



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
October 27, 2010
2:00 p.m. – A140

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. October 13, 2010 (attachment)
- 5. DISCUSSION**
 - a. Event Evaluation Procedure Update / Data Collection through Survey Monkey
 - b. Budget Allocation
 - c. Spring Welcome Back Day Committee Member Duties / Assignments
 - d. Exemplary Award Nomination
- 6. ACTION ITEMS**
 - a. 4C/SD Council Membership - \$125.00
- 7. REPORTS**

None
- 8. OTHER**
 - Review / Approve Plans
- 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
October 27, 2010**

1. CALL TO ORDER AND ROLL CALL

Kathryn Mitchell, Faculty Professional Development Chair, called the meeting to order at 2:05 p.m.

2. OPEN COMMENTS FROM THE CHAIR

- Kathryn introduced and welcomed the newest member to the committee. Ms. Erin Stein has been appointed as the Adjunct Representative.
- The Accreditation interview was a bit disconcerting. Originally, an interview was established with two team members but was then changed to one team member. The interview was established for thirty minutes but went over in time due to confusion on the team members' part. She didn't understand the Faculty Professional Development Program was separate from Staff Development. In the end she requested a great deal of documentation which was already provided as evidence. Kathryn left the appointment very apprehensive and nervous about the lack of understanding of our program. The Accreditation team member kept inquiring how professional development activities supported student success and supportive evidence to demonstrate continual evaluation of the program is occurring. Ultimately, Kathryn wasn't sure if the team member was aware or knowledgeable of the Chancellor's Office requirements. The exit report overall went very well. The FPD Committee was not identified in any of the stated recommendations although the campus is in a holding pattern until the final report from the commission is received.

3. OPEN COMMENTS FROM THE PUBLIC

- Ms. Gloria Kastner stated one of the recommendations handed down by the visiting Accreditation Team was the need to accurately document discussions which lead to a change in operational decisions. It is imperative to depict the entire cycle of dialogue through discussion, analysis, and changes made as a result of discussions. It was very evident the evaluation team was focused on how we "close the loop" in the cycle of evaluation. There are some gaps in evidence, especially in various committees and department meeting minutes. It is imperative that committee members not deviate from the agenda topics in efforts to making the process easier to complete for those transcribing minutes. In addition, the committee as a whole is responsible in ensuring minutes accurately reflects the dialogue, is concise, and depicts how decisions are made based on discussion and analysis of issues.

4. APPROVAL OF MINUTES

a. October 13, 2010 (attachment)

A motion was made and seconded to approve the October 13, 2010 FPD Committee minutes. Motion carried as corrected with one abstention.

5. DISCUSSION ITEMS

a. Event Evaluation Procedure Update / Data Collection through Survey Monkey

Kathryn indicated committee members must reevaluate the Event Evaluation Form. Committee members reviewed the current evaluation forms used in the FPD Program and engaged in a discussion of how to revise the event evaluation form to make the form more user friendly in efforts to obtain statistical data. Some of the suggestions were to model the language used in the Chancellor's Office Guidelines and to change the current text based language to a number rating system. In addition, the committee was in consensus to eliminate the question for alternate flex event topic suggestions being that this question is included on the contract form. An additional two questions will be included to allow faculty to include a brief narrative on how

informative/beneficial the presentation was to a faculty's professional development. Kathryn indicated she would create a draft template for approval at the next FPD meeting and will work with Ted Younglove, Director of Institutional Research and Planning, to include any suggestions they may have in acquiring data.

b. Budget Allocation

The FPD budget has been established for the 2010 – 2011 program year. The committee has been awarded approximately \$5,500.00 for program expenditures. This is the second year where the budget has been decreased based on not expending the total amount of funds awarded in the previous academic year. It is difficult to expend the entire amount allotted as the Business Office deadline date for expenditures is mid April, which all expenditures have to be identified with a vendor. For the FPD Committee this is virtually impossible as we do not generally operate expenses with vendors rather than non-instructional supplies. Dr. Tom O'Neil suggested writing a memo to the Vice President of Administrative Services indentifying the problems the committee encounters with closing the budget year early and requesting that the 2009 – 2010 program funding be reinstated. Kathryn indicated she would look into the matter further but being that the budget has been cut from approximately 25k to 6K in 2009 and now 5k in 2010, she is not optimistic on getting the budget amount reinstated to the 2009 program year.

