



**ANTELOPE VALLEY COLLEGE**  
**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**  
**September 8, 2010**  
**2:00 p.m. – L201**

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE CHAIR**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
  - a. May 12, 2010 (attachment)
  - b. May 26, 2010 (attachment)
- 5. DISCUSSION**
  - a. Welcome Back Day Overview / Evaluations
  - b. 2010 – 2011 FPD Committee Goals
  - c. Spring 2011 Welcome Back Day
  - d. Teaching For Success Publication
  - e. Adjunct Office Hours
- 6. ACTION ITEMS**

None
- 7. REPORTS**

None
- 8. OTHER**
- 9. ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



**ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT  
COMMITTEE MEETING  
September 8, 2010**

**1. CALL TO ORDER AND ROLL CALL**

Kathryn Mitchell, Faculty Professional Development Chair, called the meeting to order at 2:04 p.m.

**2. OPEN COMMENTS FROM THE CHAIR**

- Diane Flores-Kagan resigned from the committee which has prompted a call for a replacement faculty member to serve on the committee and complete her term.
- Dr. Claude Gratton is requesting revising his proposed Faculty Academy course to three sessions worth twenty hours each. He indicated many faculty contacted him concerned about the length of the course and not being eligible for credit if they are unable to complete the course, therefore he has agreed to segment the course to garner more faculty participation.
- A request was received regarding awarding additional prep hours for AP&P Faculty Representatives who present CurricUNET at division meetings. Kathryn indicated AP&P Representatives are awarded 20 hours of Standard #3 credit for serving on this committee alone and are not required to serve on any additional committee as required for other faculty due to the curriculum work being performed for each division. Committee members were in consensus that additional credit should not be awarded.

**3. OPEN COMMENTS FROM THE PUBLIC**

**NONE**

**4. APPROVAL OF MINUTES**

**a. May 12, 2010 (attachment)**

A motion was made and seconded to approve the May 12, 2010 FPD Committee minutes. Motion carried as revised.

**b. May 26, 2010 (attachment)**

A motion was made and seconded to approve the May 26, 2010 FPD Committee minutes. Motion carried as revised.

**5. DISCUSSION ITEMS**

**a. Welcome Back Day Overview / Evaluations**

Kathryn provided a brief overview and review of the compiled 2010 Welcome Back Day Evaluation results. A total of sixty evaluations were received with various comments. The results concluded forty-five faculty rated the day as either good or excellent, thirteen faculty rated the day as either fair or poor, and two faculty left their evaluations blank. The comments will be sent to Administration for review as this is a collaborative event. Dr. Caproiu stated this was the best Welcome Back Day she's attended during her employment at AVC. More evaluations are expected in the next couple of days and a final tally will be provided to committee at the next meeting as an informational item then forwarded onto Administration.

**b. 2010 – 2011 FPD Committee Goals**

Kathryn reported that at the recent Senate Executive/Faculty Leadership Retreat discussion occurred regarding the importance of establishing committee goals. The Senate is requesting all Standing Committees and Programs to engage in a continual process of evaluation by instituting annual goals. The FPD committee must generate annual goals for the 2010 – 2011 program year and will assess these goals with accomplishments at the end of the program year. Kathryn requested for committee members to begin brainstorming potential goals.

- FPD Goal #1 – finalize the College Mentorship Program with clearly defined project expectations and requirements.
- FPD Goal #2 – coordinate spring Faculty Welcome Back Day.
- FPD Goal #3 – explore additional online professional development opportunities.
- FPD Goal #4 – coordinate committee sponsored events that include either a hands on or collaborative components.
- FPD Goal #5 – create an event ranking process that establishes clearly defined criteria (i.e. hands on component, actively involve audience, etc.)
- FPD Goal #6 – stream line forms (plans, contracts, evaluations) – review FPD forms for revisions.
- FPD Goal #7 – evaluate and create a process to use evaluation feedback.
- FPD Goal #8 – establish committee member roles and responsibilities.

Committee members were encouraged to continue brainstorming potential goals and forward their input to Gloria for inclusion. Committee members were reminded that established goals are fluid and additional goals may be necessary as critical issues may arise throughout the year.

**c. Spring 2011 Welcome Back Day**

The spring 2011 Welcome Back Day is not a mandatory event for faculty, but the committee needs to collaborate on creating an outline for the day. Some of the big issues this year will be Accreditation and the budget, so breakout sessions on these issues should be included. There is not a clear understanding of how the general session will be coordinated and we'll have to discuss the matter with Administration to determine how to go about determining the number of breakout sessions for the day. It doesn't seem likely that a division meeting will be included in the schedule as this is not a mandatory day for faculty. Committee members were encouraged to review the programmed events in the book to provide suggestions on what events should be included in the spring 2011 Welcome Back Day.

**d. Teaching for Success Publication**

The committee has paid for an annual subscription to Teaching for Success publications, but do not actively market and/or publicize publication contents campus wide. Past publications have been posted to the FPD website, but faculty are not aware of the posting or don't necessarily access the documents. There are some great articles and teaching techniques included in the publication but do not have the man power in the Senate Office to actively market the information. Kathryn stated the subscription was an action item the committee approved in the previous program year and should take an active role in publicizing the information outside of simply posting the publication to the website. Dr. Roslyn Haley and Dr. Rona Brynin volunteered to work collectively on determining a marketing strategy campus wide. Dr. Haley reported Google offers a forum opportunity where information can be uploaded and interactive forms/discussion boards can be made accessible. Kathryn requested that a brief site presentation be provided to the committee members to review and discuss.

**e. Adjunct Office Hours**

This discussion item was included on the agenda because there is a great deal of discussion occurring on campus regarding office hours. The Chancellor's Office suspended the Adjunct Office Hour payment program for one year due to the State budget crisis. There is misinformation regarding the matter and some adjunct faculty believe since they no longer receive compensation for office hours they can claim these hours as Standard #1 – Faculty Academy credit, which is false. The committee may be requested by the Faculty Union to review the office hour issue again for the fourth year in a row, but in previous program years the committee was in consensus that holding office hours was not an eligible professional development activity but was part of a faculty's job duties.

**6. ACTION ITEMS**

None

**7. REPORT**

None

**8. OTHER**

None

**9. ADJOURNMENT**

A motion was made and seconded to adjourn the September 8, 2010 Faculty Professional Development (Flex) Committee meeting at 3:29 p.m. Motion carried.

<b>MEMBERS PRESENT</b>		<b>ABSENT MEMBERS</b>
Rae Agahari	Jack Halliday	Sharon Lowry
Rona Brynin	Mark Hoffer	Casey Scudmore
Magdalena Caproiu	Cindy Lehman	Tatiana Konovalov – ASO Rep.
Richard Coffman	Ty Mettler	<i>Vacant Adjunct Faculty Representative</i>
Rosa Fuller	Kathryn Mitchell	<i>Vacant Classified Union Representative</i>
Jennifer Gross	Dr. Tom O’Neil	<i>Vacant Confidential Mngmt. Union Rep.</i>
Roslyn Haley	Santi Tafarella	