



**ANTELOPE VALLEY COLLEGE**  
**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**  
**May 11, 2011**  
**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. April 27, 2011 (attachment)
- 5. ACTION ITEMS**
  - a. Guest Speaker (Vision/Brain Processing) – Leslie Peters
- 6. DISCUSSION ITEMS**
  - a. Adjunct Office Hours
  - b. FPD Program Guideline Feedback/Revisions (attachment)
  - c. Online/Video Supplemental Form Revision (attachment)
  - d. Event Evaluation Results (attachment)
  - e. Online Faculty FPD Orientation
- 7. OTHER**
  - Review /Approve Plans/Contracts
- 8. 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 MINUTES  
May 11, 2011  
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**

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

**2. OPENING COMMENTS FROM THE CHAIR**

- Ms. Kathryn Mitchell stated the Chancellor's Office submission process for event approval and review has changed to a complete electronic process. In addition, the event categories have been changed so the information check box feature included on the proposals is nullified. Ms. Mitchell indicated that she will work with Ms. Gloria Kastner in the next couple of weeks to identify event categories for approved proposals.

**3. OPEN COMMENTS FROM THE PUBLIC**

- Mr. Greg Krynen, ITS Technical Trainer, indicated that he wanted to convey some issues he is experiencing with the online CCC Confer events and is soliciting the committee's input on the matter. Mr. Krynen stated there seems to be a trend of faculty signing up online events because they need to obtain credit but are not participating in group discussion or questions. Due to this situation occurring more frequently Mr. Krynen indicated he has been including more interactive mechanisms to online events to ensure participation. In a recent event a faculty signed in and he tried on several occasions to verify the participant was on the other end by asking the participant to answer a question. Several occasions the participant was asked to engage and never responded.

Ms. Mitchell indicated what Mr. Krynen is describing something that the committee has been experiencing and dealing with in face to face presentations. The committee can send out a memo indicating that abuses for online events will not be tolerated.

Committee members suggested having a faculty member present to proctor a questionnaire and/or survey, so that there is not an issue with Classified Staff member performing a questionnaire and/or survey on faculty. Mr. Krynen indicated he could alter the current survey for each event to include pertinent questions for each event as a means to verify faculty participation. Ms. Mitchell stated she would speak with the Faculty Union regarding the issue to determine how to proceed and report the outcome to the committee. Ultimately, Ms. Mitchell indicated it looks like the committee will be able to create a process to remedy the situation.

**4. APPROVAL OF MINUTES**

**a. April 27, 2011 (attachment)**

A motion was made and seconded to approve the April 27, 2011 FPD meeting minutes. Motion carried.

**5. ACTION ITEMS**

**a. Guest Speaker (Vision/Brain Processing) – Leslie Peters**

A motion was made and seconded to approve the funding of 1,500.00 to contract guest speaker Ms. Leslie Peters to provide a Fall Welcome Back Day presentation on Friday, August 19, 2011. Ms. Mitchell stated the guest speaker fees include all travel and expenses for Ms. Peters to offer a break out session on Vision/Brain Processing. Ms. Peters will be providing all handout materials and has stated that she would like to offer an opportunity for faculty to work in small groups. Motion carried with one abstention.

**6. DISCUSSION ITEMS**

**a. Adjunct Office Hours (attachment)**

The Faculty Union has requested the committee consider allowing Adjunct Faculty the opportunity to claim professional development credit for holding office hours. Ms. Mitchell indicated at the

September 18, 2010 Faculty Professional Development Committee meeting this issue was included on the agenda as a discussion item and was thoroughly discussed. The minutes reflect the committee was in consensus that holding office hours is not an eligible Faculty Professional Development activity. Committee members were in consensus the discussion has already been discussed and were in consensus there is no further need to engage in discussion regarding this matter.

**b. FPD Program Guideline Feedback/Revisions (attachment)**

Committee members engaged in a thorough FPD Program Guidelines review. Minor language and format changes were recommended to various sections for clarity purposes. (see FPD Program Guideline revisions attachment)

**c. Online/Video Supplemental Form Revision (attachment)**

This discussion item was postponed to the May 25, 2011 FPD meeting due to time constraints.

**d. Event Evaluation Results (attachment)**

This discussion item was postponed to the May 25, 2011 FPD meeting due to time constraints.

**e. Online Faculty FPD Orientation**

This discussion item was postponed to the May 25, 2011 FPD meeting due to time constraints.

**7. OTHER**

- Review / Approve Plans and/or Contracts
- The next FPD Committee meeting will be held on Wednesday, May 18, 2011 to approve FPD Program Guideline revisions, Online Supplementary Form, and the Fall 2011 Faculty Welcome Back Day Agenda.

**8. ADJOURNMENT**

A motion was made and seconded to adjourn the May 11, 2011 Faculty Professional Development (Flex) Committee meeting at 3:35 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rona Brynin	Ty Mettler	Jennifer Gross	<i>Vacant Confidential Mngmt. Union Rep.</i>
Magdalena Caproiu	Kathryn Mitchell	Tatiana Konovalav	<i>Vacant Faculty Union Rep.</i>
Richard Coffman	Dr. Tom O'Neil	Cindy Lehman	
Rosa Fuller	Casey Scudmore	Linda Noteboom	
Jack Halliday	Erin Stein	Scott Tuss	<b>GUEST PRESENT</b>
Mark Hoffer	Rae Agahari	Sharon Lowry	Greg Krynin



## **ANTELOPE VALLEY COLLEGE**

2010 – 2011

### **Faculty Professional Development Calendar and Guidelines**

#### **Professional Development Philosophy**

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 hope 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. The Faculty Professional Development Program Calendar offers growth by allowing faculty to be exposed to a variety of programs and workshops.

