

Faculty Professional Development Committee Minutes

Date: Wednesday, February 12, 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:

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative Council Member	Nathan Dillon	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Rep, Counseling	Katherine Quesada	<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	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u> Motion made by: Jane Bowers Second: Kent Moser</p> <p><u>Follow Up Items:</u></p>

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<p>II. Opening Comments from Co-chairs</p>	<p>Kathy Osburn Van Rider</p>	<p><u>Issues Discussed:</u> Kathy: So far, we have received no sabbatical applications. Sabbatical applications are due by Feb. 19</p> <p>FPD event proposal call will go out this week. I spoke to Darlene yesterday about sending it out. Proposal call will close on April 6 which is the end of spring break. The committee will review all proposals at our meeting on April 23.</p> <p>ASCCC has free webinars. We are going to those webinars on the calendar in the VRC.</p> <p>Van: Welcomed everyone and thanked them for their work</p> <p><u>Action Taken:</u> <u>Follow Up Items:</u></p>
<p>III. Open Comments from the Public</p>	<p>All</p>	<p><u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u></p>
<p>IV. Approval of Previous Minutes</p>	<p>All</p>	<p><u>Issues Discussed:</u> N/A <u>Action Taken:</u> Motion made by: Second: <u>Follow Up Items:</u></p>
<p>V. Discussion Items</p>	<p>All</p>	<p>1. VRC Zoom Links (Ken, Greg)</p> <p>Greg Krynen demonstrated how to locate the Zoom links in the VRC calendar. Van asked if we could reorder the items to show the zoom links. Greg said no, software doesn't allow for it.</p> <p>2. Playlab (Jane)</p> <p>Jane explained what Playlab is. Playlab allows you to create a gpt specific to the file you load. It isn't shared like ChapGPT. Jane loaded our FPD handbook and created a BOT. Playlab is no longer free. It's \$250 per faculty member. Faculty can request financial assistance and they will give you a 50% discount. In March or April we will have 50 faculty spots to receive training from PlayLab. Jane demonstrated Playlab. The Chancellor's office has AI professional development opportunities and in communities of practice they have Playlab training. Darlene asked if we can load the instructions for using the VRC into the bot. We aren't quite sure yet. Greg says he would have to upload all the training documents he has created. What types of file can you upload? PDF,</p>

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Word, that's all we know so far. Kathy will send the link to the committee.

3. Spring FLC timeline (Jane and Mark)

FEP deadline is Feb. 18. All faculty email went out today. Reminder will go out on Friday from Canvas.

Jane has an FLC with 16. The facilitator is always counted among the FLC members, but because this FLC has co-facilitators (two people in that one role), a one-time allowance is being granted for an FLC with 16 members.

4. Welcome Back Day General Session (Kathy, Van)

After consulting with senate and union president all faculty who registered in the VRC will receive credit for attending the general session. We discussed using Zoom next time. Live Zoom, record, post to YouTube channel. We need runners with microphones for audience comments. James suggested we stream via Canvas. We could do a survey in the shell to record attendance.

5. We have Copilot in Edge, but not in MS Office. Jane is researching a subscription for AVC. Kent said there is a beta test for instructors for free.

6. Schedule of committee work for Spring (Kathy, Van)

Van and Kathy are working on a schedule. Will have schedule at next meeting

7. Due dates for faculty to record hours in VRC (Kathy, Van, Darlene)

Darlene sends reports to dean's office. Dean's admin contacts faculty who are short. Report goes to AA and they notify payroll.

We need to clarify how facilitators ensure they are credited their hours. Need a process in the handbook.

8. Open Discussion

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		<p>What can we do about classes that run during commencement? Faculty are required to attend every other year, but can't attend.</p> <p>Webinars, how can we prove we attended? Upload the registration email with your external event.</p> <p>Darlene said that the percentage of faculty who are registering prior to the event has improved dramatically. Also people are printing much more clearly on the sign in sheets.</p> <p>Adjunct can carry FPD hours from fall to spring. Enter as an external event and list the events in the notes.</p>
VI. Action Items	All	
VII. Adjourn	All	
NEXT MEETING DATE: Feb. 26, 2025		Meeting Dates for Spring 25: Feb. 12, Feb. 26, Mar. 12, Mar. 26, Apr. 9, Apr. 23, May 14, May 28