c. Spring Welcome Back Day Committee Member Duties / Assignments

Kathryn reported Ms. Carol Eastin will not be available to present a Scholar in Residence event for the tentatively scheduled Welcome Back Day and the committee needs to find a replacement event to fill this spot. Dr. Magdalena Caproiu suggested including a guest speaking opportunity for the Outstanding Adjunct recipient, Mr. David Earle. Committee members were in consensus to request Mr. Earle to offer a breakout session at the Spring Welcome Back Day. Ms. Mitchell requested committee members to volunteer in the coordinating efforts of the Spring Welcome Back Day. Ms. Jennifer Gross volunteered to coordinate the Online Teaching Open House Demonstration break out session. Dr. Magdalena Caproiu volunteered to research the availability to host the Online Teaching Open House session in the Learning Center from 9:00 a.m. to 10:30 a.m. Mr. Ty Mettler and Dr. Rona Brynin volunteered to coordinate the SLO Assessment break out session from 10:45 a.m. to 12:15 pm. Ms. Mitchell requested making the SLO Chair and Committee members aware the FPD Committee is requesting this break out session be small discipline specific groups working on analyzing data results and determining how to use data results. Dr. Tom O'Neil volunteered to contact Mr. David Earle for the a session #1 break out from 9:00 a.m. to 10:30 a.m. Mr. Mark Hoffer and Ms. Mitchell will coordinate the efforts to collaborate the Race/Gender and Globalization follow-up session from 10:45 a.m. to 12:15 p.m. Ms. Rosa Fuller indicated she will contact Dr. Fisher's Office to coordinate the morning general session from 8:00 a.m. to 8:45 a.m. Ms. Rae Agahari volunteered to contact Alpha Iota to see if they would be willing to provide continental breakfast items for this event as a fundraising opportunity. Ms. Mitchell stated the final session of the day will be a Faculty Professional Development Program Presentation with a question and answer opportunity. All committee members need to be present in solidarity to provide an overview of AVC's FPD program guidelines, the Chancellor's Office requirements, as well as an opportunity for a question and answer period. The entire day will be offer faculty six hours of Standard #1 – Faculty Academy credit. Committee members engaged in a brief discussion regarding the possibility of having a catered lunch. This idea was well received but based on past practice outside vendors are not allowed on campus.

d. Exemplary Award Nomination

The Academic Senate for California Community Colleges has put out a call for Exemplary Program Award nominations. The theme for nominations is "Innovative Programs Supporting Student Success." Ms. Mitchell indicated in reviewing the guidelines for nomination the FPD

committee meets requirements specified to forward the program as a potential award recipient. Ms. Rosa Fuller expressed her concern about highlighting the program when the State is scrutinizing the merit of all professional development programs within California. She indicated in forwarding the FPD Program as a Program Award nominee it may contribute to its demise. Ms. Mitchell reported in speaking with Mr. Woodyard LeBaron, Dean of Instructional Programs and Services at the Chancellor's Office, he has repeatedly stated how AVC's FPD Program is a model of what professional development programs should look and function like. Very few colleges have a faculty driven professional development program where faculty submit event proposals. Most programs are coordinated by a small constituency of personnel, are mandated dates, and are not entirely inclusive of faculty needs. Committee members were in consensus that highlighting the program and the work performed by faculty would strengthen the validity of what could and should be happening across California. Dr. Richard Coffman reported at the Accreditation Debrief meeting Administration and Steering Committee members engaged in a discussion on how AVC should take every opportunity to highlight the exceptional programs and services provided. The college is making a name for itself and should move toward becoming a model campus in every area possible. Ms. Mitchell indicated if the committee was in consensus to submit the FPD Program as a nominee for the Exemplary Program Award she would have to draft a letter addressing the guideline requirements with evidence from programmed events occurring within the last three years, and obtain a letter of support from the Academic Senate and the College President, Dr. Jackie Fisher. She would have to move fast because the nomination would have to be approved at the November 4, 2010 Academic Senate meeting. Committee members were in consensus to move forward in submitting the FPD Program as an Exemplary Award Nominee for approval by the Academic Senate. Ms. Mitchell indicated she would forward an electronic copy of the award guidelines to all committee members so they could provide input on which programmed events to highlight in addressing guideline requirements. All input must be obtained no later than Monday, November 1, 2010.

6. ACTION ITEMS

a. 4C/SD Council Membership - \$125.00

A motion was made and seconded to approve the membership expenditure of \$125.00 to join the 4C/SD Council. Motion carried.

7. REPORT

None

8. OTHER

- Ms. Mitchell reported an expense request has been forwarded to the committee for consideration. Mr. Scott Memmer is requesting the reimbursement of \$85.18 for copyright clearance for and reprinting rights for a FPD presentation on short stories. Ms. Jennifer Gross expressed her concern about setting a precedent of funding when the committee has very little money. Ms. Mitchell indicated that in the proposal approval letter a statement was included detailing that all budget requests were deferred due to not having an established budget, although funding requests during the program year will be considered on an individual basis. Committee members were in consensus to reimburse Mr. Scott Memmer for the expenses he incurred in offering the short stories event.
- There are currently twenty outstanding adjunct plans, which is much better than in past program years.
- Dr. Tom O'Neil reported the Honors Committee will be requesting the FPD Committee consider offering faculty credit for agreeing to provide Honors Options for students.
- Review / Approve Plans

9. ADJOURNMENT

A motion was made and seconded to adjourn the October 27, 2010 Faculty Professional Development (Flex) Committee meeting at 3:31 p.m. Motion carried.

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