#### **Faculty Academy Mission Statement**

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.

## FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES FOR FULL-TIME FACULTY

With approval from the Chancellor's Office and the AVC Board of Trustees, Antelope Valley College shortens the instructional calendar by 10 days (5 days each semester) so that faculty may engage in an institutionally-sponsored professional development program. While the state's guidelines allow for each campus to create its own calendar and program, two provisions must be followed: 1) flexible time and activities are "in-lieu" of classroom time; and 2) professional development obligations must be met within a single academic year (i.e., no carry-overs from one academic year to another).

The contract requirement for full-time faculty is 60 hours. Failure to meet this contractual obligation may result in the docking of pay for missing hours. Part of this obligation is to submit all required documentation by the posted due dates. Failure to do so constitutes a violation of the Certificated Contract (Section 8.0), and may result in disciplinary action by the district.

The Faculty Professional Development Committee has established four standards (program outcomes) that must be met in the following order:

### **Standard #1: Faculty Academy**

**Improve student learning and retention through the enhancement of instructional strategies, techniques, and support services that encourage developing methods of teaching and assessment with new educational technologies, and support the Antelope Valley College mission and institutional learning outcomes.**

Tenured Full-time Faculty may complete all of their hours in this area, or move to Standard #2 after 10 hours have been met.

Non-tenured Full-time Faculty may complete all of their hours in this area, or move to Standard #2 after 15 hours have been met.

### **Guidelines for Standard #1**

Standard #1 may only be satisfied through learner-centered participation in Faculty Academy training events or approved CCC Confer ITS events when available. Faculty must sign-in at the beginning of the event and sign-out upon leaving the event in order to receive professional development credit. Faculty Academy presenters may only claim preparation hours in Standard #2. Only the presenter's actual contact hours may be claimed in Standard #1. Faculty wishing to utilize Faculty Academy training events for advancement on the salary schedule may not use the same hours toward fulfillment of their professional development obligation.

### **Standard #2: College Colloquia**

**Promote faculty interaction, collegiality, and professional growth through the intellectual exchange of ideas across various disciplines and enhance lifelong learning skills by examining culturally diverse perspectives in the arts, sciences, and humanities.**

Tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #3 after 15 hours have been met.

Non-tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #3 after 20 hours have been met.

### Guidelines for Standard #2

Standard #2 may be satisfied through participation in college colloquia and field trips and any other events listed in the Faculty Professional Development Program Calendar. Faculty Academy and college colloquia presenters and coordinators may also claim preparation hours within this standard in accordance with the guidelines set forth in this book. Faculty must sign-in at the beginning of the event and sign-out upon leaving the event in order to receive professional development credit.

### **Standard #3: Committees and Conferences**

**Enhance the internal governance and operations of Antelope Valley College and externally promote its reputation as an institution of higher learning by representing the college at professional conferences and publishing scholarly work in academic and trade publications.**

Tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #4.

Non-tenured Full-time Faculty may complete the rest of their hours in this area, or move to Standard #4.

### Guidelines for Standard #3

Standard #3 may be satisfied through participation in bi-weekly campus committees, program review, the tenure and evaluation process, attendance at professional conferences, and the publication of scholarly work in academic and trade journals. **Please note that faculty must serve on one biweekly campus committee as part of their regularly assigned duties before they may earn professional development credit for any additional campus committee work.** The only exception is participation in the Academic Policies and Procedures Committee where members may claim 20 hours for this committee alone. Faculty members earning reassigned time for committee work may not claim those hours toward fulfillment of their professional development obligation. **Faculty claiming compensation for conducting evaluations may not use the same hours toward fulfillment of their professional development obligation.**

Faculty who serve on 2 or more biweekly campus committees may claim up to 20 hours for each committee **beyond** the initial committee. **(Remember, the initial committee is required to fulfill contractual obligation; only additional campus committee work may be claimed for professional development.)** Additional campus committees with less frequent meetings are eligible for up to 10 hours of professional development credit.

The following activities are also eligible in this standard **in lieu of being paid**:

Tenure Chair of Probationary Faculty	16 hours per committee
Adjunct Evaluator	8 hours per evaluation

The following activities are also eligible in this Standard:

Accreditation Standard Co-Chair	20 hours
Accreditation Team Member	10 hours
Program Review Peer Team Member	10 hours
Program Review Self Study Team Member	20 hours

SLO WEAVE Database Managers will be awarded credit based on section and course numbers per discipline, with information to be confirmed by the SLO Committee.

#### **Standard #4: Professional Projects and Activities**

**Develop new skills and knowledge that directly relate to one's assigned duties at the college through advanced training and coursework (not used for salary advancement) and participation in professional activities and projects.**

Tenured Faculty may complete 20 hours in this area or use additional hours accumulated in any of the above standards to complete the requirement in this area.

Non-tenured Full-time Faculty may complete 15 hours in this area or use additional hours accumulated in any of the above standards to complete the requirement in this area.

#### Guidelines for Standard #4

Standard #4 may be satisfied through participation in professional projects and activities throughout the year (July 1, 2010 – May 30, 2011). Credit for this standard may be granted for any activity or project which either promotes an individual's professional growth or addresses institutional needs but is clearly outside of normally assigned duties, responsibilities, and working hours.

