



**ANTELOPE VALLEY COLLEGE**  
**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**  
**February 25, 2009**  
**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. December 10, 2008 (attachment)
- 5. ACTION ITEMS**
  - a. Adjunct Professional Development Agreement (attachment)
  - b. FPD Program - Notification of Planned Use of Units from Faculty Academy Workshops for Advancement on the Faculty Salary Schedule Form (attachment)
  - c. FPD Committee Composition Term Revision (attachment)
- 6. DISCUSSION**
  - a. Frequently Asked Questions – forward your suggestions for inclusion in FPD web site
  - b. ITS Online Technical Events Policies and Procedures
  - c. FPD 2009 – 2010 Guidelines Revised (attachment)
  - d. Proposal Process – Tapping into Faculty
- 7. REPORTS**
  - a. Welcome Back Day 2009 (attachment)
- 8. OTHER**
- 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  
February 25, 2009**

**1. CALL TO ORDER AND ROLL CALL**

Kathryn Mitchell, Faculty Professional Development Chair, called the meeting to order at 2:08 p.m.

**2. OPEN COMMENTS FROM THE CHAIR**

- Committee members were warmly welcomed to the spring semester. A brief summary of committee work requiring completion during the semester was presented. Committee members will need to review/approve adjunct plans; review/approve adjunct contracts; review/approve fulltime faculty contracts; review, rank, and approve submitted Professional Development Program Proposals for the 2009 – 2010 academic year; review and revise 2009 – 2010 Program Guidelines; coordinate 2009 – 2010 Welcome Back Day; review and revise Field Trip Guidelines; draft ITS Online Technical Events Policies and Procedures, and draft frequently asked Questions and Answer sheet to publish on the web site.

**3. OPEN COMMENTS FROM THE PUBLIC**

None

**4. APPROVAL OF MINUTES**

**a. December 10, 2008 FPD Minutes**

A motion was made and seconded to approve the Faculty Professional Development minutes for December 10, 2008. Motion carried as corrected.

**5. ACTION ITEMS**

**a. Adjunct Professional Development Agreement (attachment)**

A motion was made and seconded to approve the Adjunct Professional Development Agreement. Kathryn announced the agreement would present adjunct faculty with detailed program information prior to the academic year and would possibly eliminate some of the questions adjunct faculty may have regarding program requirements. The agreement would be introduced at the beginning of the 2009 – 2010 program year and will be initially mailed to the homes addresses of adjunct faculty prior to the commencement of the fall semester. It may be possible to incorporate the agreement in the Human Resources Orientation process or employment contract process, but discussions with Human Resources would have to occur to determine if incorporation is possible. Committee members reviewed the agreement and engaged in a brief discussion. Minor changes were proposed to the agreement. Motion carried as amended.

**b. FPD Program – Notification of Planned Use of Units from Faculty Academy Workshops for Advancement on the Faculty Salary Schedule Form (attachment)**

A motion was made and seconded to approve the Faculty Professional Development Notification of Planned Use of Units from Faculty Academy Workshops for Advancement on the Faculty Salary Schedule Form. Committee members briefly reviewed the form and made slight changes to verbiage. Motion carried as amended.

**c. FPD Committee Composition Term Revision (attachment)**

A motion was made and seconded to approve the Faculty Professional Development Committee Composition Term Revision. Kathryn reported the terms for nine current committee members are set to expire at the end of the spring semester. In attempts to

eliminate a large turn over of committee members and avoid interruption in future program business the committee needs to forward a recommendation to the Academic Senate to approve staggering terms. Committee members reviewed the proposed staggering of terms and engaged in a brief discussion. Motion carried.

## **6. DISCUSSION ITEMS**

### **a. Frequently Asked Questions – forward your suggestions for inclusion in FPD web site**

Kathryn announced many hours are spent each semester answering similar questions. In an attempt to address questions in an easy format, the committee needs to begin collectively collaborating frequently asked questions faculty have asked regarding program requirements for publication on the FPD web site. Creating a quick reference question and answer page which is accessible anytime would eliminate some of the hours spent repeating the same answers. Committee members were requested to begin brainstorming questions faculty have asked them regarding program requirements and forward them to Gloria for compilation.

