



Faculty Professional Development Committee Agenda

Date: Wednesday, February 8, 2023
 Time: 2:30pm-4:00pm
 Location: Zoom

Type of Meeting: Regular

Note Taker: Kathy Osburn

Please Review/Bring: Minutes from the January 25 meeting, [FEP proposals](#), [22/23 Handbook](#)

Committee Members:

Position	Member Name	Contact	Present	Absent
Faculty Co-Chair	Kathy Osburn	kosburn@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative Co-Chair	Kathryn Mitchell	kmitchell18@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative Council Member	Nathan Dillon	ndillon@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CMSA Representative	James Nasipak	jnasipak@avc.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technical Liaison	Greg Krynen	gtkrynen@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classified Representative	Desiree Lee	dlee35@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tenure Evaluation Coordinator	Tina McDermott	tmcdermott@avc.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adjunct Representative	Sawsan Farrukh	sfarrukh@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Union Representative	VACANT		<input type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, Counseling	John Wanko	jwanko@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, Counseling	Katherine Quesada	kquesada@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, CTE	Dr. Rona Brynin	rbrynin@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, CTE	Caleb Healey	Chealey@avc.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Rep, MSE	Dr. Zia Nisani	znisani@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, MSE	Jane Bowers	sbowers@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, L&CA	Mark Hoffer	mhoffer@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, L&CA	Ritchie Hao	rhao@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, A&H	Glen Knowles	gknowles@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, A&H	VACANT		<input type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, SBS	Kent Moser	kmoser@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, SBS	Ken Schafer	kshafer2@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, AKIN	Carrie Miller	cmiller@avc.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, AKIN	VACANT		<input type="checkbox"/>	<input type="checkbox"/>
ASO Rep	VACANT		<input type="checkbox"/>	<input type="checkbox"/>

Items	Person	Action
I. Approval of Agenda	All	<u>Issues Discussed:</u>

		<p>Action Taken: Motion made by: Zia Nisani Second: Kent Moser. Passed unanimously.</p> <p>Follow Up Items:</p>
II. Opening Comments from Co-chairs.	Kathy Osburn Kathryn Mitchell	<p>Issues Discussed: Thanks to Greg Krynen for all his dedicated work to FPD.</p> <p>Action Taken:</p> <p>Follow Up Items:</p>
III. Open Comments from the Public	All	<p>Issues Discussed: Do presenters need to book a room for Fall FPD events. Greg told her not to worry about it at this time. Greg said we need the room numbers at least one month prior to the event. If you don't have a key to the room for your event, campus security will open the room for you. Ken still hasn't heard back from ITS as to why his all-faculty email was not sent for 48 hours.</p> <p>Action Taken:</p> <p>Follow Up Items: Kathy Osburn will follow up with ITS</p>
IV. Approval of Previous Minutes	All	<p>Issues Discussed:</p> <p>Action Taken: Motion made by: Kent Moser Second: Zia Nisani. Motion passed unanimously.</p> <p>Follow Up Items:</p>
V. Discussion Items	All	<ol style="list-style-type: none"> 1. Sabbatical Application Packages (Osburn) <ol style="list-style-type: none"> a. Sabbatical application packages will be sent to the team next week. The applications are confidential. 2. 22/23 Handbook (Osburn) When we approve the 22/23 handbook it will be posted on our FPD page on the AVC website as well as in Canvas. 3. 23/24 FPD Event Proposals (Krynen and Osburn) <ol style="list-style-type: none"> a. We have 46 proposals. The committee thinks we need to extend the deadline. We discussed why the number of proposals is declining. Modality shifts, Cornerstone, we have feedback about not enough FPD events scheduled in the morning. Zia asked if we could open our FPD events to K-12 faculty. b. Finding rooms is an issue because the fall schedule isn't yet set. c. We will send out an extension notice that says don't worry about the room yet. When the fall schedule is out, we will remind the presenters to reserve a room.

		<p>d. How does the committee feel about dedicated FPD presentation rooms? MH132 is always set up for FPD events. It has computers for all participants. Greg will check to see if the IMC theater is set up for hyflex. Rona suggested we use the planetarium room in Uhazy Hall.</p> <p>e. We need to identify rooms conducive to FPD events for the spring term.</p> <p>4. Google Productivity (Bowers): We had discussed how it can be difficult to track our events on Cornerstone, so Jane showed us how to do so in Google. On the Google Calendar, Place the events you plan to attend on your Google calendar. Enter the standard in the event description. Color code so that FPD events are all one color. Add the Zoom link or room number to the calendar event. You can search your calendar for FPD events and it lists all the events you attended.</p> <p>5. Rona asked if we can put all of our events on Google calendar so that everyone can see it. We need administrative assistance to do this.</p>
VI. Action Items	All	<ol style="list-style-type: none"> 1. FEP Proposals: All approved 2. Extend Event Proposals: Extend to March 11 3. 22/23 Handbook Approval: Motion passes
VII. Adjourn	All	
NEXT MEETING DATE: Feb. 22		Meeting Dates for Spring 23: January 11, January 25, February 8, February 22, March 22, April 12, April 26