### **ACCOUNTABILITY REQUIREMENTS FOR FULL-TIME FACULTY**

#### **Proposed Professional Development Plans**

In accordance with the Antelope Valley College Faculty Professional Development Program Guidelines, full-time faculty members must submit a proposal of planned professional growth activities addressing Standards 1# - #4. Plans should be submitted to the Faculty Professional Development Committee for approval **no later than September 20, 2010.**

#### **End-Of-Year Professional Development Contracts**

Once professional development obligations have been fulfilled, faculty must sign and return an end-of-the-year Professional Development Contract, including an evaluation form for the Faculty Professional Development Program. Faculty members are accountable to both the district and the Chancellor's Office for their time. Complete and accurate records are crucial in the event of an audit from the Chancellor's Office. If any district is found to be out of compliance--i.e. even one faculty member who has failed to meet his or her professional development obligations, this could be cause for the Chancellor's Office to "terminate approval of any Flexible Calendar Option," or "withhold appropriate state aid" (CAC 55732). Please submit end-of-year Professional Development Contracts **no later than May 16, 2011.**

#### **Failure to Fulfill Professional Development Obligations**

If you fail to fulfill your professional development obligations, you will be subject to the same policies and procedures that apply to all working obligations under the present contract, which could include docking or withholding pay, notification to division dean, and notification to Tenure Review Coordinator (if applicable). If you miss a professional development presentation due to illness and cannot make it up, be sure to claim this as a sick day on your time card.

#### **Overload Hours (Classroom and Non-Classroom Full-time Faculty)**

For classroom faculty teaching an overload assignment, the number of hours worked per week during a normal instructional week per semester equals the number of professional development hours required for that semester (i.e., three overload hours per week per semester equals three development hours per semester). Non-classroom faculty working overload hours are required to perform a minimum of three additional professional development hours per semester. Additional hours are optional (compensated development hours may not exceed the average number of overload hours worked per week or a total of 21 hours per semester, whichever is less). If you are not sure about the number of hours required, please contact the Academic Senate Office.

### **Non-Professional Development Activities**

The following activities **cannot** be counted for professional development credit:

1. Activities or projects that are considered an on-going part of your normal teaching or workload responsibilities, including office hours.
2. Activities clearly related to classroom duties (i.e., preparing course syllabi, grading, etc.).
3. Regularly scheduled division meetings.
4. Activities for which you receive compensation.
5. Attendance at conferences or presentations during normal teaching or assigned working hours.
6. Travel time to and from conferences or meetings.
7. Activities that contribute to advancement on the salary schedule.

### **Sabbatical Leave**

If a faculty member is on sabbatical leave for one semester, he/she is responsible for only 30 hours of professional development and still needs to submit a plan and completion form. This pro-rated obligation may be fulfilled at any time during the academic year. Of the 30 hours, 5 hours must be completed in standard #1, 7.5 hours in Standard 2, and the remaining 17.5 hours can be completed in any standard thereafter.

### **Faculty Evaluations**

**Full-time faculty doing evaluations for tenured faculty do not receive any professional development credit.**





**College Committees and Conferences (Standard #3): Enhance the internal governance and operations of Antelope Valley College and externally promote its reputation as an institution of higher learning by representing the college at professional conferences and publishing scholarly work in academic and trade publications. (Additional Standard #3 hours can be rolled to Standard #4.)**

Date(s)*	Planned Activities <b>Tenured = 15 Hours min. Non-Tenured: 10 Hours min.</b>	Hour(s)
	Committee #1: <i>Part of contractual obligation – credit given for 2<sup>nd</sup> committee only</i>	
	Committee #2:	
	Committee #3:	
	Conference:	
	Conference:	
	Scholarly Work:	
<b>Total Hours Completed – Standard #3:</b>		<b>0</b>

**Individual Projects (Standard #4): Develop new skills and knowledge that directly relate to one’s assigned duties at the college through advanced training and coursework (not used for salary advancement), participation in professional activities and projects. (Additional Standard #4 hours can be rolled to Overload hours required for the fall and/or spring semester(s).)**

Date(s)*	Planned Activities <b>Tenured = 20 Hours Non-Tenured Faculty = 15 Hours</b>	Hour(s)
<b>Total Hours Completed – Standard #4:</b>		<b>0</b>

**FALL 2009 Overload Hours:**

Carry over hours from activities listed above

Date(s)*	Activities – Please be Specific	Hour(s)
<b>Total Overload Hours Completed:</b>		<b>0</b>

**SPRING 2010 Overload Hours:**

Carry over hours from activities listed above

Date(s)*	Activities – Please be Specific	Hour(s)
<b>Total Overload Hours Completed:</b>		<b>0</b>

I certify I will complete the proposed Professional Development Plan by completing sixty (60) hours of activities specified above and all changes will be submitted as an addendum to this agreement on the required final contract.

Flex Committee Approval: _____
Date: _____

\_\_\_\_\_  
Signature Date

The Faculty Professional Development Plan is due **no later** than **September 20, 2010.**

## FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES FOR ADJUNCT FACULTY

With approval from the Chancellor's Office and the AVC Board of Trustees, Antelope Valley College shortens the instructional calendar by 10 days (5 days each semester) so that faculty may engage in an institutionally-sponsored professional development program. While the state's guidelines allow for each campus to create its own calendar and program, two provisions must be followed: 1) flexible time and activities are "in-lieu" of classroom time; and 2) professional development obligations must be met within a single academic year (i.e., no carry-overs from one academic year to another).

Although many adjunct faculty have professional obligations to schools and businesses other than AVC, they too deserve the benefit of being involved in programs that promote professional growth related to their disciplines or the needs of the campus. Adjunct faculty must adhere to the following professional development guidelines in order to fulfill their contractual obligations to the district.

