

**AGENDA**

**Faculty Development Standing College Committee**

**Wednesday**, **January 16, 2013**, **2:30PM-4:00PM in A138**

Charter: The Faculty Development Committee makes recommendations on the direction of professional development activities for full-time and part-time faculty, including:

* In consultation with the EVP, conduct and evaluate new faculty orientation
* Plan and implement Fall Flex Week activities
* Evaluate applications and award professional development funds. Funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement
* Plan, implement, and assess year-round professional development opportunities

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | **Kim Hoffmans** | **Present** | **Co-Chair Faculty** | **Margaret Tennant** | **Present** |
| **Learning Resources**  **CIS**  **English/ESL**  **World Languages** | **Faten Habib/**  **Mary Mills**  **Kathryn Adams**  **Judith Ramos** | **Present**  **Present**  **Present**  **Absent** | **Instructional Technology** | **Ashley Chelonis** | **Present** |
| **Chem/ Earth Sciences**  **CNSE/CS**  **Mathematics,**  **Physical Sciences** | **Vincent Crisostomo**  **Ed Garcia**  **Brendan Purdy**  **None** | **Present**  **Absent**  **Present** | **Child Devmt**  **Digital Media**  **Visual & Applied Arts** | **None**  **Susan Gardner**  **None** | **Absent** |
| **Social Sciences**  **Behavioral Sciences**  **Business**  **Athletics** | **Patty Colman/Ray Zhang**  **Elisa Setmire**  **None**  **None** | **Present/Present**  **Present** | **Access/LS**  **Counseling**  **Health Center**  **Music/Dance**  **Theater Arts** | **None**  **Judi Gould**  **None**  **None**  **Steve Doyle** | **Absent**  **Present** |
| **Animal Science**  **Health Sciences**  **Life Science** | **None**  **Argie Clifford**  **Rachel Messinger** | **Absent**  **Absent** | **Union Rep** | **Renee Fraser** | **Present** |
| **NFO Leaders** | **Patty Colman/**  **Nils Slattum** | **Present** | **Dean** | **Inajane Nicklas** | **Present** |
| **GUESTS** |  | | | | |

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| **AGENDA** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| Approval of Minutes: 10/17/12 & 11/21/12 | **The motion passed to approve the minutes from 10/17 and 11/12 as corrected** (unanimous). |
| **WORKGROUP REPORTS** |  |
| Flex:   * Survey Results from Fall 2012 * Spring Flex week | Kim Hoffmans reported on handout including a summary of Fall Flex information, outcome measurement results and survey results. Overall, the outcome measures were met.  For Spring Flex, Mary Mills reported that a few individuals who attended her workshop verbally communicated confusion regarding the evaluation tool. They found the second question “Did you have sufficient opportunities to learn from and interact with the presenter and colleagues” confusing and would have liked a comment section for each presentation.  It was mentioned that presenters did not consistently collect evaluation surveys and sign-in sheets. The committee proposed sending an electronic survey to all MCUSERS requesting participants who did not complete the paper copy to respond.  Ashley Chelonis commented that she had good attendance overall. One session of hers had internet explorer issues which was problematic. Patty Coleman commented that Ashley did an amazing job teaching the session that she attended. It was suggested that we double check with IT prior to workshops to make them aware of the computer requirements for specific technology sessions.  Faculty suggested that they would like to have the Flex agenda earlier to plan their schedule. |
| Faculty Travel Funding | Currently, $1,500 is the remaining balance of the Faculty Travel Funds. As of this meeting, no new applications for Spring have been received.  The committee discussed the choices for the Opt-out form.  ACTION ITEM: Committee Chairs will bring the revised form to this body to review. |
| Kudos | Rachel Messinger was the Kudo’s volunteer for December. No report for December since she was absent.  Kudo recognition was passed out to Elisa Setmire and Patty Colman as volunteers to write thank yous for Spring Flex presenters.  Ashley Chelonis was able to provide small “thank you” gifts to individuals who presented at the “Coffee Breaks:” recipients expressed their thanks. |
| Technology | The plan is to offer 3 additional technology “Coffee Break” sessions in the Spring. |
| New Faculty Orientation | Small group of 5 new faculty; last meeting they toured the zoo with Patty and Nils. |

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| **PREVIOUS BUSINESS** |  |
| Goals for 2012-2013: Discussion & vote (no quorum Nov. meeting) | **The motion passed to approve the Faculty Development Committee Goals as amended** (unanimous). |
| College Hour updates | Workgroup (Patty Coleman, Steve Doyle, and Judi Gould) has not met to determine next step. The Committee suggested submitting a tentative proposal to be vetted. It was suggested that the proposal include a definition of the scope and purpose of the hour and suggestions on time and day (s). |
| **NEW BUSINESS** |  |
| Spr Faculty Development Workshop schedule | The Committee discussed a comparison chart of requested Flex activities from Fling survey and offered Flex Activities. Gaps were discussed and will be considered as the Workgroup plans additional development activities for once a month on Fridays. Also, the plan was to hold Brown Bag lunches on alternate Monday/Thursday.  ACTION: On the handout, revise the date for “Reading Across Curriculum Conference” to March 8 from 9-4. For wellness activities include Sydney Sim’s weekly yoga class/Fall Flex activity and Jeff Kreil’ s campus wide offer to workout with the his student trainers. For “burnout/stress reduction,” included Manakas and Wendt’s Fall Flex training on Trauma Informed Care to create an environment to promote physical and psychological health and safety.  Flex Workgroup will meet regularly to create Spring schedule and to begin creating Fall 2013 Flex activities. |
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| **ANNOUNCEMENTS** |  |
| **Agenda Items in Reserve** | Evaluation sheet, Opt-out Form |
| **NEXT MEETING:** | February 20, 2013; 2:30-400pm A138. |
| **Adjournment** | 3:40 pm |

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| **Future meetings:** |
| **Feb. 20, 2013** |
| **March 20, 2013** |
| **April 17, 2013** |