



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
November 10, 2010
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. October 27, 2010 (attachment)
- 5. DISCUSSION**
 - a. FPD Proposal Form Revision/Update (attachment)
 - b. Vision-Brain Courses
- 6. ACTION ITEMS**
 - a. Spring Welcome Back Day Agenda (attachment)
 - b. FPD Duties of FPD Committee Members (attachment)
 - c. FPD Event Evaluation Template (attachment)
- 7. REPORTS**
 - a. Welcome Back Update on Coordinating Presenters
- 8. OTHER**
 - Review / Approve Plans
- 9. 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 MEETING
November 10, 2010**

1. CALL TO ORDER AND ROLL CALL

Kathryn Mitchell, Faculty Professional Development Chair, called the meeting to order at 2:02 p.m.

2. OPEN COMMENTS FROM THE CHAIR

None

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

a. October 27, 2010 (attachment)

A motion was made and seconded to approve the October 27, 2010 FPD Committee minutes. Motion carried as corrected.

5. DISCUSSION ITEMS

a. FPD Proposal Form Revision/Update (attachment)

Kathryn requested committee members to thoroughly review the current FPD Proposal Form for revisions needed to language or format. The committee has been discussing the need to incorporate the use of the Chancellor's Office language, include participatory involvement of audience, and speak to specific hands on components for proposed Standard #1 events. The primary focus should be to teach faculty specific knowledge to help them to become better professionals and teachers. It was suggested to include a checklist of proposal requirements so faculty can see proposal ranking requirements, and to include a brief narrative indicating the faculty submitting a proposal has considered and detailed a hands on component and interaction opportunities. Ms. Rosa Fuller suggested including the Chancellor's Office legend on the proposal form so that faculty can see specific Chancellor's Office requirements. The proposal form revisions must be completed prior to the call being distributed no later than the beginning of Intersession. Faculty Professional Development Proposal submissions deadline date will be February 28, 2011. We need to establish an early deadline date to ensure there is enough time to perform the ranking process in a timely manner and contact faculty in regards to the approval or denial of submitted proposals. Ms. Jennifer Gross suggested that when the proposal call is distributed to faculty to include a brief advertisement indicating questions regarding the program and the proposal form will be answered at the Spring Welcome Back Day Faculty Professional Development break out session. Dr. Cindy Lehman inquired where colloquia events will fit into the established categories given the Chancellor's Office speaking specifically to instructional based events. Kathryn indicated colloquia events will fall within category #8 – other duties as assigned. The Chancellor's Office is specifically scrutinizing programs for validity and to determine if programs are meeting specific criteria. Currently, the scheduled program consists of approximately 60% Faculty Academy – Standard #1 events which is a majority of programmed events. The committee simply needs to continue to ensure that the program includes instructional based events, as well as ensure that colloquia events can also be tied into Chancellor's Office requirements. Dr. Magdalena Caproiu stated the committee needs to focus on pedagogical issues. Committee members were requested to thoroughly review the proposal form and provide specific revision language or formatting feedback for discussion at the November 17, 2010 Faculty Professional Development (FPD) Committee meeting so all proposed revisions can be approved at the last FPD committee meeting for the fall semester.

b. Vision-Brain Courses (attachment)

In reviewing additional online opportunities, the Senate Office was contacted regarding a potential online course opportunity. A brief overview of the course was presented to the committee. The creator of the program lives in Southern California and in discussing possible course presentations she indicated her willingness to provide an event after the course to incorporate strategies which can be used to address visual sensory processing disabilities. Committee members were encouraged to review the attachment for additional information and go to the course website for additional information. Kathryn inquired whether committee members wanted to pursue acquiring additional information on this course to potentially include in the upcoming program year. Committee members were in consensus to thoroughly investigate this course to possible inclusion as a Standard #1 – Faculty Academy event in the upcoming program year. Dr. Caproiu volunteered to research the course over Intersession and report back to the committee at one of the initial Spring semester FPD meetings.