### **Professional Development Requirement**

According to the certificated contract 8.5.1, classes that **are not weekly census classes** do not include a professional development obligation as the baseline number of instructional hours is not reduced through scheduling. Classes typically exempt from flex obligations are summer session and intersession classes and all classes held during fall/spring semester that do not meet for the full term and are not condensed courses. Those adjunct faculty teaching only short-term courses or community-service courses do not need to participate in the professional development program but are welcome to attend any of the presentations listed in this book. Contact the Senate Office at x6306 if there is any uncertainty of professional development obligation.

Adjunct faculty must complete a minimum of three (3) hours in Standard #1 – Faculty Academy per semester. This requirement may be completed through any of the identified Standard #1 – Faculty Academy training events listed in the book. Adjuncts may also obtain Standard #1 – Faculty Academy credit for attending Division Meetings, faculty orientation, serving on campus committees, or writing CORs or SLOs. Adjunct faculty may also gain credit by viewing College/Adult programs on [www.learner.org](http://www.learner.org) or participate in the monthly webinars presented on [www.nisod.org](http://www.nisod.org) in addition to program events specified as Standard #1. All participants of the online opportunity must attach a completed Online/Video Supplemental Worksheet with submitted Professional Development Contract.

### **Professional Development Hours for Instructional Adjunct Faculty**

For instructional adjunct faculty, the professional development obligation per semester is equal to Lecture Hour Equivalent (LHEs). This information can be found on provided load sheets. **Adjunct Faculty must complete their first three (3) hours in Standard #1. All remaining hours may be satisfied in Standards #2 - #4 as outlined in the Guidelines for Full-time Faculty.**

### **Professional Development Hours for Non-Instructional Adjunct Faculty**

**Non-classroom adjunct faculty are required to perform a minimum of three (3) professional development hours per semester from Standard #1 – Faculty Academy training events.** Additional hours are optional (compensated development hours may not exceed the average number of hours worked per week or a total of 21 hours per semester, whichever is less). Non-Instructional Adjunct Faculty completing their full obligation for the semester must submit compensation requests on the final time card of the semester.

### **Failure to Complete Professional Development Obligations**

Failure to meet this contractual obligation may result in the docking of pay for incomplete hours. Part of this obligation is to submit all required documentation by the posted due dates. Failure to do so constitutes a violation of the Certificated Contract (Section 8.0), and may result in disciplinary action by the district.

## ACCOUNTABILITY REQUIREMENTS FOR ADJUNCT FACULTY

### Professional Development Record Keeping

Since adjunct faculty are on semester employment contracts, they must fill out both a Professional Development Plan and an End-of-Semester Contract for **both** the fall and spring semesters. Plans and contracts must include a detailed description of professional development activities for each semester. If an adjunct faculty member who teaches in the fall exceeds his/her number of required professional development hours for that semester, the additional hours may be applied to the spring semester. Faculty should indicate this "carry-over" on the spring contract. Excessive hours accumulated in spring cannot be retroactively applied to fall or carried over to the following academic year.

### Faculty Professional Development Adjunct Plan and Contract Deadline Dates

Professional Development Plans must be submitted **no later than Monday, September 20, 2010 for the fall semester and Monday, March 7, 2011 for the spring semester** (the fifth Monday of instruction).

Professional Development Contracts must be submitted **no later than Monday, November 22, 2010 for the fall semester, and Monday, May 16, 2011 for the spring semester** (the fourteenth Monday of instruction). All program information and forms can be found on the college website: [www.avc.edu/administration/organizations/fpd.html](http://www.avc.edu/administration/organizations/fpd.html) or contact the Academic Senate Office at x6306 for more information.

**Professional Development activities for the fall semester must be completed by Saturday, December 11, 2010. Any activity performed after this date will be counted towards spring obligations.**

Faculty members are accountable to both the district and the Chancellor's Office for their time. Complete and accurate records are crucial in the event of an audit from the Chancellor's Office. Any district found to be out of compliance could be cause for the Chancellor's Office to "terminate approval of any Flexible Calendar Option," or "withhold appropriate state aid" (CAC 55732). Please submit all forms as requested by the stated deadlines.

### Office Hours

Office hours are no longer eligible to fulfill an adjunct faculty member's professional development obligation.





**Antelope Valley College  
Faculty Professional Development Program**

**Online/Video Program Worksheet**

*Resource:*

- Go to <http://www.learner.org/index.html>
- Make sure you are looking in the “College/Adult” section by clicking on the pull down listed in “by Grade” in the “Browse Teacher Resource” line.
- Choose program.

*IMC:*

- Choose taped event

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*Fill in the following information and turn in with your Faculty Professional Development Contract:*

Title of Program/Taped Event:

Length of Online Program/Video:

Please describe how the information provided in the online video/taped event directly impacts your job performance at Antelope Valley College:



ANTELOPE VALLEY COLLEGE  
**Faculty Professional Development Program**  
**NISOD Archived Webinar Worksheet**

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*Fill in the following information and turn in with your Faculty Professional Development Contract:*

NISOD Archived Webinar Title:

Length of Webinar:

Please describe how the information provided in the online video/taped event directly impacts your job performance at Antelope Valley College:



## **OTHER PROFESSIONAL DEVELOPMENT CONSIDERATIONS – ALL FACULTY**

### **Event Attendance Verification – Sign-in and Sign-Out Sheets**

Faculty must sign-in at the beginning of the event and sign-out upon leaving the event in order to receive professional development credit. If your signature does not appear on the sign-in sheet, you cannot claim professional development credit for that particular presentation. In order to ensure accountability, the Faculty Professional Development Committee reviews all contracts and compares them to the sign-in sheets. Sign-in sheets must be kept on file in the Academic Senate Office in the event of a possible audit by the state.

