ANTELOPE VALLEY COLLEGE

Faculty Professional Development Committee Agenda	**Wednesday, April 26, 2017** **L-201** **2:15 p.m. - 3:45 p.m.**

Type of Meeting: Regular
Note Taker: Nancy Masters
Please Review/Bring: Agenda packet

COMMITTEE MEMBERS
Kristine Oliveira, Faculty Co-Chair
Dr. Bonnie Suderman, Co-Chair
Gary Roggenstein, Administrative Council Member
Dr. Tom O'Neil, Administrative Council Member
Leslie Baker, Faculty Member
Dr. Rona Brynin, Faculty Member
Dr. Zia Nisani, Faculty Member
Jack Halliday, Faculty Member
Mark Hoffer, Faculty Member
Dr. Liette Bohler, Tenure Evaluation Coordinator
Greg Krynen, Technical Liaison
Jackie Lott, Faculty Union Rep
Laurie Walker, Faculty Member - ABSENT
Dr. Jeffery Cooper, Faculty Member
Susan Snyder, Faculty Member
Dr. Darcy Wiewall, Faculty Member
Michelle Hernandez, Confidential Management Union
ASO Member - VACANT

GUESTS:

	Items	Person	Action
I.	Opening Comments from the Chairs	Kristine Oliveira Dr. Bonnie Suderman	
II.	Open comments from the Public		
III.	Approval of Minutes	Kristine Oliveira	a. April 12, 2017 Meeting (attachment)
IV.	Discussion Items	Kristine Oliveira	1. Goals • Program Evaluation • Faculty-to-Faculty Mentorship • Accessibility for Deaf and Hard of Hearing • College Meetings Calendar 2. Fall 2017 Opening Day & Pre-Opening Day

		3. 2017-18 FPD Handbook Update Workgroup 4. 2017-18 4CSD Membership
V. Action Items	Kristine Oliveira	1. NISOD Membership
VI. Information Items	Kristine Oliveira	1. FPDC Report to Senate - May 4 2. FPDC Annual Report to Senate - May 10 3. Center for Teaching Excellence (CTX) 4. Professional Milestones Address: Sabbatical & Scholar in Residence Talks: Friday, May 5, 4-6pm, SSV151 5. Chancellor's Office Annual Flexible Calendar Activity Survey June 1 - electronic version due June 15 - signed doc due via post
NEXT MEETING DATE: May 10, 2017		

ANTELOPE VALLEY COLLEGE

Faculty Professional Development Committee Minutes	**Wednesday, April 26, 2017** **L-201** **2:15 p.m. - 3:45 p.m.**

Type of Meeting: Regular
Note Taker: Nancy Masters
Please Review/Bring: Agenda packet

<u>COMMITTEE MEMBERS</u>
Kristine Oliveira, Faculty Co-Chair
Dr. Bonnie Suderman, Co-Chair
Gary Roggenstein, Administrative Council Member - ABSENT
Dr. Tom O'Neil, Administrative Council Member - ABSENT
Leslie Baker, Faculty Member - ABSENT
Dr. Rona Brynin, Faculty Member
Dr. Zia Nisani, Faculty Member
Jack Halliday, Faculty Member
Mark Hoffer, Faculty Member
Dr. Liette Bohler, Tenure Evaluation Coordinator - ABSENT
Greg Krynen, Technical Liaison
Jackie Lott, Faculty Union Rep
Laurie Walker, Faculty Member - ABSENT
Dr. Jeffery Cooper, Faculty Member - ABSENT
Susan Snyder, Faculty Member
Dr. Darcy Wiewall, Faculty Member
Michelle Hernandez, Confidential Management Union - ABSENT
ASO Member - VACANT
GUESTS: Magdalena Capriou – proxy for Laurie Walker; Dr. Barbara Fredette, proxy for Dr. Jeffery Cooper
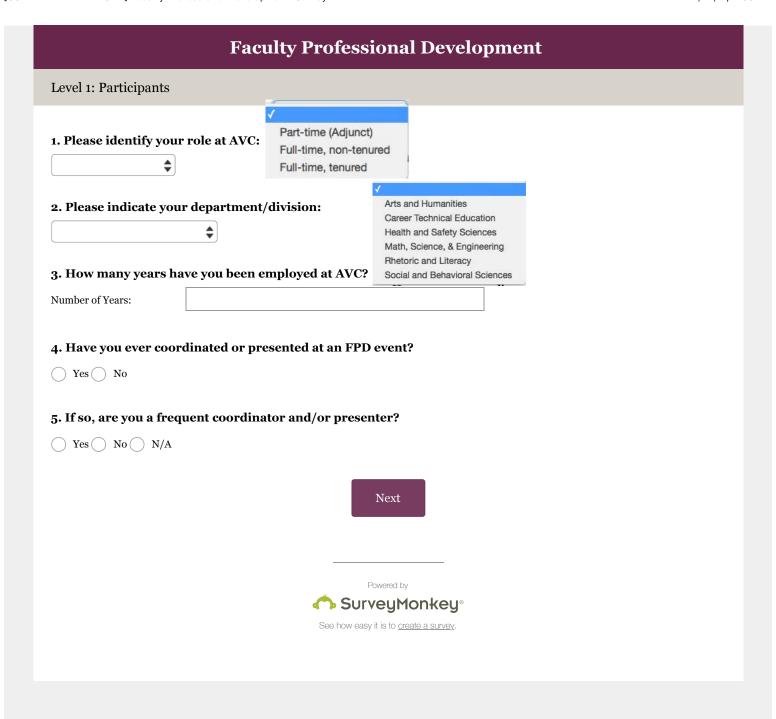
Items	Person	Action
I. Call to Order	Kristine Oliveira	The Faculty Professional Development Committee meeting of April 26, 2017 was called to order at 2:16 p.m.
II. Opening Comments from the Chairs	Kristine Oliveira Dr. Bonnie Suderman	
III. Open comments from the Public		
IV. Approval of Minutes	Kristine Oliveira	a. April 12, 2017 Meeting (attachment) *A motion was made and seconded to approve minutes of the April 12, 2017.* Per his request, Dr. Zia Nisani's name will be removed from Dr. Gat's presentation for Opening Day.