6. ACTION ITEMS

a. Spring Welcome Back Day Agenda (attachment)

A motion was made and seconded to approve the Spring Welcome Back Day Agenda. Kathryn stated this is not a mandatory day, but will award faculty participants a total of six hours of Standard #1 – Faculty Academy credit if participants attend scheduled activities throughout the day. Committee members were encouraged to review agenda sessions. Committee members inquired to the roundtable/Q& A presentation. Kathryn indicated the formalization of the committee breakout session will be finalized in the next couple of meetings. Tentatively, the roundtable will include a thirty minute presentation highlighting Chancellor's Office requirements, program guidelines, and proposal ranking process. The question and answer period will occur after a thorough presentation is provided. Motion carried.

b. FPD Duties of FPD Committee Members (attachment)

A motion was made and seconded to approve the FPD Duties of FPD Committee Members. Motion carried as corrected.

c. FPD Event Evaluation Template (attachment)

A motion was made and seconded to approve the FPD Event Evaluation Template. Kathryn reported the attachment provided for this action item is actually the Chancellor's Office event evaluation requirements. Given the various types of evaluation methods, the document was taken to Mr. Ted Younglove to consider how to go about evaluating FPD events and program using the Chancellor's Office requirements in acquiring data. Mr. Younglove has a copy of the requirements and will work on establishing program and event evaluation forms to meet stipulated evaluation requirements set by the Chancellor's Office. This action item must be tabled until the evaluation forms created by Mr. Younglove can be reviewed, discussed, and approved at a future meeting. Motion failed.

7. REPORT

a. Welcome Back Update on Coordinating Presenters

Mr. Ty Mettler reported he contacted Ms. Melanie Parker, SLO Committee Co-Chair, regarding providing an SLO break out session at the Spring Welcome Back Day. She has put the date on her calendar to provide a discipline specific based break out session where faculty can collaborate on how to analyze and assess data results. Mr. Mettler will contact her in the next two weeks to determine if there are any outstanding issues that need to be addressed.

Dr. Caproiu reported she needs to know exactly what is needed in terms of equipment to host the Online Course Open House breakout session in the Learning Center.

Ms. Gross reported the following faculty have agreed to participate in the Online Open House breakout session: Mr. Rick Balogh, Dr. Ed Beyer, Ms. Priscilla Jenison, Dr. Nancy Bednar, Mr. Ken Shafer, and Jennifer Gross. All of these faculty have confirmed their participation. Ms. Gross stated she has not received word on whether Mr. John Vento, Ms. Kathy Moore, and Catherine Overdorf are willing to participate in the breakout session. She will send a follow up email to those faculty that have not confirmed or declined participating in the online open house session. Ms. Heidi Prescheler has expressed interest in participating in this breakout session since she is currently on sabbatical acquiring further information on online teaching. Ms. Rosa Fuller suggested contacting Mr. Rodney Schilling in Counseling who performs online Counseling through CCC Confer. Ms. Gross stated she will contact him to determine if he would be willing to participate in the break out session.

Dr. Tom O'Neil was not present at the meeting to provide an update on whether he contacted Mr. David Earle, Outstanding Adjunct recipient, to determine if he would be willing to provide a presentation of his choosing as a breakout session. Ms. Erin Stein volunteered to contact Mr. Earle to determine if he would be willing to provide a ninety minute presentation at the Spring Welcome Back Day.

Mr. Mark Hoffer contacted Ms. Kristine Oliveira regarding co-presenting a follow up on the Race/Gender and Globalization curriculum sessions provided during the fall WBD. She is available to present at the spring WBD but will have to coordinate and collaborate with Kathryn and Mark on presentation outline.

Ms. Rosa Fuller reported contact with the Superintendent/President's Office was established. Ms. Paula Norsell indicated she has marked Dr. Fisher's calendar to be available for the spring WBD. Ms. Fuller will make a follow up all to determine how the general session will be divided.

Kathryn reported the committee needs to formally organize the FPD roundtable/ Q&A session. Some definite topics to cover will be the proposal process, evaluation process, AVC guidelines in conjunction with the Chancellor's Office guidelines, and a demonstration/overview of other college programs. The committee should consider creating breakout session descriptions for advertising purposes. Ms. Gross will write the Online Course Open House breakout session description. Mr. Mark Hoffer will write the Race/Gender and Globalization breakout session description. Mr. Ty Mettler will request a breakout session description be provided by Ms. Melanie Parker. An additional description will be provided detailing the availability to purchase food items provided by Alpha Iota.

8. OTHER

- Ms. Mitchell will attend the November 22, 2010 Honors Committee meeting to participate in discussion regarding awarding faculty professional development credit for faculty teaching an Honors Option course. She will provide the committee with a report of the discussions at the December meeting.
- Adjunct Faculty Professional Development Contracts are due on Monday, November 22, 2010.
- The next FPD meeting has been scheduled for Wednesday, November 17, 2010 at 2:00 p.m. in A140 to avoid having a meeting during the Thanksgiving Holiday week.
- Review/Approve Plans

