Faculty Professional Development Committee Minutes

Wednesday, Feb. 09, 2022
Zoom
Time – 2:30 – 4:00

Type of Meeting: *Regular*
Note Taker: *Gabrielle Poorman*
Please Review/Bring: Agenda Packet, Sabbatical Application

Committee Members:

Kathy Osburn, Faculty Co-Chair
Dr. Davis, Administrative Council Member
Kathryn Mitchell, Administrative Council Member *VACANT* – Administrative Council Member
Walter Briggs, Faculty Member-**Absent**
Jane Bowers, Faculty Member
Dr. Rona Brynin, Faculty Member
Dr. Barbara Fredette, Faculty Member
Mark Hoffer, Faculty Member
Dr. Zia Nisani, Faculty Member

Tyrone Mettler, Faculty Member
Kimberly Sennett, Faculty Member
John Wanko, Faculty Member
VACANT – Faculty Member
Tina McDermott, Tenure Evaluation Coordinator- **Absent**
Greg Krynen, Technical Liaison
Gabrielle Poorman, Faculty Union Rep
James Nasipak, Confidential Management/Supervisory/Administrators
Gwenn Preston, Classified Representative-**Absent**
Sawsan Farrukh, Adjunct Representative

Items	Person	Action
I. Approval of Agenda	*All*	All approved the agenda.
II. Opening Comments from Co-Chairs	*K. Osburn, K. Mitchell*	**Issues Discussed:** 1. Kathy Osburn introduced having automatic emails for faculty once a month about FPD events. 2. Kathy Osburn will be submitting and checking with the Senate about changing the FPDC and committee structure to divisional representation and the timelines when this change starts. 3. Kathy Osburn introduced the importance of allowing faculty to earn FPD hours for recorded training. 4. The FPD committee has an FPD Canvas shell that is

		currently being worked on to help faculty with FPD policies and procedures. **Follow Up Items:** 1. Kathy Osburn will have the FPD hours for recorded training opening comment moved to a discussion item for the next meeting. 2. Next semester, Kathy Osburn will bring a draft of the FPD Canvas shell to the FPD committee for review. 3. Kathy Osburn will meet with Dr. Howard Davis to discuss the FPD committee and introduce ideas.
III. Open Comments from the Public	*All*	**Issues Discussed:** Barbara Fredette will gather the survey results from Spring 2022 opening day. **Follow Up Items:** 1. Barbara Fredette will send the survey of the opening day results to Kathy Osburn. 2. Kathy Osburn will share the survey result from opening day in the FPDC Google Drive and will be put on the next meeting's agenda.
IV. Approval of Minutes	*All*	Minutes from Jan. 26, 2022 were approved but with one abstention.
V. Discussion Items	*John Wanko* *Mark Hoffer*	**1. FPD attendance recording** **Issue discussed:** FPD attendance recording has been an ongoing issue because presenters will only rely on the digital sign-in form instead of taking attendance during a Zoom FPD event. Also, faculty and staff that join a Zoom FPD event will occasionally use a nickname instead of their proper name, which is difficult to record for attendance purposes on Zoom. It was mentioned that presenters should have a Google Sign-in Form that is linked in the chat in Zoom for participants to sign in for a Zoom FPD event. **2. FEP Structure Guidelines** **Issue discussed:**

		FPD academic years are structured from Fall to Spring. Mark Hoffer introduced the idea of having an FPD structure that would allow faculty to start a year-long structure that would begin in the Spring, so long as faculty submit a proposal in the Spring and a proposal in the Fall. With this option in the FPD structure guidelines, faulty could earn half credit in the Spring and half credit in the fall for their proposal because the academic year is from Fall to Spring. **Follow Up Items:** Kathy will meet with Alex Parisky and Greg Krynen about creating a digital sign-in form for Zoom FPD events.
VI. Action Items	*All*	1. Approval of Mentorship Cota/Sorcelli-This approval was tabled because the timeline regarding the academic year is going from Spring to Fall, and this proposal needs to reflect only the mentorship for the Spring semester. 2. All approved the Instructional Exchange, Ades/Huntsman (no plan required). 3. All approved the Gmail account for FPD email.
NEXT MEETING DATE: Wednesday, Feb. 23, 2022		Meeting ended at 3:41 p.m.