Approved: Faculty Professional Development Committee Meeting of May 10, 2017

		Motion carried with one (1) abstention.
V. Discussion Items	Kristine Oliveira	1. Goals • Program Evaluation Members read a new draft of the program evaluation. The assessment will include presenter feedback and will be re-evaluated in fall. Kristine will remind faculty to select the box acknowledging fulfillment of flex obligation. Kristine will communicate revisions to Svetlana. Kristine will talk to Stephen Burns to embed the link in the FPD self-reporting contract. The evaluation will be considered for action at the May 10 meeting. The event evaluation is tabled for now. • Faculty-to-Faculty Mentorship Members reviewed the mentorship packet. Faculty will choose their own mentor/mentee or the committee can match. The application will be submitted electronically to the senate coordinator. The senate coordinator will inform the Dean of faculty who quit the program. Kristine, Mark and Darcy will work on the Program Orientation portion during summer. The program will be considered for action at the May 10, 2017 meeting. • Accessibility for Deaf and Hard of Hearing Kristine expressed her appreciation for Administration, the faculty and classified unions, IMC, OSD and senate for developing a board policy and administrative procedure for Deaf and Hard of Hearing Accessibility. The group will present during President Knudson's morning portion of fall Opening Day. • College Meetings Calendar The revised calendar will be considered for action at the May 10, 2017 meeting. 2. Fall 2017 Opening Day & Pre-Opening Day Members discussed various options for fall opening day and opening week workshops. At the committee's suggestion, Kristine met with President Knudson to address district issues of undocumented students and also retention. President Knudson has offered to sponsor an Opening Day workshop ***Undocumented Students and the Law*** (Friday, 1pm). He is working on a second workshop - ***Undocumented Students and Retention.*** Kristine distributed 19 suggestions for workshops for Wednesday, Thursday and Friday of Opening Day/Week, and asked members to prioritize them along with any other ideas. Members will work to formalize the agenda at the May 10 meeting. 3. 2017-18 FPD Handbook Update Workgroup Mark will work with Kristine on the project. 4. 2017-18 4CSD Membership

Approved: Faculty Professional Development Committee Meeting of May 10, 2017

		The California Community College Council for Staff and Organizational Development is an organization that provides training resources and networking opportunities for staff development professionals of the California community colleges. The organization serves as a liaison between the chancellor's office and the colleges regarding staff development issues and serves as an advocate for staff development concerns. Each year FPDC sends 2-3 people to the annual conference. Annual dues is $175. Membership renewal will be considered for action at the May 10 meeting.
VI. Action Items	Kristine Oliveira	1. NISOD Membership *A motion was made and seconded to approve NISOD membership for 2017-18.* *Motion carried unanimously.*

VII. Information Items	Kristine Oliveira	1. FPDC Report to Senate - May 4
		2. FPDC Annual Report to Senate - May 10
		3. Center for Teaching Excellence (CTX)
		     Kristine was asked to develop a ***Center for Teaching Excellence*** on campus - a resource center for students, faculty, management and classified staff.
		4. Professional Milestones Address: Sabbatical & Scholar in Residence Talks: Friday, May 5, 4-6pm, SSV151
		5. Chancellor's Office Annual Flexible Calendar Activity Survey
		     June 1 - electronic version due
		     June 15 - signed doc due via post
		 Kristine expressed appreciation to Mark Hoffer for mentoring her in FPDC Co-chair position.

NEXT MEETING DATE: May 10, 2017	Kristine Oliveira	The FPDC meeting of April 26, 2017 was adjourned at 3:35 p.m.

Approved: Faculty Professional Development Committee Meeting of May 10, 2017

Faculty Professional Development

Level 1: Participants

1. Please identify your role at AVC:

[dropdown]

✓
Part-time (Adjunct)
Full-time, non-tenured
Full-time, tenured

2. Please indicate your department/division:

[dropdown]

✓
Arts and Humanities
Career Technical Education
Health and Safety Sciences
Math, Science, & Engineering
Rhetoric and Literacy
Social and Behavioral Sciences

3. How many years have you been employed at AVC?

Number of Years: [   ]

4. Have you ever coordinated or presented at an FPD event?

◯ Yes ◯ No

5. If so, are you a frequent coordinator and/or presenter?

◯ Yes ◯ No ◯ N/A

[Next]

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Faculty Professional Development

Level 2: Satisfaction

6. Please indicate your level of agreement with the following statements:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The FPD program addressed some of my teaching and professional needs.	○	○	○	○	○
The topics addressed during the sessions were clearly presented.	○	○	○	○	○
The level of interaction between presenters and participants was valuable.	○	○	○	○	○

7. Select which Standard you find the most satisfying

○ Standard 1: Faculty Academy

○ Standard 2: College Colloquia, Committees, and Campus Activities

○ Standard 3: Professional Conferences, Scholarly Work, and Individual Activities

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Faculty Professional Development

Level 3. Impact and Benefits

8. Please indicate your level of agreement with the following statements regarding the impact of the FPD program: ⬛

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
I discussed with colleagues something that came up at the sessions or events.	○	○	○	○	○
I saw a positive impact on students related to something that I adopted or adapted.	○	○	○	○	○
I felt encouraged to work with other campus units or faculty to improve student learning.	○	○	○	○	○
I recognize that the FPD program is valuable to my professional development.	○	○	○	○	○

9. What do you find most beneficial during professional development events? Select up to three from the following list: 🗨 8

- ☐ Instructional strategies to engage students
- ☐ Topics related to student learning
- ☐ Classroom management techniques
- ☐ Topics related to student assessment
- ☐ Issues directly impacting my subject-area education
- ☐ Interdisciplinary learning and teaching methods
- ☐ Attention to cultural diversity
- ☐ Techniques to keep participants actively involved
- ☐ Lecture / notes / facts of interest
- ☐ Communication / discussion with other instructors about pedagogy
- ☐ Handed-out materials that I can use directly in my work
- ☐ Other beneficial element?

Please specify:

[   ]

10. What other aspects or components of the FPD program do you find valuable / rewarding / enriching? Select up to three from the following list: ⬛

- ☐ Collegial exchange and campus interaction
- ☐ Faculty mentorship and peer-to-peer support
- ☐ Teaching excellence
- ☐ Lifelong learning
- ☐ Independent projects, conferences, and off-campus activities

Topics related to student learning

- [ ] Classroom management techniques
- [ ] Topics related to student assessment
- [ ] Issues directly impacting my subject-area education
- [ ] Interdisciplinary learning and teaching methods
- [ ] Attention to cultural diversity
- [ ] Techniques to keep participants actively involved
- [ ] Lecture / notes / facts of interest
- [ ] Communication / discussion with other instructors about pedagogy
- [ ] Handed-out materials that I can use directly in my work
- [ ] Other beneficial element?

