



**ANTELOPE VALLEY COLLEGE
 FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
 AGENDA
 November 19, 2014
 2:00 p.m. – 3:30 p.m.
 BE-242**

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. November 12, 2014 Faculty Professional Development (FPD) Committee Meeting (attachment)
5. DISCUSSION ITEMS
 - a. 2015-16 FPD Budget Procedures (attachments)
 - b. FPD hour requirement change continued – Dr. Bonnie Suderman
 - c. Homework: Speaker for Spring 2015 Remaining Budget
 - d. Accreditation and FPD Information (September 24, 2014 survey and article)
5. ACTION ITEMS
6. ADJOURNMENT

2014-2015 FACULTY PROFESSIONAL DEVELOPMENT MEETINGS	
September 24, 2014 – A-141	March 11, 2015 – L-201
October 8, 2014 – L-201	March 25, 2015 – L-201
October 22, 2014 – L-201	April 8, 2015 - Spring Break
November 12, 2014 – L-246	April 22, 2015 – A-141
November 19, 2014 – BE-242	May 13, 2015 – L-201
February 11, 2015 – L-201	May 27, 2015 (if needed) – L-201
February 25, 2015 – L-201	

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
November 19, 2014
2:00 p.m. – 3:30 p.m.
BE-242

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The Faculty Professional Development (FPD) Committee meeting of November 19, 2014, was called to order at 2:03 p.m. by Dr. Irit Gat, Chair.

2. OPENING COMMENTS FROM THE CHAIR

- Dr. Gat asked members to help encourage faculty to attend Spring 2015 Opening Day, which will be held on Friday, February 6, 2015. She reminded members the cost for the keynote speaker is \$2,100 - \$2,500 which includes handouts.
- Dr. Gat reported she received an email from Dr. Bonnie Suderman, stating campus branding is on hold.

3. OPEN COMMENTS FROM THE PUBLIC

4. APPROVAL OF MINUTES

- a. November 12, 2014 Faculty Professional Development (FPD) Committee Meeting
*A motion was made and seconded to approve the minutes of the November 12, 2014 Faculty Professional Development Committee meeting.
Motion carried with corrections and one (1) abstention.*

5. DISCUSSION ITEMS

- a. 2015-16 FPD Budget Procedures (attachments)
Dr. Gat led discussion regarding the 2015-16 budget procedures. The procedures were distributed to facilitators approved for professional development who were approved for presentations. Members discussed creating a ranking and criteria for reimbursements. Dr. Gat asked members to think about the draft checklist created by the subcommittee.

Item tabled until the February 11, 2015 Faculty Professional Development Committee meeting.

- b. FPD hour requirement change continued – Dr. Bonnie Suderman
Dr. Suderman had a conflicting meeting and could not be present. Dr. Gat read an email and distributed two handouts from Dr. Suderman. Dr. Suderman is waiting for additional feedback from one source. Dr. Gat asked members to work off the samples from AVC, San Diego and Bakersfield Community Colleges.

Mr. Mark Hoffer noted a division between faculty who want a reduction of the professional development requirement, and those who do not want a change. He suggested a reduction of hours that will maintain the same schedule might appease both sides - a 48 hour threshold.

Dr. Gat will make this an action item for the February 11, 2015 Faculty Professional Development Committee meeting.

- c. Homework: Speaker for Spring 2015 Remaining Budget
Dr. Gat reported a remaining \$2,000 + in the professional development budget. She will share a lead for a guest speaker from Leslie Carr, Director of Professional Development at College of the Canyons, at the February 11, 2015 meeting.
- d. Accreditation and FPD Information (September 24, 2014 Survey and Article)
Dr. Gat led discussion regarding the survey and article. Members agreed the survey needs to gather more detailed information, such as how faculty are taking information from Opening Day and other presentations and utilizing them in the classroom.

Dr. Gat will invite Ms. Tina McDermott, Accreditation Coordinator to an upcoming meeting.

5. ACTION ITEMS

6. ADJOURNMENT

The Faculty Professional Development Committee meeting of November 19, 2014, was adjourned at 3:09 p.m. by Dr. Irit Gat, Chair.

