy of survey. After Fall fling the survey will be sent to all users as a survey monkey requesting those not in attendance to fill out a forward to the Faculty Development committee |
| 3:00 NFO Year End Report  NFO Coordinator Report – First NFO | Patty Colman was introduced as the new coordinator for NFO – Patty presented a brief overview of the first NFO meeting which included topics on Tenure, Academic Senate and open question session. She felt the program was very successful and requests that she get a copy of the Fall Fling Survey. Leeann will forward finalized survey and results of survey to Patty. |
| 3:10 Workgroup Assignments | Sign-up list presented to members for additional volunteers – refer attached workgroup members. |
| 3:15 “Magic in Teaching” Flex Presentation Proposals  Discussion Request -Tenure Workgroup vs. Flex Presentation  Fall Flex evaluation form results | The Flex Workgroup, was charged with coordinating the “Magic in Teaching Series” semester presentations, and was asked to contact potential presenters for the series and flex activities. Presenters from well attended Fall Flex week and requested presenters presentations from our survey results will be contacted by the committee to repeat their workshops during the year.  The Workgroup will produce a “Presentation Proposal Form” to handout to faculty for flex presentations. This form should be made available to faculty on the faculty development web site.  Kathryn Adams proposed for discussion that a formal process should be adopted and approved by the Academic Senate that addresses Tenure in the NFO. A systemized program was discussed that would ensure that each year the Tenure process would be addressed with the new faculty group supporting the process and clarify faculty responsibilities.  The committee discussed a “mentoring/buddy” system for new faculty that would pair a senior faculty member with a new faculty member for the purpose of support and guidance not evaluation. This pairing would be voluntary and could be facilitated at a yearend open invitation party/meeting. Interest in this concept will be measured with a question on the fall fling faculty development survey form.  Lori will have the evaluation form results compiled and disseminated for committee review next month. |
| 3:30 Co-chair “Shadowing” Appointment Procedure – Formal “Recommendation” to the President in writing. Academic Senate Approval. | Leeann Mulville advised the committee members that the committee’s past practices relative to the appointment of Co-chair had not been in compliance with the “Constitution of the Moorpark College Academic Senate”. She cited Section F that specifically says that the Academic Senate elects and appoints the Co-chairs not the committee.  Leeann Mulville will be stepping down as Co-chair of Faculty Development after this academic year. As such, any member interested in possible election to Co-chair of Faculty Development should let their Academic Senate representative know of their desires. |
| 3:45 Kudos -   * Summer and August Recipients * Faculty Development Copy Machine Code | Richard Talbert  Mickey Aguilar  Gwen Chater  Victory Kitamura  Kim Watters  Raul Barraza  La Donna Righetti  Spencer Thompson (June and August)  Audrey Chen  Faculty Development has copy code assigned for those needing to use copy machine in Administration Mailroom for Kudos awards or other Faculty Development business. For code please contact Leeann Mulville or Linda Sanders in the Social Sciences Division. |
| 3:50 Faculty Travel Funds Pool Approved by Academic Senate   * Update on funds requests and approvals from Summer 2011 and September 2011 * Confirm Travel Funds Review Workgroup Committee Members for Fall 2011 * Discussion for recommendation on procedure for Faculty Development Committee Members to apply for and receive travel funds. | Information Only  Lori Bennett presented list of recipients-  Approved for Summer-September: Nathan Bowen, Beth Gillis-Smith, Hart Shultz, Diane Scarfano, Judy Ramos.  Denied: John Baker was not able to have his application approved because he did not get out of state approval from the district in time for the proposed travel date    Refer attached workgroup list  Brendan Purdy opened discussion relative to the instructions on the travel funds application. The process for approval through the district for out of state travel should be clarified and there should be a more specific rubric for committee review and approval. There needs to be more specific language on the form relative to the requirements and restrictions of one application per academic year. Brendan and the sub-workgroup (Reet Sumal, Mary Mills, Joanna Miller and Kristi Almeida-Bowin) will draft new wording for application and rubric for review. |
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| 4:00  Adjourn | Next Meeting Oct 19th |