Please specify:

[   ]

10. What other aspects or components of the FPD program do you find valuable / rewarding / enriching? Select up to three from the following list: ◼

- [ ] Collegial exchange and campus interaction
- [ ] Faculty mentorship and peer-to-peer support
- [ ] Teaching excellence
- [ ] Lifelong learning
- [ ] Independent projects, conferences, and off-campus activities
- [ ] Employee training
- [ ] Integrative planning and campus-wide assessment
- [ ] Other aspect or component?

Please specify

[   ]

Thank you for your time and input! ◼

Prev   Done

Faculty Professional Development Annual Survey Questions (included in Spring FPD Contract)

1) Which new or improved skills, knowledge, or attitudes did you acquire from the FPD program this year?

2) How have you applied what you learned this year to your teaching, scholarly work, or professional persona?

3) Which topics would be of interest to you for future FPD events? Please list at least three.

AVC Professional Development Mentorship Program

The AVC Professional Development Mentorship Program is set to launch in Fall 2017, featuring both semester- and year-long mentorships. The program will offer peer-to-peer collaboration in order to support, guide, and re-energize faculty members in the enhancement of teaching methods, in the promotion of interdisciplinary exchange, lifelong learning, and cultural diversity, and in the encouragement of scholarly engagement and professional activities. Both mentors and mentees who successfully complete the program will earn 10 hours of FPD Standard 2 credit for a semester-long mentorship, or 20 hours for a full year.

Program Outcomes (Aligned with AVC Institutional Learning Outcomes 1-4)

1. Communicate ideas more effectively, with a stronger sense of collaboration, shared research, and attention to audience
2. Expand creative and critical thinking, self-reflection, and the personal application of knowledge and skills
3. Foster interdisciplinary exchange, cultural plurality, and diverse approaches to lifelong learning within the AVC campus culture and larger academic community
4. Model professional enrichment and career advancement for colleagues and students

Program Requirements

- All participants will attend an orientation session at the beginning of the academic year.
- The mentor and mentee, once paired, will jointly devise and submit a Mentorship Plan to the FPD Committee. The Plan will establish a focus for the mentorship, as well as an outline of steps or components to the mentoring that will lead to a stated goal.
- The mentor and mentee may elect to stay in regular professional contact with each other through electronic means, but they must meet in person at least once per month throughout the term of the program.
- All participants will submit a Mid-term Update with the FPD Committee. The mentor and mentee will jointly submit the Update, outlining their accomplishments and challenges, as well as identifying the remaining steps needed in order to achieve their stated goal. Conversely, either faculty member may formally dissolve the mentorship at this point and note this change on the Mid-term Update.
- The mentor and mentee will jointly develop and submit a Reflective Report to the Academic Senate Office. The Report will identify their goal, a description of the research and work that they accomplished with the mentor over the course of the semester, explain the project, the steps that the participants took in order to complete their project, what they learned as a result of the collaboration, and how the participants have integrated what they learned into their work at the college. The Reflective Report will be approximately 750 words.
- On the Friday of the 14th Week of the Spring Semester, the mentor and mentee will participate in the end-of-the-year Mentorship Symposium Breakfast, at which participants will share their projects and experiences with AVC faculty and will offer feedback for continual program improvement.

AVC Professional Development Mentorship Program
(continued)

Required Program Dates

Program Requirements	Fall Mentorship	Spring Mentorship	Year-long Mentorship
Applications due to Senate Office	Wednesday of Week Two of Fall (30 August 2017)	Wednesday of Week Two of Fall (30 August 2017)	Wednesday of Week Two of Fall (30 August 2017)
Program Orientation	Friday of Week Three of Fall (8 September 2017)	Friday of Week Three of Spring (23 February 2018)	Friday of Week Three of Fall (15 September 2017)
Mentorship Plan due to Academic Senate Office	Friday of Week Four of Fall (15 September 2017)	Friday of Week Four of Spring (2 March 2018)	Friday of Week Four of Fall (15 September 2017)
Mid-term Update due to Academic Senate Office	Wednesday of Week Nine of Fall (18 October 2017)	Wednesday of Week Nine of Spring (11 April 2018)	Wednesday of Week Two of Spring (14 February 2018)
Reflective Report due to Academic Senate Office	Friday of Week Thirteen of Fall (17 November 2017)	Friday of Week Thirteen of Spring (11 May 2018)	Friday of Week Thirteen of Spring (11 May 2018
Mentorship Symposium Breakfast	Friday of Week Fourteen of Spring (18 May 2018)	Friday of Week Fourteen of Spring (18 May 2018)	Friday of Week Fourteen of Spring (18 May 2018)

Please note that these are the formal program meeting dates. Participants will be responsible for arranging to meet outside of these structured events.

How to Apply

Those who are interested in participating are invited to complete a Mentor or Mentee Application and to submit it to the Academic Senate Office by Wednesday of Week Two (30 August 2017).

If you have any questions about this program, please contact Nancy Masters at nmasters@avc.edu or call (661) 722-6300 x 6008.

AVC Professional Development Mentorship Program
APPLICATION FOR MENTEES

Mentee Information

Name:	
Department:	
Division:	
Phone:	
Email:	
Select Term:	☐ Fall ☐ Spring ☐ Full Year

If there are certain qualities, characteristics, or experiences that you would like to see in your mentor, a best effort will be made to make an appropriate match. Below are some possibilities. Please check all that apply regarding the mentor you are seeking:

Is actively involved in research or publishing
Presents at professional conferences
Has been recognized as a Scholar in Residence
Is a frequent presenter in the FPD program
Serves or has served in a faculty leadership role
I have pre-selected a mentor: _____
Other (please indicate below)

Is there a specific skill, methodology, or training that you are seeking?

"I agree to remain an active member through the duration of the Mentorship Program and to abide by all guidelines and responsibilities until the completion date."

Signature: _____   Date: _____
Please return this form to the Senate Office.