MEMBERS PRESENT			
Dr. Irit Gat	Mark Hoffer	Melanie Parker	
Leslie Baker	Darcel Jarrett-Bowles	Susan Snyder	
Rona Brynin	Jackie Lott	LaDonna Trimble	
Dr. Magdalena Caproiu	Ty Mettler	Dr. Darcy Wiewall	
Yesenia Cota	Dr. Tom O'Neil		
MEMBERS ABSENT			
Dr. Liette Bohler	Jack Halliday	Greg Krynen	Dr. Bonnie Suderman

2014-2015 FACULTY PROFESSIONAL DEVELOPMENT MEETINGS	
September 24, 2014 – A-141	March 11, 2015 – L-201
October 8, 2014 – L-201	March 25, 2015 – L-201
October 22, 2014 – L-201	April 8, 2015 - Spring Break
November 12, 2014 – L-246	April 22, 2015 – L-201
November 19, 2014 – BE-242	May 13, 2015 – L-201
February 11, 2015 – L-201	May 27, 2015 (if needed) – L-201
February 25, 2015 – L-201	

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.

Approved: February 11, 2015 Faculty Professional Development Committee Meeting

The Antelope Valley College Faculty Professional Development Committee is pleased to announce that a reimbursement budget is now available for costs incurred in the presentation of 2014-2015 FPD events. All funds will be distributed on a first come, first served basis. Once funding is exhausted for the year, eligible requests will be denied. Reimbursement requests will be reviewed and approved by the FPD Committee. Funding for each event may not exceed \$XX.XX

Application Process: Submit a memo to the FPD Committee containing the following information:

- 1- List the projected costs of materials/services, not to exceed \$XX.XX.
- 2- Describe how these materials/services facilitate the objectives/outcomes of the event. **Costs for refreshments/food will not be reimbursed unless clearly tied to the objectives and outcomes of the event.**

Facilitators will be notified of acceptance/denial within two weeks of committee review. Once the FPD event has been completed, submit a reimbursement form with receipts attached. Forms are available at ([provide link to appropriate form-Revolving Cash Fund Voucher? Doublecheck to make certain this is the correct form](#)).

The Antelope Valley College Faculty Professional Development Committee is pleased to announce that a reimbursement budget is now available for costs incurred in the presentation of 2014-2015 FPD events. All funds will be distributed on a first come, first served basis. Once funding is exhausted for the year, eligible requests will be denied. Reimbursement requests will be reviewed and approved by the FPD Committee.

Submit a memo to the FPD Committee containing the following information:

- 1- List the materials/services and projected costs, not to exceed **\$XXX.XX**.
- 2- Describe how these materials/services facilitate the objectives/outcomes of the event.
- 3- First priority will be given to Standard I and II events presented on campus.
- 4- Second priority will be given to costs associated with Standard I and II events presented off campus. (Entrance fees, transportation, etc.)
- 5- Costs for refreshments/food will not be reimbursed unless necessary to facilitate the objectives and outcomes of the event.

Facilitators will be notified of acceptance/denial within two weeks of committee review. Once the FPD event has been completed, submit a reimbursement form with receipts attached. Forms are available at: **Provide link to appropriate form-Revolving Cash Fund Voucher? Doublecheck to make certain this is the correct form and to whom it will be submitted.**

8-week DSCH Schedule Block Pattern assumes 1 hr Revised

18 hour classes	36 hour classes		54 hour classes		72 hour classes		90 hour classes	
MW or TR	MW or TR		MTWR	Lab 2/wk	MTWR		MTWR	
18 hours	37.5 hours		55.4 hours	55.42 hours	75 hours		94.5 hours	
50 M/D	2 HRS, 5 M/D		1 HRS, 25 M/D	3 HRS, 10 M/D	2 HRS, 5 M/D		2 HRS, 30 M/D	
8:00 - 8:50	8:00 - 10:05		8:00 - 9:25	7:45 - 10:5	8:00 - 10:05		8:00 - 10:30	
9:35 - 10:2	9:35 - 11:40		9:35 - 11:00					
11:10 - 12:	10:15 - 12:20		11:10 - 12:	11:10 - 2:2	10:30 - 12:35		11:10 - 1:40	
1:00 - 1:50	1:00 - 3:05		1:00 - 2:25		1:00 - 3:05			
2:35 - 3:25	3:15 - 5:20		2:35 - 4:00	2:35 - 5:45	3:15 - 5:20		2:35 - 5:05	
4:10 - 5:00			4:10 - 5:35					
6:00 - 6:50	6:00 - 8:05		6:00 - 7:25	6:00 - 9:10	6:00 - 8:05		6:00 - 8:30	
			7:35 - 9:00					

Revised March 03, 2009

108 hour classes/Lec		Lecture/Lab	
MTWR		MTWR	
110.8 hours		110.8 hours	
3 HRS, 10 M/D		3 HRS, 10 M/D	
7:45 - 10:55		7:45 - 10:55	
11:10 - 2:20		11:10 - 2:20	
2:35 - 5:45		2:35 - 5:45	
6:00 - 9:10		6:00 - 9:10	