



Faculty Professional Development Committee Agenda

Wednesday, February 10, 2016
2:00 p.m. – 3:00 p.m.
L-201

COMMITTEE MEMBERS

- Kathryn Mitchell, Faculty Co-Chair
- Dr. Bonnie Suderman, Co-Chair
- LaDonna Trimble, Administrative Member
- Dr. Tom O’Neil, Administrative Member
- Leslie Baker, Faculty Member
- Dr. Rona Brynin, Faculty Member
- Dr. Magdalena Caproiu, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member
- Darcel Jarrett-Bowles, Faculty Member
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison
- Jackie Lott, Faculty Union Rep
- Ty Mettler, Faculty Member
- Melanie Parker, Faculty Member
- Susan Snyder, Faculty Member
- Dr. Darcy Wiewall, Faculty Member

Items	Person	Action
I. Opening Comments from the Co-Chair	K Mitchell	
II. Open Comments from the Public		
III. Approval of Minutes	All	a. October 28, 2015 FPDC Meeting (attachment)
IV. Discussion Items	B Suderman K Mitchell	a. Sabbatical Requests b. Quantifying Hours for MOU
V. Action Items	K Mitchell K Mitchell K Mitchell K Mitchell	a. AVC2CSU FPD Credit Approval b. Request for Funding Process, Form & Checklist (attachments) c. FPD Program Survey d. Spring 2016 Opening Day Review
VI. Adjournment		



ANTELOPE VALLEY COLLEGE

MEETING DATES

September 9, 2015

September 23, 2015

October 14, 2015

October 28, 2015

~~November 11, 2015~~ HOLIDAY

November 25, 2015

February 10, 2016

February 24, 2016

March 9, 2016

March 23, 2016

~~April 8, 2016~~ SPRING BREAK

May 13, 2016

May 27, 2015 (if needed)



Faculty Professional Development Committee Minutes

Wednesday, February 10, 2016
2:00 p.m. – 3:30 p.m.
L-201

COMMITTEE MEMBERS

- Kathryn Mitchell, Faculty Co-Chair
- Dr. Bonnie Suderman, Co-Chair
- LaDonna Trimble, Administrative Member
- Dr. Tom O’Neil, Administrative Member
- Leslie Baker, Faculty Member
- Dr. Rona Brynin, Faculty Member
- Dr. Magdalena Caproiu, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member
- Darcel Jarrett-Bowles, Faculty Member
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison - ABSENT
- Jackie Lott, Faculty Union Rep
- Ty Mettler, Faculty Member
- Melanie Parker, Faculty Member
- Susan Snyder, Faculty Member
- Dr. Darcy Wiewall, Faculty Member

Items	Person	Action
I. Opening Comments from the Co-Chair	K Mitchell	Kathy Mitchell invited members to attend the 4C/SD Conference in April 2016. Kathy is going. Let her know if you would like to attend so we can begin the paperwork process.
II. Open Comments from the Public		
III. Approval of Minutes	All	a. October 28, 2015 FPDC Meeting (attachment) <i>A motion was made and seconded to approve the October 28, 2015 FPDC meeting minutes. Motion carried with corrections and one (1) abstention.</i>
IV. Discussion Items	B Suderman K Mitchell	a. Sabbatical Requests <ul style="list-style-type: none"> • Santi Tafarella Members reviewed the sabbatical application packet from Santi Tafarella. The request was for a one (1) semester sabbatical during the Fall 2017. Consensus was to ask for more information. Dr.



ANTELOPE VALLEY COLLEGE

	<p>K Mitchell</p> <p>K Mitchell</p>	<p>Suderman will request the information and revisit the request.</p> <ul style="list-style-type: none"> • Nikki Rilley Members reviewed the sabbatical application packet from Nikki Rilley. The request was for a one (1) semester sabbatical leave during the Fall 2017 semester. Consensus was to deny the request. Dr. Suderman will communicate the decision to Ms. Rilley. <p>b. Quantifying Hours for MOU Members discussed how to quantify the 12-hour reduction in flex obligation. Consensus was to add it to the contract. Kathy will contact Greg Krynen to add it.</p> <p>c. Spring 2016 Opening Day Review – Kathy will send a request for feedback for Spring 2016 Opening Day, asking attendees, to participate in the online evaluation.</p>
V. Action Items	<p>K Mitchell</p> <p>K Mitchell</p> <p>K Mitchell</p>	<p>a. AVC2CSU FPD Credit Approval <i>A motion was made and seconded to approve the AVC2CSU FPD Credit. Motion carried with one (1) abstention.</i></p> <p>b. Request for Funding Process, Form & Checklist (attachments) <i>A motion was made and seconded to approve the revised Request for Funding Process, form and checklist. Motion carried with one (1) abstention.</i></p> <p>c. FPD Program Survey (attachment) <i>A motion was made and seconded to approve the FPD Program Survey. Motion carried.</i> Kathy will ask Dr. Goel for a Survey Monkey format for publication.</p>
VI. Adjournment		<p>The Faculty Professional Development Committee meeting of February 10, 2016, was adjourned at 2:55 p.m.</p>