Campus Contact:

Nancy Masters, FPD Committee Coordinator / nmasters@avc.edu / (661) 722-6300 x 6008

AVC Professional Development Mentorship Program
APPLICATION FOR MENTORS

Mentor Information

Name:	
Department:	
Division:	
Phone:	
Email:	
Select Term:	☐ Fall ☐ Spring ☐ Full Year

Indicate the areas, skills, or topics in which you are able to mentor. Please check all that apply:

Researching or publishing
Presenting at professional conferences
Contributing to the AVC learning community, i.e. as a Scholar in Residence
Presenting in the FPD program
Serving in a faculty leadership role
I have pre-selected a mentee: _____
Other (please indicate below)

Is there a specific skill, methodology, or training that you are seeking to offer a mentee?

"I agree to remain an active member through the duration of the Mentorship Program and to abide by all guidelines and responsibilities until the completion date."

Signature: _____ Date: _____

Please return this form to the Senate Office.

Campus Contact:

Nancy Masters, FPD Committee Coordinator / nmasters@avc.edu / (661) 722-6300 x 6008

AVC Professional Development Mentorship Plan

Due dates (check one)
        Fall Mentorship: 15 September 2017
        Spring Mentorship: 2 March 2018
        Year-long Mentorship: 15 September 2017

Mentor:
Mentee:
Mentorship Project Title:
Mentorship Project Goal:
Outline of steps or components of the project: (Please include a timeline with project benchmarks)

Signatures

Mentor: _____   Date: _____

Mentee: _____   Date: _____

Please return this form to the Senate Office.

If you have any questions about this form or the Mentorship Program, please contact Nancy Masters at nmasters@avc.edu or call (661) 722-6300 x 6008.

AVC Professional Development Mentorship Mid-term Update

Due dates (check one)
> Fall Mentorship: 18 October 2017
> Spring Mentorship: 11 April 2018
> Year-long Mentorship: 14 February 2018

Mentorship status (check one)
> Continuing
> Dissolved (If the Mentorship is dissolved, please fill out the Mentor and Mentee names, sign and date the form, and submit it to the Senate Office by the due date).

Mentor:
Mentee:

Mentorship Project Title:
Mentorship Project Goal:
Outline of accomplishments and challenges:
Remaining steps needed to achieve project goal:

Signatures

Mentor: _____   Date: _____

Mentee: _____   Date: _____

Please return this form to the Senate Office.

If you have any questions about this form or the Mentorship Program, please contact Nancy Masters at nmasters@avc.edu or call (661) 722-6300 x 6008.

AVC Professional Development Mentorship Reflective Report

Due dates (check one)
> Fall Mentorship: 17 November 2017
> Spring Mentorship: 11 May 2018
> Year-long Mentorship: 11 May 2018

Mentor:	
Mentee:	
Mentorship Project Title:	
Mentorship Project Goal:	

Report (700 - 750 words total):

What were the steps taken in order to complete the project?
What was learned as a result of the collaboration?
How will that learning be integrated into your respective work at the college?

Signatures

Mentor: _____   Date: _____

Mentee: _____   Date: _____

Please return this form to the Senate Office.

If you have any questions about this form or the Mentorship Program, please contact Nancy Masters at nmasters@avc.edu or call (661) 722-6300 x 6008.

	Monday	Tuesday	Wednesday	Thursday	Friday	As Needed
1	Program Review Committee (3:00 – 4:30, L201) Health & Safety Sciences Division (3:30 – 5:00p, HS 217)	Counseling & Matriculation (2:00 – 3:30p, SSV 151) Associated Student Organization (4:00 – 5:30p, L201)	Student Success Committee (1:30 – 2:30p, SSV 151) Strategic Planning Committee (2:30 – 3:30p, SSV 151)	AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room) Academic Senate (3:00 – 4:30p, L201)		Accreditation Steering Committee Antelope Valley Adult Education (Meets 3rd Thursday, time??)
2	Outcomes Committee (3:00 – 4:30p, BE 310) Board of Trustees Meeting, Closed Session (5:30 – 6:30p, A140) Board of Trustees Meeting, Public Session (6:30 – 8p, SSV 151)	Rhetoric & Literacy Division (2:00 – 3:00p, LS2 141) Counseling & Matriculation (2:00 – 3:30p, SSV 151) Distance Education & Technology Committee (3:00 – 4:00p, L201) Associated Student Organization (4:00 – 5:30p, L201)	Faculty Professional Development (2:15 – 3:30p, L201) College Coordinating Council (9:30a – 10:30a, A124)	Staff Development Committee (11:00a – 12:00p, A119) AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room) Information Technology Committee (2:00 – 3:00p, L201) Senate Executive Committee (2:00 - 4:00p, L202) Academic Policies & Procedures (3:00 – 5:30, BE 314)	Academic Affairs Advisory Committee "Chairs Meeting" (9:00 – 11:00a, L201)	Assessment Committee Equivalency Committee Mathematics, Sciences and Engineering Division (TBA) Retirement Board (2X per year, TBA, A140)
3	Program Review Committee (3:00 – 4:30, L201)	Counseling & Matriculation (2:00 – 3:30p, SSV 151) Career Technical Education Division (2:30 – 3:30p, TBA) Associated Student Organization (4:00 – 5:30p, L201) Student Equity Committee (4:30 - 5:45p, L201)	Student Success Committee (1:30 – 2:30p, SSV 151)	AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room) Academic Senate (2:00 – 3:30p, L201) Antelope Valley Adult Education (10:00a - 12p, HS 194)	Social & Behavioral Sciences Division (9:00a – 10:30a, LS2 143)	
4	Honors Program Committee (2:00 – 3:00p, L201) Outcomes Committee (3:00 – 4:30p, BE 310)	Counseling & Matriculation (2:00 – 3:30p, SSV 151) Basic Skills Committee (3:00 – 4:00p, HS 119) Distance Education & Technology Committee (3:00 – 4:00p, L201) Associated Student Organization (4:00 – 5:30p, L201)	College Coordinating Council (9:30a – 10:30a, A124) Enrollment Management (11:00a – 12:00p, L201) Faculty Professional Development (2:15 – 3:30p, L201) Budget Committee (2:30 - 3:30, SSV 151)	AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room) Institutional Effectiveness, Research & Planning and Library Services (1:30 - 3:00p, L107) Senate Executive Committee (2:00 - 4:00p, L202) Information Technology Committee (2:00 – 3:00p, L201) Academic Policies & Procedures (3:00 – 5:30, BE 314)	Arts & Humanities Division (10:00 – 11:30a, FA3 176)	

CALIFORNIA
Community College Council
For Staff and Organizational Development

2017 – 2018 Membership Invoice
www.4csd.com

COLLEGE/DISTRICT: _____

Institutional Membership: $175.00

Institutional memberships cover all employees of a single college. Each institution of a multi-college District should join separately. Please PRINT the following information.