### **Sign-up Procedure for Field Trips & Limited Space Activities**

Sign-ups for field trips and limited participation events will be open one month in advance of the scheduled event date. You must sign up in advance in the Academic Senate/Faculty Professional Development Office. All sign ups must take place in person. The office will maintain a waiting list of additional faculty who wish to participate.

### **Professional Development Activities and Class Time**

Faculty members may not cancel class to attend or participate in a scheduled professional development activity. However, if the material is relevant to your class, you may bring students to the presentation. When this occurs, the faculty member is not eligible to receive professional development credit for the presentation.

### **Professional Development Budget**

The professional development budget is used solely to promote and support our institutionally-planned professional development activities. These funds are committed during May for the following year's events. If AVC presenters need funds for supplies or special equipment for an institutional presentation, they should submit a written request to the Faculty Professional Development Committee for consideration if funds permit.

### **Rescheduling & Cancellation Policy**

Once events are scheduled in the annual calendar, every effort should be made by presenters and coordinators to adhere to the originally scheduled dates. Events may only be rescheduled at the discretion of the Faculty Professional Development Committee if the request is made prior to the 15<sup>th</sup> day of the month preceding the scheduled event. Last minute changes may result in cancellations. Repeated requests for changes may jeopardize future proposal acceptance.

### **Professional Development and Mentoring or Club Advising**

The Faculty Professional Development Program supports the mentoring of probationary faculty, adjunct faculty, underrepresented groups, and high-risk students, as well as numerous student clubs. Faculty members who wish to be mentors or club advisors and build this into their Professional Development Plan may claim up to 20 hours of mentoring/advising time in Standard #3.

### **Participation and Planning of Special Projects and Campus Diversity Events**

The campus community and the Student Development Office coordinate a number of special events over the course of the academic year, including Tolerance Week, Hispanic Heritage Month, Black History Month, Cinco de Mayo, and the Women's Conference. Faculty members who would like to get involved in helping to plan or present these events may claim up to 20 hours of coordination and planning time in Standard #3. Interested faculty should contact the Academic Senate Office to find out who is coordinating this year's events.

### **Professional Development Trip Guidelines**

- For all off campus Faculty Professional Development events, the Antelope Valley College District is not liable for any guest that is not employed by the district. Guests are **not** included in the Worker's Compensation coverage provided by the district and **attend at their own risk.**
- Extended Trip Guidelines-- The coordinator of an extended FPD trip must submit the following documents

to the Academic Senate Office no later than one week prior to the departure date:

1. A detailed itinerary, including contact information;
2. A list of all participants;
3. Signed liability waivers from all participants that are not AVC District employees.

### **Evaluation of the Professional Development Program**

At the end of each year, faculty will have the opportunity to evaluate the merits of the Professional Development Program. Since the Faculty Professional Development Committee is a standing committee of the Academic Senate, faculty may also provide feedback to Professional Development Committee Members or their Division Senators.

### **Professional Development Appeals, Requests, & Questions**

Any individual who has a question or concern for the Professional Development Committee should submit a written request two weeks prior to the next Professional Development Committee meeting so that there will be ample opportunity to review the request and respond in a timely manner.

## **PROFESSIONAL DEVELOPMENT HOURS FOR PRESENTERS AND COORDINATORS**

The following formulas should be used to determine professional development credit for presenters and coordinators. Formula one should be used when the coordinator of a professional development activity is also the presenter. It should also be used for multiple coordinators and presenters. Formula two should be used when a faculty member is the coordinator of a professional development presentation, but not a presenter. Formula three should be used for a coordinator of a film, music, or similar event. If additional clarification is required, please contact the Professional Development Chair.

### **1. Coordinator and presenter**

#### **Initial Presentation**

##### FORMULA

3 hours of development credit for each hour of an initial campus presentation.

##### EXAMPLE

(3 hours credit x 2 hour presentation = 6 credit hours)

#### **Repeat Presentation**

##### FORMULA

2 hours of development credit for each one hour of a campus presentation.

##### EXAMPLE

(2 hours credit x 2 hour presentation = 4 credit hours)

## 2. Coordinator of a professional development presentation but not a presenter

### FORMULA

2 hours of development credit for coordinating a film series, outside speaker, trip, panel, or similar event.

If the coordinator feels that additional professional development credit should be given, a written request detailing the activity and the additional time spent should be submitted to the Faculty Professional Development Committee at least one month before the scheduled event.

## 3. Presenter of a film, athletic, musical, or other cultural event

All cultural events require at least a 30-minute lecture or presentation in order to qualify as a professional development activity. Professional development credit will be provided for the lecture presentation using the initial or repeat presentation formulas.

### Initial Presentation

#### FORMULA

Triple credit for each lecture hour + the length of the cultural event

#### EXAMPLE

(3 hours credit x 1/2 hour presentation = 1.5 + 2 hour film = 3.5 total credit hours)

### Repeat Presentation

#### FORMULA

Double credit for each lecture hour + the length of the cultural event

#### EXAMPLE

(2 hours credit x 1/2 hour presentation = 1 + 2 hour film = 3 total credit hours)

**PLEASE NOTE:** A maximum number of 20 hours can be applied to any single activity.

## FACULTY ACADEMY GUIDELINES

### Column Advancement on the Full-Time Salary Schedule

Fifteen (15) units of upper division and/or graduate semester units of course work are required for movement to a higher column on the salary schedule. A maximum of six (6) units of lower division work may be accepted as part of the fifteen (15) units required for each column advancement on the salary schedule from the following areas, with no more than three (3) units in any one category:

Lower Division Units: Units may be taken at Antelope Valley College or any other accredited college or university.

