



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
September 14, 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. May 25, 2011 (attachment)
- 5. ACTION ITEMS**

None
- 6. DISCUSSION ITEMS**
 - a. WBD 2011 Debrief – Evaluation update
 - b. 2011 – 2012 FPD Committee Goals
 - c. Committee Member Responsibilities
 - d. Guideline Revisited – Presenter Credit & Language of Presenter – Credit/Standard
 - e. FPD Podcast – Online 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**

**September 14, 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 (FPD) Chair, called the September 14, 2011 FPD meeting to order at 2:09 p.m.

2. OPENING COMMENTS FROM THE CHAIR

- Ms. Mitchell welcomed committee members to a new academic year and requested members introduce themselves.
- Ms. Mitchell reported she was invited to attend a Counseling Division meeting to clarify an issue regarding Counseling Faculty making up hours to perform Professional Development activities. Upon further clarification the issue predominantly involved the ability for Counseling Faculty to adjust their schedules to accommodate substitution of time to attend conferences or other campus activities. There was a vigorous discussion about various issues relating to the ability to substitute scheduled working hours to perform alternate duties, although these issues did not directly relate to FPD issues. The committee will need to review and maybe segment the guidelines for Non-Classroom Faculty to clarify any potential confusion on established FPD guidelines.

3. OPEN COMMENTS FROM THE PUBLIC

- Ms. Sharon A. Lowry, Executive Vice President of Academic Affairs reported the substitution of time afforded to Counseling Faculty is now a past practice. The area was using a non-approved District form to alter their working schedules to perform alternate duties. This is not an FPD issue but an Administrative issue. Non-classroom faculty should be aware of the committees they would like to participate in and set their Counseling schedules at the beginning of the semesters around these times.
- Ms. Linda Noteboom stated the form was created as an accountability tracking method for Non-Classroom faculty. The faculty need to have latitude to adjust their schedules to participate in campus committees and shared governance work. They are required by contract to participate in campus governance work and their function on campus is different than that of Classroom faculty.
- Dr. Cindy Lehman reported she attended a recent FPD event and believes the committee needs to consider addressing professional decorum. Several faculty were texting, talking on their cellular phones, reading, and engaging in other disrespectful behavior during the flex presentation. Dr. Lehman indicated she is not sure how the committee would go about addressing this issue, but the lack of professionalism exhibited by colleagues is becoming worse in recent years.

4. APPROVAL OF MINUTES

a. May 25, 2011 (attachment)

A motion was made and seconded to approve the May 25, 2011 FPD meeting minutes. Motion carried with two abstentions.

5. ACTION ITEMS

None

6. DISCUSSION ITEMS

a. WBD 2011 Debrief – Evaluation Update

Ms. Mitchell reported the electronic Survey Monkey results garnered more feedback than in previous years. Overall, a high percentage of the results rated the day as either good or excellent. This year the coordinated day went much smoother compared to previous years. In addition, there were a larger number of adjunct participants. The comments provided on the day were conflicting in nature which

makes coordinating future Welcome Back Day's difficult. For example, adjunct faculty expressed their gratitude to have the opportunity to fulfill all or most of their FPD obligation at one event. Full-time responses were mixed. Some enjoyed the structure of the day, whereas others stated the day should be shorter and scheduled over a two day period.

The same conflicting feedback was received on the stand alone Student Learning Outcomes (SLO) breakout session. Some faculty were grateful to have dedicated time to work on established SLOs with other discipline faculty including adjuncts, whereas other faculty negatively commented on the stand alone SLO breakout session indicating the poor coordination of the time and the lack of proper data to perform the necessary work. Ms. Mitchell stated the majority of the negative comments for this particular breakout session came from the English discipline faculty. They did not take into consideration the faculty Data Manager became ill at the end of the spring semester and could not tabulate SLO data results. They instead blamed the FPD and SLO Committee for their inability to perform the requested task.

It is difficult to consider all feedback when it is so conflicting in nature. The committee cannot possibly satisfy all constituency groups. Committee members provided a brief overview of the day and were in consensus that the day was successful. Many indicated they overheard positive comments regarding the guest speaker and this should be something the committee strives to coordinate for future events. Committee members were requested to thoroughly review all the feedback received on the fall 2010 WBD and to keep in mind when establishing future Welcome Back Day events. The committee will begin coordinating the Spring Welcome Back Day early in the fall 2011 semester and will work to incorporate the feedback when establishing future WBD events. Ms. Mitchell reported she has already received several topic requests to include in the spring 2012 Welcome Back Day.

b. 2011 – 2012 FPD Committee Goals

Ms. Mitchell stated the committee needs to brainstorm committee goals for the program year. Last program year, one of the committee goals was to continue researching more online opportunities. During the review of online opportunities for the 2011 – 2012 FPD Program, the committee agreed to eliminate the www.learner.org opportunity being that there were so many other alternate online opportunities being made available through the Technical Trainer and through www.NISOD.org. There are other online opportunities available which are free of charge and can be included in future programs. One suggestion received during the summer was allowing faculty to perform WEAVE online tutorials. The committee was in consensus to include this as a goal for the 2011 -2012 academic year.