Contact Person _____

Address _____

City _____   State _____   Zip _____

Telephone (   ) _____

E-Mail _____

Staff Development Website _____

Staff and Organizational Development Representatives:

Administrator _____

        E-mail _____

Classified _____

        E-mail _____

Faculty _____

        E-mail _____

Classified Senate/Council President _____

        E-mail _____

Academic Senate President _____

        E-mail _____

Make checks payable to 4C/SD and remit to:
Jan Schardt – 4CSD
Office 1769D
2277 Napa-Vallejo Highway
Napa, CA 94558

ANTELOPE VALLEY COLLEGE

August 19, 2016
Fall 2016 Opening Day
Standard 1 Faculty Academy Credit
(Mandatory Attendance for Full-time Faculty)

8:00 a.m. - 11:00 a.m.	**GENERAL SESSION - PERFORMING ARTS THEATRE (for Full-time Faculty)**
8:00 a.m.	Sign-in
8:15 a.m.	Opening Presentation
8:35 a.m.	Welcome - Michael Adams, Board of Trustees
8:40 a.m.	Scholar in Residence – Tina McDermott
8:45 a.m.	2015-2016 Bill Montamble Award – Christi Crosby
8:50 a.m.	Budget Overview - Diana Keelen
9:00 a.m.	Planning Overview - Dr. Meeta Goel
9:10 a.m.	Facilities Master Plan Overview - Doug Jensen
9:20 a.m.	Accreditation Tune-Up - Dr. Bonnie Suderman, Tina McDermott, Dr. Irit Gat
9:45 a.m.	Presidential Service Award – President, Ed Knudson
10:00 a.m.	Mandatory Reporting - Mary Reina
10:30 a.m.	Retirement Planning: Financial and Lifestyle
11:00 a.m.	• ***Academic Senate Panel Q & A*** - *PAT*
	• ***Tips and Cheats: How to Do Things Easier*** - Administrative Assistants & Support Staff - BE 132

11:30 a.m. - 12:45 p.m.	**All-College BBQ - Fine Arts Quad**

1:00 p.m. - 2:20 p.m.	**FACULTY WORKSHOPS - Session I**

A. ***Politics, Religion, Race, Orientation: The Importance of Thoughtful Discourse in College Learning Environments - LH 100***
Presenters: John Vento, Dr. Darcy Wiewall, Kathryn Mitchell
Especially in an election year, there is a tendency for people to think and communicate in ways that are often more adversarial and combative than productive and humane. When this dynamic enters college learning environments, faculty, students, and the community all lose out—and the educational mission is undermined. Join faculty members from across the disciplines as they explore how and why people often gravitate to simple dualities and reductive stereotypes (right vs. left, science vs. religion, Black vs. White, straight vs. gay), and illustrate ways to think more critically, teach more effectively, focus more on learning, and move conversations forward in the classroom, during professional development opportunities, and for the well-being of the community.

B. ***OSD: How to Assure Accommodations - LH 102***
Presenters: Dr. Louis Lucero, Tamira Palmetto, John Wanko
The Office for Students with Disabilities serves a significant portion of AVC's student population. In the 2014-2015 Academic Year 1,393 students (unduplicated student count) were served by our office. Understanding the needs of these students, as well as their accommodations, is vital to ensuring student success. The Office for Students with Disabilities invites you to join us for an overview of the major disability groups students may find themselves in, the needs of these students, and common student accommodations. We will discuss how accommodations are determined, the legal protection of accommodations, and faculty obligations and rights concerning student accommodations. Please join us for a frank and lively discussion on Opening Day. We have many new and exciting changes happening at OSD this new academic year, and we are excited to share these changes with you.

C. *Developments in Technology @ AVC - SSV 151*
Presenter: Rick Shaw
Developments and launches of new services over the past six months—Peak at the new myAVC, perhaps Canvas/OEI, discussions of Refresh, and what questions faculty have.

D. *Student Equity Presentation - HS 201*
Presenter: Rashall Hightower-Stickel
Student Equity presentation will recap the activities and programs sponsored by Student Equity in 2015-2016 and how those activities are closing equity gaps for students. In addition, the presentation will focus on initiatives and ideas presented from faculty and staff at the 2016 Student Equity Retreat and explain the upcoming opportunities to collaborate and partner with the Student Equity Office for funding and activities.

2:30 p.m. - 3:50 p.m.   **FACULTY WORKSHOPS - Session II**

A. *Generation Me - LH 100*
Presenters: Dr. Darcy Wiewall, Darcell Jarrett-Bowles
"Generation Me" is a term that Dr. Jean M. Twenge (2006, 2014) has used to describe young Americans of today. Her generational research takes an in depth analysis of "Generation Me" traits, beliefs and habits and how they impact our world. On the one hand, this generation is more confident, assertive and more tolerant than ever before, but on the other hand they are more narcissistic, entitled and miserable than previous generations. This interactive presentation asks instructors to explore the pedagogical implications of teaching to "Generation Me." Are these young adults academically prepared for college? What are GenMe traits? How can we use these traits to engage our students to participate? Presenters will explore some of the provocative suggestions made by Dr. Twenge about how to work with GenMe individuals.

B. *Net Tutor Speaker - LH 102*
Presenters: Mary Rose Toll, Diane Flores-Kagen
The Online Education Initiative (OEI) is partnering with Link-Systems International (LSI) to offer tutoring resources that augment local college tutoring services. LSI's NetTutor provides online, on-demand services to meet with live online tutors, submit questions, and review essays. Student-tutor interaction occurs on an intuitive platform, the WorldWideWhiteboard, designed by faculty for academic collaboration. Join us for this live webinar to introduce NetTutor to Antelope Valley College. The webinar will begin with a short presentation followed by a question and answer session.

C. *Faculty Leadership, Empowerment & Voice - SSV 151*
Presenters: Dr. Ed Beyer, Dr. Irit Gat, Kristine Oliveira, Van Rider
Join the Academic Senate Executive for a discussion on current issues and how the Academic Senate represents faculty on Academic and Professional Matters. This is an opportunity to meet your Academic Senate leaders and also find out how you can participate to make your voice heard.