9. ADJOURNMENT

A motion was made and seconded to adjourn the November 10, 2010 Faculty Professional Development (Flex) Committee meeting at 3:30 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rona Brynin	Tatiana Konovalov – ASO Rep.	Rae Agahari	Casey Scudmore
Magdalena Caproiu	Cindy Lehman	Sharon Lowry	Santi Tafarella
Richard Coffman	Ty Mettler	Dr. Tom O’Neil	<i>Vacant Confidential Mngmt. Union Rep.</i>
Rosa Fuller	Kathryn Mitchell		
Jennifer Gross	Linda Noteboom		
Jack Halliday	Erin Stein		
Mark Hoffer	Scott Tuss		



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT PROGRAM
PROPOSAL FORM GUIDELINES & DIRECTIONS**

The Faculty Professional Development Committee seeks proposals for the 2009-2010 academic year. The committee plans to select approximately 300 hours of activities, roughly half of which will be Faculty Academy. A limited number of Faculty Academy events may be offered online. If you are interested in facilitating one of these online training events, please contact Faculty Professional Development Chair Kathryn Mitchell at kmitchell18@avc.edu.

This year's proposals may be submitted electronically to gkastner@avc.edu. The deadline is Friday, March 6, 2009.

***FACULTY ACADEMY ACTIVITIES**

Faculty Academy events are strictly designed to improve student learning outcomes and retention and enhance the quality of instruction and support services at Antelope Valley College. Academy activities should offer training in teaching and assessment methods, divergent learning styles, curriculum development, educational technology, and support the Antelope Valley College mission and institutional learning outcomes. Priority consideration will be given to activities that offer participants hands-on training and direct interaction with the facilitator.

***COLLEGE COLLOQUIA AND FIELD TRIPS**

College colloquia and field trips are designed to encourage faculty interaction through the exchange of ideas across various disciplines. Colloquia activities enhance lifelong learning skills and promote dialogue by examining culturally diverse perspectives in the arts, sciences, and humanities. Priority consideration will be given to activities that offer interdisciplinary perspectives.

DIRECTIONS FOR COMPLETING THE PROPOSAL FORM

Descriptions should provide a brief overview of the proposed activity and its direct benefit to participants. Descriptions should be limited to 3-4 sentences and be 100 words or less. **A digital still promoting your proposal would be greatly appreciated.** JPEG attachments should be **300KB** or smaller.

Bios should be provided for all presenters on each activity. Each bio should be two sentences long. The first sentence should emphasize the presenter's role at Antelope Valley College. The second sentence should address the presenter's unique qualifications in relation to the proposed activity. Bios for guest presenters should also be limited to two sentences.

Budgets must be submitted with all proposals requiring special funding. The committee will entertain proposals involving high profile speakers and other "big ticket" items. District funds may not be used for food. Priority consideration will be given to budgets that involve funding from multiple funding sources.

The Professional Development Committee reserves the right to edit all program copy prior to publication. All proposals are due by **Friday, March 6, 2009**.

***NOTE** – all proposed activities must allow a minimum of 20 participants to be considered in the approval process.



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT PROGRAM
2009 – 2010 PROPOSAL**

- Faculty Academy College Colloquia Field Trip/Off Campus
 Online Online

Event Title:

Coordinator(s)/Presenter(s):

Contact Information – Telephone #:

E-mail Address:

EVENT DESCRIPTION
(not to exceed 100 words)

PRESENTER(S) BIOGRAPHY
(limit to two sentences per presenter/guest speaker)

Preferred Date: 1st - 2nd - 3rd -

Preferred Time: Morning Afternoon Evening Anytime

of Hours: **Preferred Location:** **Maximum # of Participants:**

Transportation Request: Yes No **Departure Time:** **Return Time:**

Budget Items: (please be specific) Expense

	\$
	\$
	\$
	\$
Estimated Budget:	\$ 0.00

Additional Information or Special Request

Submitted by:

Date:

Proposals should be submitted electronically to gkastner@avc.edu no later than **Friday, March 6, 2009**. Please include a digital still (if available) that can be used to promote the event. JPEG attachments should be **300KB** or smaller.