Workshops and Seminars: Units may be granted for attendance at workshops and seminars including training completed through Faculty Academy (**Standard 1**). Unit credit for attending workshops and seminars is based on the following formula:

Ten (10) hours to earn one (1) unit of credit with prior approval for job related work.

Equivalencies to Lower Division Course Work:

Professional Continuing Education Units (CEUs) or other courses required to maintain a professional license or certification.

Publication in scholarly journals and materials prepared for presentation to conferences of peers.

Develop of instructional materials.

Research in the unit member's professional field or other professional growth activities.

Development of professional teaching skills courses for faculty members.

Participation in professional teaching courses.

Attendance of conferences related to professional methods of teaching.

### Column Advancement on the Adjunct/Overload Salary Schedule

Fifty (50) hours of instruction shall result in advancement to Column II on the adjunct/overload salary schedule. Column II shall reflect 2% salary increase over Column I. Nine (9) units of course work at an accredited college or university may replace the fifty (50) hour requirement with prior approval of the Vice-President of Academic Affairs.

*Source: Antelope Valley College Federation of Teachers Collective Bargaining Agreement with Antelope Valley Community College District September 19, 2003 – June 30, 2005.*

### Forms

#### Notification of Intent to Use Units from the Faculty Professional Development Program (Faculty Academy events) for Advancement on the Faculty Salary Schedule

If faculty choose to earn credit towards salary advance and want to use programmed activities designated Standard #1 – Faculty Academy Training events a copy of the Notification of Intent... form must be completed and attached with submitted contract. Faculty can only claim a Standard #1 – Faculty Academy training event for either professional development credit or salary advancement credit **not** both. Submitted forms will be verified and forwarded to Human Resources to be placed in personnel files. This form can be found online at: [www.avc.edu/administration/organizations/fpd.html](http://www.avc.edu/administration/organizations/fpd.html).

#### Approval Request to Use Off-Campus Activities towards Salary Advancement

Many faculty participate in Off-Campus activities that could be counted towards salary advancement. If a faculty desires to obtain credit for attending a scholarly conference, workshop, etc. they must complete the Approval Request... and submit it to their respective Dean and Vice President for signatures. If approved, the form will be forwarded to Human Resources to be placed in personnel files. Salary Advancement credit cannot be claimed if the costs are paid by an alternate employer and/or is a required employment obligation or if costs are paid by AVC. Failure to request prior approval may result in denial of units. This form can be found online at: [www.avc.edu/administration/organizations/fpd.html](http://www.avc.edu/administration/organizations/fpd.html).



ANTELOPE VALLEY COLLEGE

Notification of Intent to Use Units from the Faculty Professional Development Program  
(Faculty Academy events) for Advancement on the Faculty Salary Schedule

Name: \_\_\_\_\_  
(Print Name)

Division: \_\_\_\_\_

Unit credit for attending Faculty Academy workshops is based on the following formula: ten (10) hours = one (1) unit of credit. Faculty Academy hours used for advancement on the salary schedule may **not** be used to fulfill Faculty Professional Development hours as well.

Pursuant to Article IX of the current Collective Bargaining Agreement for Advancement in the Salary Schedule, I am notifying the District of my planned completion of the following Faculty Academy Workshops:

Date Offered:	AVC Professional Development Workshop	Credit Hours	Unit Value
<b>TOTAL:</b>			

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received

**NOTE: Salary Advancement notifications must be submitted with completed Faculty Professional Development Contract.**

**ANTELOPE VALLEY COLLEGE**  
**REQUEST FOR APPROVAL OF UNITS FOR ADVANCEMENT ON THE FACULTY SALARY SCHEULE**

Pursuant to Article IX of the current Collective Bargaining Agreement for Advancement on the Salary Schedule\*  
I am requesting approval for the following units for Advancement on the Salary Schedule\*\*

Name: \_\_\_\_\_

Division: \_\_\_\_\_

A. Course Name and Number: \_\_\_\_\_

Institution Offering Course: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Unit Value: \_\_\_\_\_ Semester / Quarter (circle one)

Course Level: \_\_\_\_\_ Graduate \_\_\_\_\_ Undergraduate/Upper division \_\_\_\_\_ Undergraduate/Lower division

**OR**

B. Projects/Seminar/Workshop/Conference/Continuing Education Units:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offered by: \_\_\_\_\_

Number of Hours: \_\_\_\_\_ = \_\_\_\_\_ unit (s) \*\*\*

.....  
The above work in A. or B. will contribute to my professional development as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature (Faculty Member)

\_\_\_\_\_  
Date

**APPROVAL:**

\_\_\_\_\_  
Appropriate Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Human Resources

\_\_\_\_\_  
Date

\* Failure to request prior approval may result in denial of units.

\*\* Staff Development funds may not be used for units completed for advancement on the salary schedule.

\*\*\* Ten (10) hours earns one (1) unit of lower division credit for job related projects, seminars and workshops.

## **PROFESSIONAL DEVELOPMENT AND THE ED. CODE**

The California Administrative Code (Article 2, sections 77720-32) and the California Education Code (Article 8, sections 84890-95) give all community colleges the option of adopting a Flexible calendar under the guidelines contained within these articles.

Additionally, in order for any professional development program to receive approval from the Chancellor's Office, the Flex Advisory Committee must agree to the following conditions:

1. To survey the faculty annually and determine the most critical faculty, student, and instructional needs.
2. To develop a series of presentations to address those needs.
3. To maintain records on the following:
  - a) the type and number of presentations scheduled;
  - b) faculty contracts indicating a planned program;
  - c) an account of the number of faculty, staff, and/or students participating in the program.
4. To evaluate annually the effectiveness of the professional development program and update the presentations to reflect needed changes.
5. To hold regular advisory committee meetings to carry out the above tasks and make recommendations regarding guidelines and procedures.