### **b. ITS Online Technical Events Policies and Procedures**

Kathryn introduced this discussion items by reporting as the program year has progressed the need to establish ITS Online Technical Events Policies and Procedures has become more evident. Many issues have arisen throughout the program year in regards to ITS Technical events, which include creating a different program calendar outside of what was approved by the committee. This action caused a great deal of contention and confusion among faculty as many inquired why some ITS Technical events were approved for Standard 1 – Faculty Academy and the same event offered at a different date/time as Standard 4 – Professional Projects. In efforts to avoid penalizing faculty the committee agreed to accept all approved ITS Technical Events as Standard 1 – Faculty Academy. Committee members engaged in a lengthy discussion regarding additional problems that have occurred throughout the program year.

*A motion was made and seconded to suspend future approval of ITS Technology events until an official ITS Online Technical Events Policies and Procedures can be established. After a lengthy discussion the motion on the floor was retracted.*

*A motion was made and seconded to approve inviting ITS Technical Trainer, Greg Krynin, and ITS Director, Connie Moise to a future meeting to engage in discussion on how a come to a mutual resolution to the current program problems. A lengthy discussion occurred and the motion on the floor was retracted.*

Committee members were in consensus that the program problems encountered with ITS Technical Training Events should be addressed by Senate Executive Members at a future Mutual Agreement Council Meeting for resolution.

*A motion was made and seconded to approve forwarding a letter to the Senate President addressing the various issues of concerns regarding ITS Technical Training Events and a request to discuss the matter further at a future Mutual Agreement Council Meeting. Motion carried.*

### **c. FPD 2009 – 2010 Guidelines Revised (attachment)**

Kathryn briefly reviewed minor language changes made to the 2009 – 2010 FPD Program Guidelines for clarity purposes. Committee members were encouraged to thoroughly review guidelines for an opportunity to discuss any further revision at the next meeting. Due to time constraints this discussion item was suspended until the March 11, 2009 FPD Meeting.

**d. Proposal Process – Tapping into Faculty**

Committee members were asked to personally contact faculty members and encourage them to submit proposals for the 2009 – 2010 program year.

**7. REPORTS**

**a. Welcome Back Day 2009 (attachment)**

This item was postponed until the next Faculty Professional Development Committee meeting due to time constraints.

**8. Other**

- Committee members were encouraged to research online opportunities to add to the 2009 – 2010 program year for adjunct faculty. In addition, members were encouraged to brainstorm guest speakers to include in the upcoming program year. All information should be forwarded to Kathryn and Gloria.

**9. ADJOURNMENT**

A motion was made and seconded to adjourn the February 25, 2009 Faculty Professional Development (Flex) Committee meeting at 3:30 p.m. Motion carried.

<b>MEMBERS PRESENT</b>			<b>ABSENT MEMBERS</b>
Rona Brynin	Diane Flores-Kagan	Kathryn Mitchell	Sharon Lowry
Glenn Buxton	Jennifer Gross	Dr. Tom O’Neil	Sherri Zhu
Richard Coffman	Jack Halliday	Casey Scudmore	
Jeff Cooper	Mark Hoffer	Judy Sullivan	
Carol Eastin	Cindy Lehman		

Date Received in Senate Office: \_\_\_\_\_

## **Antelope Valley College Faculty Professional Development Agreement for Adjunct Faculty 2009 - 2010**

**Read and sign and initial BOTH SIDES of this contract.**

Print Name: \_\_\_\_\_

Extension: \_\_\_\_\_

Division: \_\_\_\_\_

**DIRECTIONS: Please read and complete both sides of this contract.** By signing and dating this agreement, and by providing your initials next to each of the categories on the back, you verify that you fully understand the requirements and guidelines of the Faculty Professional Development Program (FPD), and that you are responsible for following these guidelines to complete the hours of FPD activities for each semester.

**AGREEMENT:** I understand that completing approved FPD activities is part of my regular contractual obligation to the District as specified in Title V, Chapter 8, Article 8 of the California Education Code. Three of these hours must be completed in activities designated as Faculty Academy events. I also understand that faculty professional development activities may **not** conflict with my other regular duties to the district.

I certify that I will fully perform my FPD contractual obligations for each semester employed, and that I will follow all of the guidelines for receiving FPD credit, **as evidenced by my signature below and by my initials on page 2 of this agreement.** I also understand that I must submit a properly documented plan (available on the AVC website: <http://www.avc.edu/organizations/flex/FormsandDocuments.htm>) by the fourth week of each new semester to be approved by the FPD Committee. Additionally, I understand that I must submit a properly documented contract (also available on the AVC website) three weeks prior to the end of each semester confirming events/activities I completed for my FPD obligation. **I understand that if my plan/contract is not received by the due dates, or my plan/contract is incomplete, or I neglected to complete the required hours my pay will be docked.** Furthermore, if I leave the employ of the District without documentation of the successful completion of this contractual obligation, I understand that I may be required to repay the District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please also complete page 2 of the contract.)