D. *Student Conduct: Expectations, Policies & Procedures - HS 201*
Behavioral Intervention Team (BIT)
Presenters: Dr. Erin Vines, Dr. Jill Zimmerman, Gary Roggenstein
This activity will address student behavior in the classroom, on the campus, or at college sponsored activities, and the disciplinary consequences students may encounter when failing to meet expectations. Participants will be exposed to a progressive discipline system that appropriately employs behavior intervention strategies and/or referrals to the Vice President of Student Services or the LA County Sheriff's Department at AVC. The presentation will include clearly-defined disciplinary procedures and referral guidelines. The Behavioral Intervention Team (BIT) online disciplinary and student of concern referral process will also be discussed. Participants
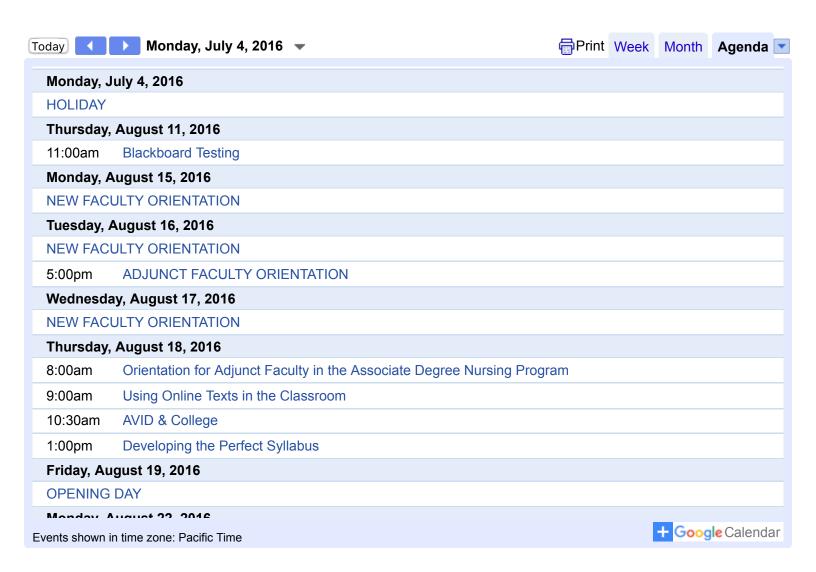
will be provided with relevant policy information, i.e., AVC Student Code of Conduct, Education Code, Board Policy, local, state and federal laws that serve as the regulatory backbone of the AVC disciplinary system.

E. *A Quick Look at Canvas - PAT*
Presenter: Greg Krynen

AVC will be changing from Blackboard to Canvas in Fall 2017. Faculty will have a year to train and become familiar with Canvas; for Opening Day, technical trainer Greg Krynen will give an overview of Canvas, demonstrating key aspects of the software and presenting a quick look at what it offers.

4:00 p.m. - 5:00 p.m.   DIVISION MEETINGS

Today ◀ ▶ **Monday, July 4, 2016** ▼ 🖶Print Week Month **Agenda** ▼

Monday, July 4, 2016

HOLIDAY

Thursday, August 11, 2016

11:00am   Blackboard Testing

Monday, August 15, 2016

NEW FACULTY ORIENTATION

Tuesday, August 16, 2016

NEW FACULTY ORIENTATION

5:00pm   ADJUNCT FACULTY ORIENTATION

Wednesday, August 17, 2016

NEW FACULTY ORIENTATION

Thursday, August 18, 2016

8:00am   Orientation for Adjunct Faculty in the Associate Degree Nursing Program

9:00am   Using Online Texts in the Classroom

10:30am   AVID & College

1:00pm   Developing the Perfect Syllabus

Friday, August 19, 2016

OPENING DAY

Monday, August 22, 2016

Events shown in time zone: Pacific Time

＋Google Calendar

Kristine Oliveira <koliveira@avc.edu>

Attorney for Opening Day afternoon session

Ed Knudson <eknudson@avc.edu>   Fri, Apr 21, 2017 at 9:11 AM
To: Kristine Oliveira <koliveira@avc.edu>

Hi Kristine,

I have confirmed the attorney for the Opening Day afternoon session you asked about. Can we get her on right after the BBQ, first session in afternoon please? Her name is Eileen O'Hare Anderson from Liebert, Cassidy, Whitmore.

Ed

Ed Knudson
President
Antelope Valley College

ANTELOPE VALLEY COLLEGE

Kristine Oliveira <koliveira@avc.edu>

Fall 2017 Opening Day Agenda...

Dr. Meeta Goel <mgoel@avc.edu>   Mon, Apr 24, 2017 at 11:53 AM
To: Kristine Oliveira <koliveira@avc.edu>

Hello Kristine,

Would you please include Dr. Svetlana Deplazes & me for an Opening Day session regarding the "Using 2016 SENSE & CCSSE Results for Supporting Successful Student Pathways and Indirect Measures of Outcomes"? My goal is to get maximum faculty (staff too) participation and really get this information out, so whichever session time slot you think is the best would be appreciated. We'll be presenting these results in Tableau dashboards, so attendees will be more easily able to access answers to many of the questions they might have. The Survey of Entering Student Engagement (SENSE) data can help colleges understand students' critical early experiences and improve practices that affect a student's journey toward a structured and successful pathway in the first college year, while the Community College Survey of Student Engagement (CCSSE) is a source of information on student engagement-an important indicator of learning and the quality of college programs and services according to students.

Thank you!

Best,
Meeta
Meeta B. Goel, Ph.D.
Dean of Institutional Effectiveness, Research, Planning & Library Services
Antelope Valley College
3041 W Ave K, Lancaster, CA 93536
(661) 722-6300, x6617

Fwd: Fall Opening Day Schedule

1 message

Nancy Masters <nmasters@avc.edu>   Thu, Apr 13, 2017 at 11:48 AM
To: Elizabeth Diachun <ediachun@avc.edu>, Kristine Oliveira <koliveira@avc.edu>
Cc: Bonnie Suderman <bsuderman@avc.edu>, Irit Gat <igat@avc.edu>

Hi Liz,

Good timing.. FPDC met yesterday and began drafting the agenda for fall Opening Day. I will forward your email to include Kristine Oliveira, Co-chair. She is putting the workshops together.