ANTELOPE VALLEY COLLEGE

MEETING DATES

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February 24, 2016

March 9, 2016

March 23, 2016

~~April 8, 2016~~ SPRING BREAK

April 20, 2016

May 11, 2016

May 25, 2016 (if needed)

Spring 2015 Opening Day Survey

1. Please rate the General Session (8:00 am – 11 am):

Very Good Good Fair Poor Very Poor

2. Comments on the General Session-Please provide specific feedback on Shannon Larremore, the Keynote Speaker:

3. Session I - Select the session you attended from Noon-1:20 pm:

4. Please rate Session I:

	Very High	High	Neutral	Low	Very Low
Overall quality of Session I:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Its overall value to your professional development:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. What specific idea or information from the Session I you attended will you apply?

6. Comments on the Session I you attended:

7. Session II- Select the session you attended from 1:30 pm-3:00 pm:

8. Please rate Session II:

	Very High	High	Neutral	Low	Very Low
Overall quality of Session II:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Its overall value to your professional development:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. What specific idea or information from the Session II you attended will you apply?

10. Comments on the Session II you attended:

11. Overall, how would you rate the spring 2015 AVC Opening Day Program?

12. Please list something specific you would like to see be a part of future Opening Days:

13. Please provide any additional feedback:

Thank you!

FPD

Spring 2016

Survey Questions--Draft

Introduction:

In an effort to continually improve the Faculty Professional Development program, the FPDC asks faculty to take the attached survey.

Are you: Full-time faculty _____ Adjunct faculty _____

Questions:

1. Would you be interested in having Fall Opening Day re-structured and presented in a new format, specifically, spread over a week, with each day thematically organized based on institutional goals, for example? Full-time faculty would be required to complete a minimum of 8 hours over the course of the week, with the option of doing so all in one day or spread out over the week. Full-time faculty would have the ability to complete the majority of their FPD obligation before the semester started, while adjuncts could complete all of their FPD obligation if desired.

_____ Yes

_____ No

2. Do you agree that faculty should continue to receive FPD credit for activities such as being on a second shared governance campus committee, being an Honors option advisor, working on the Program Review reports, and being an OC WEAVE Database facilitator?

_____ Yes

_____ No

3. If no, please explain why:

4. In recent years the State Chancellor's Office has put increasing emphasis on activities within Faculty Academy (Standard 1). Do you agree that professional development should only consist of Faculty Academy workshops?

_____ Yes

_____ No

5. If no, please explain why:

6. Outcomes workshops/training are often a part of Standard 1 activities. How many hours per semester do you spend collecting, assessing, and discussing outcomes?

_____ 0 - 3 hours

_____ 4 - 7 hours

_____ 8 hours or more

7. What professional development workshops/activity categories would you like to see in future professional development programs? Check all that apply.

_____ Teaching methods and pedagogy

_____ Technical training

_____ Outcomes training

_____ Support service workshops

_____ Health/nutrition workshops

_____ Film presentations and discussions

_____ Field trips and off-campus events

_____ Collaborated interdisciplinary presentations

8. Other suggestions for future professional development programs:

Process for Faculty Professional Development Request for Funding

Antelope Valley College Faculty Professional Development Philosophy and Faculty Academy Mission Statement:

By adopting the Flexible Calendar Option, Antelope Valley College provides full-time and adjunct faculty members (both teaching and non-teaching) with time and opportunities for participation in professional development activities. Through a carefully designed program, we intend to address the needs of our institution as it continues to change and grow, explore current and innovative curricula and classroom strategies, and offer faculty from different disciplines a chance to discuss and exchange ideas.

To improve student learning through enhancement of quality of instruction at Antelope Valley College by providing professional development and resources for faculty in teaching methods, learning styles, curriculum development, student retention, educational technology, and other related areas.

All approvals for funds are dependent on availability of annual FPD budget.

Faculty Professional Development Request for Funds Process:

1. Verify that the funding will follow the intent and purpose of professional development at AVC.
2. Complete the *Request for Faculty Professional Development Funding* form.
3. Submit forms to the Academic Senate office for review and approval by the FPDC.
4. Facilitators will be notified of acceptance/denial within two weeks of committee review.
5. *Once approved by the FPDC, faculty will need to submit all necessary forms for Business Services within 15 business days.* (<https://www.avc.edu/administration/busserv/>)

Guidelines for Funding Requests:

1. First priority will be given to Standard I and II events presented on campus.
2. Second priority will be given to costs associated with Standard I and II events presented off campus.
3. Costs for refreshments/food and admission fees are not allowed.
4. All funding requests will be reviewed on a first come, first served basis.
5. All funding requests need to be submitted a minimum of 10 weeks in advance of the event.
6. The FPDC will not be able to approve funding requests until after the academic year has begun and the committee has been given its budget. Therefore, requests for funding that accompany FPD proposals will not be reviewed until the academic year the presentation is to take place. Approval of a proposal does not guarantee funding.