Dr. Capriou stated the committee should consider including more pedagogical events as well as research and coordinate guest speakers on pedagogical issues.

Dr. Cindy Lehman stated the committee should establish a goal to address decorum.

Dr. Rona Brynin stated the committee should reevaluate the program based on the Chancellor's Office Guidelines.

Committee members were in consensus to include the above recommendations, as well as an Online Orientation for new Adjunct and Full-Time faculty. Furthermore, committee members were in consensus to include reevaluating FPD Guideline language for presenters and presenter credit as a committee goal for the 2011 – 2012 academic year.

Ms. Mitchell stated she will establish a draft of committee goals for the 2011 – 2012 academic year for further discussion at the next scheduled FPD meeting. Committee members were encouraged to continue brainstorming ideas for additional committee goals and forward suggestions to Ms. Mitchell via email to include on the drafted list.

c. Committee Member Responsibilities

Ms. Mitchell reviewed the established committee member responsibilities for new members and as a refresher for all returning members. She indicated there is a significant amount of work to be completed throughout the year, and the cooperation of all members is necessary to have a successful program. The Academic Senate Office staff will be reduced to one assistant, therefore placing a significant burden on Ms. Gloria Kastner, Academic Senate Coordinator, to complete all Senate Office work. Ms. Mitchell indicated she met personally with Ms. Sharon A. Lowry, Executive Vice President of Academic Affairs and Student Services to discuss the matter. The committee will have to make

efforts to alleviate some of the workload currently performed in the Senate Office as the FPD Program is a significant part of the workload in the Senate. Ms. Mitchell indicated she is concerned that Ms. Kastner will be removed from assisting the committee and needs the committee to cooperatively work to establish more effective processes where possible. A future discussion item will be established to further brainstorm possibilities to alleviate some of the current responsibilities handled in the Senate Office for the Faculty Professional Development Program.

d. Guideline Revisited – Presenter Credit & Language of Presenter – Credit/Standard

Ms. Mitchell stated the committee will need to revisit FPD Guideline language for Presenter Credit. There is a need to revise the language to establish clarity of presenter expectation and credit awarded. Committee members were in consensus to establish this item as a committee goal for the 2011 – 2012 program year.

e. FPD Podcast – Online Orientation

Ms. Mitchell stated the FPD Online Orientation was a topic of brief discussion last spring and wanted to inquire on whether the committee wanted to work on establishing an Online Orientation to the program for new faculty. Committee members were in consensus to establish this item as a committee goal for the 2011 – 2012 program year.

7. OTHER

- Review / Approve Plans and/or Contracts

8. ADJOURNMENT

A motion was made and seconded to adjourn the September 14, 2011 Faculty Professional Development (Flex) Committee meeting at 3:30 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rae Agahari	Jackie Lott	Rosa Fuller	Scott Tuss
Rona Brynin	Sharon Lowry	Jennifer Gross	LaDonna Trimble
Magdalena Caproiu	Ty Mettler	Jack Halliday	<i>Vacant ASO Rep.</i>
Richard Coffman	Kathryn Mitchell	Tim Lynskey	<i>Vacant Confidential Mngmt. Union Rep.</i>
Mark Hoffer	Linda Noteboom		
Cindy Lehman	Harish Rao		

Summary of Comments on Microsoft Word - 2011-2012 Flex Book Guidelines Draft.doc

Page: 1

Author: gkastner Subject: Sticky Note Date: 8/31/2011 10:31:29 AM

Committee members engaged in discussion about this addition verbiage and were in consensus to eliminate any archived online opportunities.

Author: gkastner Subject: Sticky Note Date: 8/31/2011 10:32:15 AM

Committee members were in consensus to add this verbiage to create clarity to the statement.

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.

All participants of the Online CCC Confer opportunity must attach a completed Online Supplemental Worksheet with submitted Professional Development Contract. Only live NISOD Webinars are eligible for St. #1 credit. Archived NISOD Webinars are not eligible for St. #1 credit.

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 and/or Standard #4.