RATIONALE

*Continued legislative support of the flexible calendar program will depend upon the ability of districts/colleges to document results. Consequently, the impact of flexible calendar program activities can only be known through the implementation of a comprehensive evaluation process. The four-level process suggested above is only one form of a **comprehensive** evaluation process. Colleges may choose to implement an alternative methodology based upon individual college requirements. To coordinate or organize a comprehensive evaluation process, such as the four-level process referred to above, requires that individuals have some knowledge of research methods, descriptive statistics, and quantitative measurement methods. Individuals who do not possess the knowledge or skills should be provided the opportunity to attend sessions on evaluation offered by organizations such as 4C/SD, FA CCC, Academic Senate, CCLC, NCSPD and NISOD. If possible, evaluation of the flexible calendar program should be conducted as part of the overall staff development program. However, at colleges where the structure of the program does not foster this relationship, then the flexible calendar program could be evaluated separately.*

11. CHANCELLOR'S REQUIREMENTS FOR ESTABLISHING OR MAINTAINING A FLEXIBLE CALENDAR PROGRAM

A. NEW PROGRAM

A community college district may, with the approval of the Chancellor, designate up to 8.57 percent (15 out of 175 days) of flexible time per year (title 5, section 55720(b)). The number of days are determined locally but should be determined by a shared governance process.

The request for approval should contain:

- A complete description of the calendar configuration.
- The days of instruction and evaluation, which will meet the requirements of the 175-Day Rule.
- The number of days during which instructional staff will participate in staff, student, and instructional improvement in lieu of regular classroom instruction. Mandatory days must be negotiated and agreed upon through the local bargaining process.
- The kinds of activities which college personnel will be engaged in during their designated staff, student, and instructional improvement days.



ANTELOPE VALLEY COLLEGE

Spring 2011 Welcome Back Agenda

Friday, February 4, 2011
AVC Cafeteria

General Session 8:00 – 8:45 a.m.
Faculty Workshops 9:00 a.m. – 3:00 p.m.

GENERAL SESSION

8:00 – 8:45 a.m. General Session – AVC: What you need to know. Dr. Jackie Fisher, Sr. Superintendent/President

BREAK

FACULTY WORKSHOPS

Session I

9:00 – 10:30 a.m. A. Online Teaching Open House Panel: Jennifer Gross, Nancy Bednar, and John Vento???

 B. Outstanding Adjunct: David Earle David Earle

BREAK

Session II

10:45 a.m. – 12:15 p.m. A. Race/Gender & Globalization Follow-up Mark Hoffer, Kathryn Mitchell, and Kristine Oliviera

 B. SLO Assessment & Analysis – Division specific Melanie Parker

LUNCH BREAK – 12:20 p.m. – 1:30 p.m.

Session III

1:30 – 3:00 p.m. A. Faculty Professional Development (FPD) Committee Round Table/ Q&A FPD Committee Members

Faculty Professional Development Committee

Duties of FPD Committee Members

1. Attend bi-monthly committee meetings.
2. Recognize and understand State regulations in regards to faculty professional development.
3. Survey faculty annually to determine more critical needs and interests in regards to professional development.
4. Develop a series of presentations to address those needs and interests.
 - a. Request presentation proposals from faculty and staff.
 - b. Approve/develop presentations for FPD program each academic year.
5. Peer review and approval of faculty plans and contracts.
6. Evaluate annually the effectiveness of the program and participant accountability.
 - a. Address concerns and suggestions noted from evaluations.
7. Report to constituents, if applicable.
8. Assist FPD Committee Chair in the tasks necessary for implementation of the flexible calendar program.

RATIONALE

Title 5 (section 55726) mandates the development of an agreement between the local district and any employee designated to participate in staff, student, and instructional improvement activities; in lieu of classroom instruction; or other normal faculty activities. The format and provisions for this agreement should be developed collegially and locally. While these local agreements will vary from college to college, there are two provisions which should universally prevail.

(1) Faculty should decide which activities are appropriate to replace time.

(2) Plans proposed by faculty should be reviewed and monitored by faculty.

10. EVALUATION

A comprehensive evaluation of flexible calendar program activities should occur (title 5, section 55730(d)) on a consistent basis as determined through shared governance mechanisms. A comprehensive evaluation process incorporates four different levels, ranging from basic to advanced. The following chart lists the four levels, type of evaluation, and a description of each level.

Type	Description
Reaction	Determines what participants think about the program or activity.
Achievement	Measures participants' achievement. Determines whether facts, skills or knowledge were attained.
Behavior	Determines if participants have modified their on-the-job behavior and are using the information obtained through the program or activities.
Impact	Measures whether training has had a positive impact on the organization including student outcomes, improved morale, etc.

Each college should determine, through its own collegial processes, its own configuration of individuals responsible for conducting the evaluation of flexible calendar program activities.

However a college decides to conduct its comprehensive evaluation of flexible calendar program activities, it must include faculty involvement in each step of the evaluation. To assure appropriate quality, participating faculty must obtain a working knowledge of "formal" evaluation procedures. Appropriate training is offered by a number of state and national development organizations. Lack of such training should not be a deterrent to the initial appointment of a coordinator.