Nancy

On Thu, Apr 13, 2017 at 11:41 AM, Liz Diachun <ediachun@avc.edu> wrote:
Bonnie & Irit,

Do you have any space/interest in a Fall Opening Day workshop session on Generation Z? I know Darcy Wiewall did a presentation on Millennials last year and thought it might an interesting follow up. Gen Z is starting college now and distinct from Gen Y (millennials) in few unique ways - ubiquity of social media, post 9/11 childhood, offspring of Gen X etc.

 - Liz

Liz Diachun
Executive Director, Marketing & Public Information
Antelope Valley College
(661) 722-6418

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_____
Nancy Masters
Academic Senate Coordinator
(661) 722-6300 x6008
nmasters@avc.edu

Potential FPD Workshops for Fall 2017 Opening Day

		Event Title	Presenters	Coordinator	Description
1		Canvas			
2		Undocumented Students and Retention			
3		Umoja Pedagogy			
		Faculty Mentorship Program			
4		DHH Accessibility and Accommodations			
5	Standard #1: Faculty Academy	Open Educational Resources: Increase Academic Freedom whiel Saving Your Students $$$	Dr. Irit Gat, Dr. Mark McGovern, Kathryn Mitchell, Rachel Jennings, Cynthia Lehman	Irit Gat	A study of 2,039 students on 156 campuses across 33 states titled "How Students Respond to High Textbook Costs and Demand Alternatives," found that 50% either take fewer classes due to high textbook costs, or choose different classes with less expensive textbooks, and 67% choose not to buy textbooks required for courses. What can be done to address these issues? Open Educational Resources (OER) provide free online (or low cost print) options and allow faculty to control the textbook content they want to cover. California legislation has been passed to provide incentives for the use of high-quality OER material. Although there are some challenges (e.g., quality and quantity of materials are uneven amongst disciplines), they are worth facing to increase student equity and success. So come join your colleagues for this eye-opening and informative professional development presentation on how you can become part of the movement to start using OER.
6	Standard #1: Faculty Academy	The Office for Students with Disabilities: What You Need to Know!	Tamira Palmetto Despain, John Wanko, Dr. Louis Lucero, and Maricela Ruvalcaba	Tamira Palmetto Despain	Have you ever wondered how the Office for Students with Disabilities (OSD) decides what accommodations to provide disabled students? What are your rights as an Instructor when working with students who have been granted accommodations through OSD? The OSD faculty and staff will be discussing our process for assessing students' functional limitations and how we determine the necessary accommodations for each student. We will present a brief overview of a variety of disabilities, physical and mental, and the typical accommodations associated with these disabilities. We will outline the responsibilities of students who are registered with OSD when choosing to exercise their accommodations in the classroom. Time will be reserved for questions and answers, so please come ready to participate!
7	Standard #2: College Colloquia	Meet the BIT	Dr. Jill Zimmerman (Chair), Anna Marie Becerra, Terry Cleveland, Dr. De'Nean Coleman-Carew, Dr. Louis Lucero, Officer Ramon Murgatroyd, Gary Roggenstein, Dr. Erin Vines, Jennifer Winn	Dr. De'Nean Coleman-Carew	The Behavioral Intervention Team (BIT) is dedicated to a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Antelope Valley College students, faculty, staff, and visitors. Come meet the BIT and learn how you can best utilize this resource to help support students and keep our campus safe. Learn when to report versus when to call 911. Learn how to report. Learn what the BIT does after you submit a report. Remember, every BIT counts.

8	Standard #1: Faculty Academy	Distance Education Roundtable: Sharing Problems, Finding Solutions	Charles Hood, Dr. Ed Beyer	Charles Hood	Online and hybrid teaching are options many of us have come to after we had completed initial teacher training, and these new delivery methods present interesting challenges. Aimed at both new and continuing teachers, this roundtable session will investigate a variety of issues, including ADA compliance, workload, strategies for improving computer literacy (for students but maybe also ourselves), creating an effective online teaching persona, and updates to Canvas. Charles Hood and Ed Beyer moderate.
9	Standard #1: Faculty Academy	Understanding, Supporting, and Interacting with Student Veterans	Monteigne Long, Veterans Program Coordinator	Monteigne Long	Training on student veterans and the special characteristics of teaching and serving student veterans on a college campus. The training will take the participant through 3 key stages of: understanding, supporting, and interacting with student veterans. The training gives an overview of military service, provides information on VA education benefits, and addresses the challenges veterans may face when entering higher education.
10	Standard #1: Faculty Academy	Interdisciplinary Collaborations: Why They Work and How to Have Them	Mark Hoffer and cross-discipline faculty	Mark Hoffer	There are many ways to interact and work with colleagues across the disciplines, and this Faculty Academy presentation will address both proven methods and experimental forms. Team-teaching, cross-curricular mentorships, and interdisciplinary conferences will be some of the topics and opportunities shared with the audience during this informative and forward-looking event. Join your colleagues for this early fall 2017 presentation, and then keep on collaborating!
11	Standard #1: Faculty Academy	LGBTQ from A to Z (Ally Training)	Monteigne Long, Jill Zimmerman, Sarina Loeb	Monteigne Long	"LGBTQ from A to Z" are presentations that provide insight and answers about the LGBTQ community to faculty and staff while also working to create allies across the campus. After attending a "LGBTQ from A to Z" presentation, those interested in becoming allies will receive a sticker or button to show their support. "LGBTQ from A to Z" two-hour interactive workshops include the following topics: LGBTQ terminology, coming out, gender identity, how to be an ally and resources.

Kristine Oliveira <koliveira@avc.edu>

Fwd: NISOD Membership: Renew Today!
2 messages

Nancy Masters <nmasters@avc.edu>
Mon, Mar 27, 2017 at 2:41 PM
To: Kristine Oliveira <koliveira@avc.edu>
Cc: Irit Gat <igat@avc.edu>, Edward Knudson <eknudson@avc.edu>

fyi

---------- Forwarded message ----------
From: **Helberg, Beth** <beth.helberg@austin.utexas.edu>
Date: Mon, Mar 27, 2017 at 1:11 PM
Subject: NISOD Membership: Renew Today!
To: "nmasters@avc.edu" <nmasters@avc.edu>

Dear Nancy

Thank you for Antelope Valley College membership with NISOD over the past year! We're constantly working to provide you and your colleagues with **member-only benefits** designed to increase your awareness of current topics, connect you with other outstanding educators, and provide you with tools that help you do your jobs better, all of which is only possible through your membership and support.

