



Faculty Professional Development Committee Minutes

Date: Wednesday, April 9, 2025
Time: 2:30pm-4:00pm
Location: LH201 [Zoom](#) Please remember we must have in-person quorum

Type of Meeting: *Regular*

Note Taker:

Please Review/Bring: Minutes from the previous meeting

Committee Members:

Position	Member Name	Present	Absent
Faculty Co-Chair	Kathy Osburn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative Co-Chair	Van Rider	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative Council Member	Nathan Dillon	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CMSA Representative	James Nasipak	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technical Liaison	Greg Krynen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classified Representative	Darlene O'Keefe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjunct Representative	Sawsan Farrukh	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Union Representative	VACANT	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, Counseling	John Wanko	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, Counseling	Katherine Quesada (Proxy Tiffany Castillejo)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, CTE	Dr. Rona Brynin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, CTE	Caleb Healey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, MSE	Dr. Billy Cheewawisuttichai	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, MSE	Jane Bowers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, L&CA	Mark Hoffer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, L&CA	Dr. Richie Hao	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, A&H	Glen Knowles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, A&H	VACANT	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, SBS	Kent Moser	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, SBS	Ken Schafer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, AKIN	Carrie Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Rep, AKIN	VACANT	<input type="checkbox"/>	<input type="checkbox"/>
ASO Rep	VACANT	<input type="checkbox"/>	<input type="checkbox"/>

Items	Person	Action
I. Approval of Agenda	All	<u>Issues Discussed:</u> <u>Action Taken:</u> Motion made by: Mark Hofer Second: John Wanko

		<p><u>Moved by Jane second by Mark motion passes</u></p> <p><u>Follow Up Items:</u></p>
II. Opening Comments from Co-chairs	Kathy Osburn Van Rider	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
III. Open Comments from the Public	All	<p><u>Issues Discussed:</u> Jane, PlayLab microcredential training form closes on April 11 and starts next Friday. Please remind your colleagues to sign up for PlayLab. It will not be only a microcredential but also 7 hours of FPD.</p> <p>Divisional reps need to be elected at division meetings and names sent to academic senate.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
IV. Approval of Previous Minutes	All	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u> Motion made by: Kent Moser Second: Ken Shafer</p> <p><u>Follow Up Items:</u></p>
V. Discussion Items	O All	<p>1. Accessibility Requirements for FPD Events (Cole McCandless)</p> <p>Cole: what are the consequences of failing to follow the requirements when being an FPD presenter? We have faculty who are deaf who are attending FPD events and there are no captions on. This is a consistent issue. Deaf folks are put in an unacceptable position. The presenters are always sorry but it continues to happen. We extend to hearing people advantages we don't give to deaf people.</p> <p>Kathy asked if we can default the closed captions on?</p> <p>Presenters must ensure that all of their media is not only captioned but the captions are working and accurate.</p> <p>If a presenter continually violates the policy what are we going to do? This is a violation of ADA law.</p> <p>The ASL interpreter using sign language isn't satisfactory because the deaf person can't watch the video because they have to look at the interpreter.</p>

		<p>It is not the deaf faculty member's responsibility to ask for the captions.</p> <p>If the captions don't work, you cannot use the video.</p> <p>Possible solutions:</p> <p>FPD committee/coordinator will craft an email outlining the requirements for presenters to caption. Every presenter will receive an email approximately 48 hours prior to their event reminding them of the requirements.</p> <p>Greg has captioning with Yuja in technical training. He will offer training in August and February.</p> <p>Jane will join Greg and offer how to use AI to caption videos. Jane can offer a training on captioning with AI.</p> <p>FPD announcement asking faculty to let the presenter know if the captions aren't on.</p> <p>Darlene and Kathy will work on a form that will go to all presenters that will contain an agreement that their presentation will be ADA compliant.</p> <p>2. Adding the Senate Coordinator as a standing position on the FPD committee (All)</p> <p>Committee feels it makes sense to do so. The position will be a voting member.</p> <p>3. FPD Handbook (All)</p> <p>The team discussed updates to the handbook.</p> <p>4. FPD Hours (All)</p> <p>We discussed the Title 5 requirements for FPD.</p> <p>5. Fall Opening Day Workgroup</p> <p>Jane Bowerw, Ken Shafer, James Nasipak, Kent Moser, Kathy Osburn</p> <p>6. Open Discussion</p>
<p>VI. Action Items</p>	<p>All</p>	<p>1. Allowing proxies for committee meetings to claim FPD credit</p> <p>Motion passes with one 1 abstention</p>
<p>VII. Adjourn</p>	<p>All</p>	



NEXT MEETING DATE: April 23, 2025		Meeting Dates for Spring 25: Feb. 12, Feb. 26, Mar. 12, Mar. 26 , Apr. 9, Apr. 23, May 14, May 28
--	--	--