Request for Faculty Professional Development Funding

I. Contact Information		
Name (Last)	Name (First)	Dept.
Email	Ext./Phone	

II. Request Information	
Title of Event	Date of Event
Amount Requested: \$	Purpose of Funds:

III. Professional Development Objectives
<p><i>Select the objective that is most closely aligned with this request:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve student learning and retention through instructional strategies <input type="checkbox"/> Encourage developing methods of teaching and assessment <input type="checkbox"/> Support the AVC mission and institutional learning outcomes <input type="checkbox"/> Promote faculty interaction, collegiality, and professional growth <input type="checkbox"/> Support lifelong learning by examining culturally diverse perspectives <input type="checkbox"/> Enhance the internal governance and operations of AVC <p><i>Give a brief narrative explaining how this request supports your professional development:</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

IV. Budget	
<i>List each item and attach verification if necessary:</i>	<i>Cost:</i>
Total Cost (not to exceed \$450.00):	

V. Approval (Committee Use Only)	
Committee Vote: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	If not approved, reason:
Date:	Signature of Co-Chair:

FPD GUIDE TO FUNDING REQUESTS

The process for funding can be confusing and frustrating. The Faculty Professional Development Committee would like to help you understand the process. This is **NOT** an official Business Services form (see Business Services webpage for official information). Instead, this is simply a checklist to help you follow the process.

The checklist is mainly for speakers, performers, lecturers, and independent contractors for Standard Contracts. There may be other steps necessary for other requests. Always check with the proper department if there are any questions.

ORDER OF PROCESS	DUE DATE	DONE
Complete <i>Request for Faculty Professional Development Funding</i> form. Submit to Academic Senate Office.	10-12 weeks prior to event	<input type="checkbox"/>
After approval from FPDC, go to Business Services' webpage. Complete the <i>Request for Contract</i> form and <i>Scope of Work</i> form and have the Academic Senate President and College President sign the form. Submit signed form via email to Business Services (purchasing@avc.edu , subject line "Contract Request"). Obtain a signed W-9 form and invoice from the speaker/independent contractor and submit to the Academic Senate Coordinator.	8-9 weeks prior to event	<input type="checkbox"/>
Purchasing will create a contract and send it to you. You have the other party review and sign the contract and return it to Business Services. The signed contract is processed and is put on the agenda for the next Board meeting. The contract is forwarded to the President for review and signature.	6-7 weeks prior to event	<input type="checkbox"/>
After Board approval, the President's Executive Assistant will send fully-executed contract to the Academic Senate Coordinator. The Senate Coordinator will create a <i>Requisition</i> in Banner and download the contract and W-9 in OnBase.	5-3 weeks prior to event	<input type="checkbox"/>
Once <i>Requisition</i> is approved, Purchasing will create a Purchase Order.	3 weeks prior to event	<input type="checkbox"/>
Once the event is complete, the Senate Coordinator will submit the invoice for payment.	Event date	<input type="checkbox"/>

FPDC Research CA CCC Flex Calendars
Darcy L. Wiewall
1-26-2016

Hartnell College

FLEX hours Required/Year: 12 hours plus the 3 mandatory days.

Calendar Schedule: 18 week

Number of mandatory FLEX attendance Days: 3 mandatory; 1-Fall semester and 2- Spring semester

Irvine Valley

**I could not access their Faculty Handbook, FPD Handbook or their Contract areas without a Login

FLEX hours Required/Year: ?

Calendar Schedule: 16 week

Number of mandatory FLEX attendance Days: According to their Academic Calendar, there are 3 Contractual Days and 9 Staff Development Days

LA Valley College

FLEX hours Required/Year: 33.5 hrs—Obligation based on ½ total annual number of weekly classroom hrs

Calendar Schedule: 16 week

Number of mandatory FLEX attendance Days: One day – 6.7 hours

Laney College

FLEX hours Required/Year: Obligation equal to total number of teaching hours per year.

Calendar Schedule: 18 week

Number of mandatory FLEX attendance Days: 40% of the hours to be fulfilled on designated Professional Development days and 60% satisfied by individual staff developed programs. They have 2 PFD days in the Fall and 2 FPD days in Spring as well as a District PFD day each semester.

Mira Costa College

FLEX hours Required/Year: 2 hours for every 1.0 LHE in the classroom

Calendar Schedule: 16 week

Number of mandatory FLEX attendance Days: Couldn't determine?