For our 2017-2018 membership year, NISOD has implemented a new dues structure. One distinguishing feature of the new structure is that institutions will no longer all pay the same dues. Membership dues will increase slightly for larger member colleges, with those increases being no more than a modest $150 a year. In order to be fairer to small colleges, the membership dues for those members will slightly decrease. Many colleges will see no change in their annual dues. For a more detailed explanation of these changes, click **here**.

Dues	FTE Range
$795	<1,500
$995	1,500 - 5,000
$1,095	5,001 - 7,500
$1,145	>7,500

NISOD's 2016-2017 membership year ends June 30. NISOD member colleges with an FTE greater than 5,000 students that **renew prior to June 1, 2017, will lock in the 2016-2017 dues of $995 for one more year**!

Renewing your membership is easy!

1. Renew online in just minutes using your college's **personalized web page**.
2. Call Member Services at (512) 471-7545.

We hope your college will choose to remain a NISOD member. We've appreciated having your college as part of our thriving community and we look forward to serving Antelope Valley College's professional development needs in the coming year.

Sincerely,

Edward J. Leach, PhD, CAE

Executive Director, NISOD

--
Nancy Masters

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q street, Suite 4400
Sacramento, Ca 95811-6549
(916) 322-4005
http://www.cccco.edu

April 24, 2017   AA-17-26

TO: Chief Instructional Officers
             Flexible Calendar Coordinators

FROM: Dr. LeBaron Woodyard, Dean
             Academic Affairs Division

SUBJECT: Required and Reoccurring Flexible Calendar Planning and Certification

The Flexible Calendar Program provides in-lieu-of instruction time for faculty and staff to participate in development activities that are related to faculty, staff, student, and instructional improvement. Acceptable activities can be designed to achieve a wide range of faculty and staff development goals and can be delivered in many formats including in-service training, workshops, conferences, seminars, individual or small group planned projects, and institutionally planned activities. As such, it is a powerful strategy for implementing specific improvements in the development of colleges as collaborative, innovative workplaces.

In accordance with the California Code of Regulations, Title 5, Section 55724 all colleges are required to complete and return an annual reports whether they are participating in the Flexible Calendar Program or not. Failure to obtain approval for the Flexible Calendar Program by July 1, of each fiscal year, may impact apportionment received for Flexible Calendar Days in the following year. In addition, any increase or decrease in a school's annually reported number of flexible calendar days must be requested one year prior to any changes. The Chancellor's Office ***Flexible Calendar - Approval of Changes to the Number of Flexible Calendar Days Form*** must be completed, submitted***,*** approved by Chancellor's Office, and certified by the District, prior to the implementation of a revision in the number of flexible calendar days.

Therefore, the purpose of this memo is to inform you of these requirements, and provide instructions for how to complete the processes.

Annual Flexible Calendar Activity Submission

The school is provided, via email, a Flexible Calendar Activity Survey Gizmo Link each year. The annual Flexible Calendar Activity Survey Gizmo Link is sent within the first two months of each year, and the report must be completed and submitted per the

date(s) listed the survey link cover letter. The annual online Flexible Calendar Activity Survey Gizmo reporting is normally due by June 1st of each reporting fiscal year, and the required Certification Form (FC-100) must be signed and returned, via the postal system, by June 15 of the reporting fiscal year.

It is important that each school update the Chancellor's Office if the Flexible Calendar Coordinator changes contact information, so that the Survey Gizmo reporting link is sent to the right individual, and reports are filed on time.

The online Flexible Calendar Activity report is designed to include title 5 flexible calendar annual reporting requirements, but does not speak to changes in the number of flexible calendar days.

<u>Changes in the number of Flexible Calendar Days</u>

If a school makes changes in the number of their flexible calendar days, either to increase or decrease the number of days, a separate action is necessary to comply with title 5 requirements. The school must contact the Chancellor's Office and request a **Flexible Calendar - Approval of Changes to the Number of Flexible Calendar Days Form**. The form, when completed, collects the required information for a change in the number of Flexible Calendar Days. (1) A complete description of the calendar configuration; (2) The district's ability to comply with the 175-Day Rule as provided in Section 58142; and (3) The educational implications, positive and negative, of the proposed change. No changes in the number of flexible calendar days are allowed in the annual Flexible Calendar Activity report, unless the school has completed and submitted a **Flexible Calendar - Approval of Changes to the Number of Flexible Calendar Days Form** in the prior year. The District and the Chancellor's Office must approve a change in the number of flexible calendar days, one fiscal year prior to the change in the number of days.

California Code of Regulations (CCR) title 5, section 55732(b) authorizes the Chancellor to periodically review documentation to determine compliance with the provisions of Sections 55726, 55728, and 55730.

> **§ 55732. Ongoing Responsibilities of the Chancellor.**
> The Chancellor shall:
> (a) Adjust state aid for districts with approved flexible calendar operations in accordance with the provisions of section 55729;
> (b) Periodically review documentation from selected districts to determine whether they are in compliance with the provisions of sections 55720, 55726, 55728, and 55730, and to determine whether they are conducting their flexible calendar operations in a manner consistent with the approved requests. Districts which are found to be out of compliance shall be notified and be given an opportunity to respond; and
> (c) Terminate approval of any flexible calendar operation if it is found that the district has, without good cause:

(1) failed to conduct its flexible calendar operation in a manner consistent with its approved request;
(2) failed to comply with the requirements of section 55720;
(3) failed to carry out the responsibilities specified in section 55726; or
(4) failed to meet its ongoing responsibilities as specified in section 55730.

A fuller treatment of the value of and strategies for developing a successful Flexible Calendar Program is in the *Guidelines for the Implementation of the Flexible Calendar Program*, on the Chancellor's Office web page at:
http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf

Questions regarding how to complete the certification process for the Flexible Calendar Program can be directed to Rita Levy (rlevy@cccco.edu - 916-327-5802).

Best wishes for a successful program.

cc: Pamela Walker, Vice Chancellor, Academic Affairs
       Elias Regalado, Director, Fiscal Services
       Natalie Wagner, Fiscal Services
       Chay Yang, Fiscal Services
       Jacqueline Escajeda, Dean, Intersegmental Services and Credit Curriculum
       Sally Montemayor Lenz, Dean, Educational Programs
       Kirsten Corbin, Dean, Basic Skills & Non-Credit Curriculum