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. **All conference attendance or scholarly work must be verified with documentation when submitting final contract (i.e. registration confirmation, scholarly work publication notification, etc.) 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. **In addition, SLO WEAVE Database Managers will be awarded credit based on section and course numbers per discipline, with information to be confirmed by SLO Committee.** 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:

Accreditation Standard Faculty Co-Chair	20 hours
Accreditation Team Member	10 hours
Program Review Peer Team Member	10 hours
Program Review Self Study Team Member	20 hours
Program Review Annual Report Work	5 hours
Tenure Team Member of Probationary Faculty (1st – 3rd year)	10 hours per committee
Tenure Team Member of Probationary Faculty (4th year – fall semester)	5 hours per committee
Tenure Team Member of Tenured Faculty	5 hours per committee
Tenure Chair of Tenured Faculty	10 hours per committee

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

Tenure Chair of Probationary Faculty (1st – 3rd year)	20 hours per committee
Tenure Chair of Probationary Faculty (4th year)	10 hours per committee
Adjunct Evaluator	10 hours per evaluation

- Author: gkastner Subject: Sticky Note Date: 8/31/2011 10:35:14 AM
Committee members engaged in discussion regarding conference attendance and scholarly work verification. They were in consensus to include verbiage that states attendance verification or scholarly work completed must be verified. Documentation verifying attendance or work completed must be attached to submitted contracts for approval.
- Author: gkastner Subject: Sticky Note Date: 8/31/2011 10:38:31 AM
Committee members were in consensus to award FPD credit to any SLO WEAVE Data Managers based on section/course numbers per discipline without having to include an alternate committee to meet contractual obligations. Similar to AP&P credit awarded to AP&P Representatives due to the extensive amount of work required to facilitate this task.
- Author: gkastner Subject: Sticky Note Date: 8/31/2011 11:55:18 AM
The committee was in consensus to include language and credit for faculty working on annual Program Review Reports since this is a new requirement for Program Review and Accreditation. Ms. Carol Eastin, Program Review Coordinator, indicated 5 hours credit would be sufficient for anyone working on Program Review Annual Reports.
- Author: gkastner Subject: Sticky Note Date: 8/31/2011 11:59:09 AM
Committee members were in consensus to add language to indicate credit will be awarded to faculty serving on Tenured Faculty evaluation teams. The credit awarded will be consistent for Probationary Faculty and Tenured Faculty.
- Author: gkastner Subject: Sticky Note Date: 8/31/2011 12:03:52 PM
Committee members were in consensus with segmenting out the evaluation opportunities where faculty can receive credit in lieu of payment or FPD credit.

Article VIII, Section 3.0 Evaluation Option for Regular (Tenured) Faculty: "Evaluations may occur during either fall or spring semester and shall be completed during a single semester," therefore **Full-time faculty doing evaluations for tenured faculty DO NOT receive any professional development credit.**

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, 2011 – May 30, 2012). 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 19, 2011.**

End-Of-Year Professional Development Contracts

Once professional development obligations have been fulfilled, faculty must sign and return an end-of-the-year Faculty Professional Development Contract with conference and/or scholarly work verification and/or Online CCC Confer Supplemental Form, and/or Salary Advancement Notification Form. In addition, if a Professional Development activity was missed due to illness and the hours cannot be made up with an alternate activity, a signed Sick/Leave Request Form must be attached to the end-of-year Faculty Professional Development Contract to obtain credit. All faculty contracts include a Faculty Professional Development Program evaluation which should be completed to meet Chancellor's Office requirements. 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 Faculty Professional Development Contracts **no later than May 14, 2012.**

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 designated 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). **For designated** non-classroom faculty working overload hours are required to perform a minimum of three additional professional

Author: gkastner	Subject: Sticky Note	Date: 8/31/2011 3:35:23 PM
Committee members discussed this additional language and were in consensus to remove the language since Ms. Jennifer Gross, Tenure Evaluation Coordinator, provided rationale for establishing consistent evaluation credit for probationary and tenured faculty.		
Author: gkastner	Subject: Sticky Note	Date: 8/31/2011 3:36:11 PM
Committee members were in consensus to establish new deadline dates for FPD Plan submission.		
Author: gkastner	Subject: Sticky Note	Date: 8/31/2011 3:42:31 PM
Committee members were in consensus to include additional verbiage to clearly reflect all the additional attachments required required with submitted contracts to verify conference attendance, scholarly work performed, online supplemental form, salary advancement notification form, and/or a signed sick leave request form.		
Author: gkastner	Subject: Sticky Note	Date: 8/31/2011 3:44:39 PM
Committee members were in consensus to establish new deadline dates for FPD Contract submission.		
Author: gkastner	Subject: Sticky Note	Date: 8/31/2011 4:36:06 PM
The committee was in consensus to add the term "designated" to clearly indicate there is a difference in classification of classroom and non-classroom faculty.		



development hours per semester. Additional hours beyond the required 3 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.
8. Ongoing SLO/PLO Assessment.
9. Non-paid Substitute Teaching.
10. Full-time faculty doing evaluations for tenured faculty.