**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE  
2010—2011**

Rae Agahari  
Rona Brynin  
Magdalena Caproiu  
Richard Coffman  
Diane Flores-Kagan  
Rosa Fuller  
Jennifer Gross  
Mark Hoffer  
Cynthia Lehman  
Sharon Lowry  
Ty Mettler  
Tom O'Neil  
Casey Scudmore

Kathryn Mitchell, Chair

**AVC BOARD OF TRUSTEES**

Steve Buffalo, President  
Earle Wilson, Vice President  
Betty Wienke, Clerk  
Jack Seefus, Member  
Michael Adams, Member  
Mayela Montano, Student Trustee

**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.

**Special Accommodation Request -**

Upon request three business days before the event, reasonable accommodation will be provided to facilitate the participation of covered individuals with disabilities. Please call (661) 722-6360 (voice) or 722-6362 (TDD).



## **FPD presentation summary of evaluations**

### **Hamlet (Scott Memmer)**

Excellent: 12

Comments: Because off campus, presenter unable to provide background details on play.

Would you recommend this presentation be included in future Flex programs? Yes: 6

### **Freedom is a Dangerous Illusion (Zhu, Claude Grotton, Dr. Haughess)**

Excellent: 4 Good: 6 Fair: 5 Poor: 3

Comments: speaker "horrible", seemed intoxicated, slurred speech, stuttered.

First presenter spoke poorly; not valuable

Would you recommend this presentation be included in future Flex programs? Yes: 2 No: 4

### **Learning Outcomes (M. Parker)**

Excellent: 5 Good: 1

Would you recommend this presentation be included in future Flex programs? Yes: 2 No: 0

### **Online Resources (E. Beyer)**

Excellent: 5

Would you recommend this presentation be included in future Flex programs? Yes: 2

### **AVC Art Gallery (Christine Mugnolo)**

Excellent: 4 Good: 8 Fair: 2

Comment: Presentation valuable for personal enrichment not professional development.

Would you recommend this presentation be included in future Flex programs? Yes: 6

### **Hands in Clay (Rick Sim)**

Excellent: 27 Good: 8 Fair: 1

Comments: Not much time spent teaching foundation skills

Would you recommend this presentation be included in future Flex programs? Yes: 1

### **Jewish-Roman War (M. Rainbow, M. Jaffe)**

Excellent: 24 Good: 5

Comments: more handouts,; suggest best not to enter into debates with believers

Would you recommend this presentation be included in future Flex programs? Yes: 10

### **Evaluating Online Classes (J. Gross)**

Excellent: 10

Would you recommend this presentation be included in future Flex programs? Yes: 3

### **Marauder Football (Perry Jehlicka)**

Excellent: 5 Good: 4 Fair: 1 Poor: 1

Comments: presenter unable to explain rules of game to those not familiar with game; offer counseling related topics, ex: how to recognize signs of depression, emotional problems or have attempted suicide.

Would you recommend this presentation be included in future Flex programs? Yes: 3 No: 1

### **Curricunet (Maria Clinton)**

Excellent: 35 Good: 23 Fair: 5

Comments: want info on how to do COR update; wants personal help with real course update; some came, signed in, and left early sign-in and leave early; several comments that presenter did not control classroom well—talking, repetitive questions, complaints about AP&P.

Would you recommend this presentation be included in future Flex programs? Yes: 23 No: 2

### **Simulation in Nursing (C. Scudmore, D. Dickinson)**

Excellent: 15

Would you recommend this presentation be included in future Flex programs? Yes: 5

### **Howard Gardner and Multiple Intelligence Theory (M. Capriou)**

Excellent: 19 Good: 17 Fair: 1

Would you recommend this presentation be included in future Flex programs? Yes: 9 No: 1

### **Football (C. Lehman)**

Excellent: 0 Good: 4 Fair: 1 Poor: 1

Comments: no cheerleading, music, singing

Would you recommend this presentation be included in future Flex programs? Yes: 2

### **Mayan Archaeology (D. Wiewall)**

Excellent: 24 Good: 6

Would you recommend this presentation be included in future Flex programs? Yes: 9 No: 1

### **SLO/WEAVE (A. Voelcker)**

Excellent: 7 Good: 6 Fair: 2

Comments: too technical

Would you recommend this presentation be included in future Flex programs? Yes: 5

### **On Course (Toll)**

Excellent: 20 Good: 10

Would you recommend this presentation be included in future Flex programs? Yes: 10

### **Developing Presentational Excellence (Graves, Mcdermott, Rao, Lee)**

Excellent: 12 Good: 5

Would you recommend this presentation be included in future Flex programs? Yes: 7

**Red Scare (M. Jaffey, Lund)**

Excellent: 6

Would you recommend this presentation be included in future Flex programs? Yes: 2

**Audio for Online Use (G. Krynen)**

Excellent: 8 Good: 7

Comments: more CCC Confer events—convenient; too technical, need more basic info

Would you recommend this presentation be included in future Flex programs? Yes: 2

**The Honors Program (K. Lubick, etc)**

Excellent: 23 good: 9 Fair: 1

Would you recommend this presentation be included in future Flex programs? Yes: 10 No: 1

**Graphics for Online Use (G. Krynen)**

Excellent: 7 Good: 2

Would you recommend this presentation be included in future Flex programs? Yes: 2

**Hands in Clay II (R Sim)**

Excellent: 25 Good: 4

Comments: presenter needs student help cleaning up

Would you recommend this presentation be included in future Flex programs? Yes: 12

**Corporatization of Education (M. Hoffer, Alek Hatlertad Shy, J. Vento)**

Excellent: 30 Good: 6 Fair: 2

Comment: "liberal brainwashing", Michael Moore, etc.

Would you recommend this presentation be included in future Flex programs? Yes: 14

**Power Point conversion (Krynen)**

Excellent: 5 good: 9

Comment: needs some basic PPT info as well

Would you recommend this presentation be included in future Flex programs? Yes: 2

**Curricunet (M. Clinton)**

Excellent: 6

Would you recommend this presentation be included in future Flex programs? Yes: 2

**AVC Art Gallery Artist Talk**

Excellent: 1 good: 5 Fair: 3 Poor: 3

Comment: one artist was drunk and had trouble speaking

Would you recommend this presentation be included in future Flex programs? Yes: 3

**Basic Skills Forum (B.S. Committee)**

Excellent: 3 Good: 3 Poor: 1

Comment: disgruntled that administrator trying to expand their realm.

Would you recommend this presentation be included in future Flex programs? Yes: 2

**Curricunet (M. Clinton)**

Excellent: 5 Good: 1

Would you recommend this presentation be included in future Flex programs? Yes: 2

**Sign language around the campus (Duane Rumsey)**

Excellent: 84 Good: 5

Comments: very interesting; more sign language for FPD; one of best Flex presentations (6 faculty said this); Duane is excellent instructor; very informative and valuable; a follow-up outlining responsibilities of students and/or instructor when working with OSD; helpful to know what interpreter needs from faculty (pace of lecture, handouts, etc); invaluable information as an instructor; very enlightening and educational; do this regularly!; Eye opener; this should be included at Welcome Back Day; liked interactive nature of presentation.

Would you recommend this presentation be included in future Flex programs? Yes: 30

**Multimedia in Blackboard (Krynen)**

Excellent: 10 Good: 4 Fair: 3

Comment: very helpful

Would you recommend this presentation be included in future Flex programs? Yes: 6 No: 1

**Curricunet software training (M. Clinton)**

Excellent: 6

Comments: all faculty need to attend; yearly updates welcome; maybe should be mandatory.

Would you recommend this presentation be included in future Flex programs? Yes: 2

**Chinese culture through movies—Curse of the Golden Flower (Tong and Miller)**

Excellent: 8 Good: 8 Fair: 4

Comments: excellent movie; recommend for future flex only if changes on technical presentation and location is made; more prep with technology, sound/projector needed; very bloody film—should have been warning on flex description; presenters great, film not so.

Would you recommend this presentation be included in future Flex programs? Yes: 6 No: 1

**Opposites attract (Trow, Littlefield, Mugnolo, Sim, Anderson, Guadardo, Knowles)**

Excellent: 12 Good: 2 Fair: 1

Comments: amazing, would like to see every year.

Would you recommend this presentation be included in future Flex programs? Yes: 4

**Dialogue with president, 2010/11 budget (Dr. Fisher, D. Wallace)**

Excellent: 12 Good: 6

Comment: Very informative

Would you recommend this presentation be included in future Flex programs? Yes: 6

### **Leaning Outcomes Analysis (Parker)**

E: 25 Good: 11 Fair: 2 excellent

Comment: Don't make people sit in circle, let them sit where they want to sit.

Would you recommend this presentation be included in future Flex programs? Yes: 13

### **Biology of Aging and Death (M. Rainbow)**

Excellent: 28 Good: 5

Comments: fascinating presentation with captivating images. He should however, organize his material in advance to be more efficient with his time. ; often runs out of time before he has presented his major point.; excellent; did excellent job presenting complex and elaborate biological processes, in a way a non-biologist could understand; he ran over, tried to cover too much; too technical and over my head; spend more time on prevention, signs and warning of early onset; how to improve lifestyle and delay aging, cancer, illness as I age.

Would you recommend this presentation be included in future Flex programs? Yes: 11

### **AVSO Classics (D. Newby)**

Excellent: 12

Comments: David is fine conductor and Berkeley's performance was amazing; liked pre-concert lecture; brings university -type class to AVC and A.V.

Would you recommend this presentation be included in future Flex programs? Yes: 4

### **Art Gallery**

Excellent: 3 Good: 4 Fair: 1

Comment: informative and fun

Would you recommend this presentation be included in future Flex programs? 2

### **My Favorite Stories (S. Memmer)**

Excellent: 12 Good: 2

Comments: enthusiasm of presenter made this event very enjoyable; Scott Memmer is one of those teachers who loves to teach; wonderful; fun, informative; a lot of thought and passion demonstrated by Memmer; A++

Would you recommend this presentation be included in future Flex programs? 6

### **A Warm Eve with Dante's Inferno (J. Ahmad, M. Hoffer, L. McDonie, S. Tafarella, S. Pawlak)**

Excellent: 14 Good: 1 Fair: 2

Would you recommend this presentation be included in future Flex programs? Yes: 4 No: 1

### **Requests for future FPD events:**

Evaluation of academic programs

Professionalism

Gothic's Faust

More art gallery presentations and more presentations given by AVC music dept like sing-a-long

Cause and effects of cancer and how to delay its onset

Evolutionary theory

Famous authors

Performance of Copland's Appalachian spring

More technical presentations for math and science faculty

PLO presentation

Computer and online security

Breakdown of flex standards and expected outcomes

Need to get more standard 1 presentations in evening during week (many Friday early morning and mid-afternoon)

Health-related topics in evening for adjuncts

Presentations on Disability Awareness for faculty and students

Higher education in 1970's vs 2000's

More technical presentations such as chemistry or engineering-related