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 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 x6396 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/Discipline Meetings, faculty orientation, serving on campus committees, or writing CORs or SLOs. **Attendees of Division/Discipline meetings must provide attendance verification by including a copy of the Division/Discipline meeting minutes.** Adjuncts may also gain credit by participating in **live monthly webinars presented on www.nisod.org in addition to program events specified as Standard #1.** All participants of the online opportunity **must** attach a completed Online Supplemental Form with submitted Professional Development Contract.

Professional Development Hours for **Classroom** Adjunct Faculty

For instructional adjunct faculty, the professional development obligation per semester is equal to Lecture Hour Equivalents (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-Classroom** 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-Classroom** 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.

Page: 5

Author: gkastner	Subject: Sticky Note	Date: 9/7/2011 10:09:22 AM
Committee members were in consensus to clarify verbiage regarding attending Division/Discipline meetings and the documentation needed to verify attendance. In addition, a language revision was necessary to this section indicating only "Live" webinars are eligible for St. #1 credit.		
Author: gkastner	Subject: Sticky Note	Date: 9/7/2011 10:10:35 AM
To maintain consistency in contractual terminology "Instructional" should be referred to "Classroom".		
Author: gkastner	Subject: Sticky Note	Date: 9/7/2011 10:11:08 AM
To maintain consistency in contractual terminology "Non-Instructional" should be referred to "Non-Classroom".		

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 19, 2011 for the fall semester and Monday, March 5, 2012 for the spring semester** (the fifth Monday of instruction).

Professional Development Contracts must be submitted **no later than Monday, November 21, 2011 for the fall semester, and Monday, May 14, 2012 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 or contact the Academic Senate Office at x6306 for more information.

Professional Development activities for the fall semester must be completed by Saturday, December 10, 2011. 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 **ineligible** to fulfill an adjunct faculty member's professional development obligation.

Author: gkastner Subject: Sticky Note Date: 9/7/2011 10:12:25 AM

Committee members were in consensus to establish new deadline dates for FPD Plan and Contract submission for Adjunct Faculty.

Author: gkastner Subject: Sticky Note Date: 9/7/2011 10:13:23 AM

Committee members were in consensus to change the verbiage of this section to create clarity that Office Hours are "ineligible" as a professional development activity.

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. Faculty attending duplicated events within the program year will only be awarded credit for one.

Sign-up Procedure for Field Trips and 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 and 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 15th 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 Club Advising

The Faculty Professional Development Program supports numerous student clubs. Faculty members who wish to be club advisors of an ASO sanctioned club can build this into their Professional Development Plan. Faculty club advisors may claim up to 20 hours of 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 Women's History Month. 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.

- Author: gkastner Subject: Sticky Note Date: 9/7/2011 10:05:54 AM
Committee members were in consensus to emphasize these statements as they tend to be a problematic issue
- Author: gkastner Subject: Sticky Note Date: 9/7/2011 10:03:27 AM
Changed the ampersand sign to establish consistency in how the guidelines are written.
- Author: gkastner Subject: Sticky Note Date: 9/7/2011 10:03:07 AM
Changed the ampersand sign to establish consistency in how the guidelines are written.
- Author: gkastner Subject: Sticky Note Date: 9/7/2011 10:00:43 AM
Committee members were in consensus to add the verbiage "of an ASO sanctioned club" for clarity.
- Author: gkastner Subject: Sticky Note Date: 9/7/2011 9:56:29 AM
This section referred to "Women's History Conference." The format of the event has changed from a full day event to several events hosted over a period of the month. Changed verbiage for clarity.

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, and 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. Faculty Professional Development Committee meetings are generally held on the 2nd and 4th Wednesday of each month during the fall and spring semesters.

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)

**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
2011—2012**

Rae Agahari
Rona Brynin
Magdalena Caproiu
Richard Coffman
Rosa Fuller
Jennifer Gross
Mark Hoffer
Cynthia Lehman
Sharon Lowry
Ty Mettler
Linda Noteboom
Harish Rao
Scott Tuss

LaDonna Trimble

Kathryn Mitchell, Chair



AVC BOARD OF TRUSTEES

Earle Wilson, President
Betty Wienke, Vice President
Michael Adams, Clerk
Jack Seefus, Member
Steve Buffalo, Member

Sandra Govin, Student Trustee



Author: gkastner	Subject: Sticky Note	Date: 9/7/2011 9:54:17 AM
A new Administrative member was included in the committee constituency to fill the role vacated by Dr. Louis O'Neil. Administrators are assigned at Administrative Council meetings.		
Author: gkastner	Subject: Sticky Note	Date: 9/7/2011 9:53:13 AM
The new Student Trustee was elected for the 2011 - 2012 academic year and therefore included in the program guidelines.		

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).