**This agreement is due in the Academic Senate Office by the first week of the semester.**

CONTRACT (contd.)

Please **initial next to each of the two paragraphs below** to indicate you understand the provisions for earning FPD (flex) credit for AVC.

**Initials**

**STANDARD 1, FACULTY ACADEMY**

\_\_\_\_\_ I will complete a minimum of 3 hours of Standard 1, Faculty Academy (FA), which is based on learner-centered participation in specifically designated FA events. These events are focused on improving student learning and retention through enhancement of instructional strategies, techniques, and support services that encourage development of assessment, new educational technologies, and support of AVC's mission and institutional learning outcomes.

\_\_\_\_\_ I understand the remaining hours of my professional development obligation may be completed in any activity that meets the requirements of Standards 2, 3, and 4.

**STANDARD 2, COLLEGE COLLOQUIA**

I understand that I may use events approved as College Colloquia, which promotes faculty interaction, collegiality, and professional growth through the intellectual exchange of ideas across various disciplines, to fulfill the rest of my FPD obligation after my 3 hours of Faculty Academy are completed.

**STANDARD 3, COMMITTEES AND CONFERENCES**

I understand that I may use attendance at professional conferences, publishing scholarly work in academic and trade publications, and/or sitting on AVC campus committees to fulfill the rest of my FPD obligation after my 3 hours of Faculty Academy are completed.

**STANDARD 4, PROFESSIONAL PROJECTS AND ACTIVITIES**

I understand that I may use advanced training and coursework (*not used for salary advancement*) and participation in professional activities and projects that either promote individual professional growth or addresses institutional needs but is clearly outside of normally assigned duties, responsibilities, and working hours to fulfill the rest of my FPD obligation after my 3 hours of Faculty Academy are completed.

**If you have any questions, contact the Academic Senate office at x6306.**



ANTELOPE VALLEY COLLEGE

Notification of Intent to Use Units from the Faculty Professional Development Program (Faculty Academy events) for Advancement on the Faculty Salary Schedule

Name: \_\_\_\_\_ (Print Name)

Division: \_\_\_\_\_

Unit credit for attending Faculty Academy workshops is based on the following formula: ten (10) hours = one (1) unit of credit. Faculty Academy hours used for advancement on the salary schedule may not be used to fulfill Faculty Professional Development hours as well.

Pursuant to Article IX of the current Collective Bargaining Agreement for Advancement in the Salary Schedule, I am notifying the District of my planned completion of the following Faculty Academy Workshops:

Table with 4 columns: Date Offered, AVC Professional Development Workshop, Credit Hours, Unit Value. Includes a TOTAL row at the bottom.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received

NOTE: Salary Advancement notifications must be submitted with completed Faculty Professional Development Contract.

Faculty Professional Development Committee  
Term Alignment Recommendation

The Faculty Professional Development Committee recommends staggering terms of committee representatives in order to maintain consistency with committee goals and expectations.

Currently, there are ten (10) faculty positions serving two (2) year terms. At the end of the spring 2009 semester eight (8) positions will meet their term limits. It is the recommendation of the committee to allow staggering of the positions in order to maintain a minimum of  $\frac{3}{4}$  membership in any given academic year and allow consistency of committee work/business.

Allow current committee member serving a two (2) year term to serve out term.

2 positions will initially serve a one (1) year term and then move into serving three (3) year terms.

3 positions will initially serve a two (2) year term and then move into serving three (3) year terms.

4 positions move directly into serving three (3) year terms.

Academic Year	2009 – 2010	2010 – 2011	2011 - 2012
Faculty Positions	Term	Term Expiration	3 Year Term Expiration
#1 – existing member	Serve out term	2010	2013
#2	1 year	2010	2013
#3	1 year	2010	2013
#4	2 year	2011	2014
#5	2 year	2011	2014
#6	2 year	2011	2014
#7	3 year	2012	2015
#8	3 year	2012	2015
#9	3 year	2012	2015
#10	3 year	2012	2015

## **FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES FOR FULL-TIME FACULTY**

With approval from the System's Office and the AVC Board of Trustees, Antelope Valley College shortens the instructional calendar by 10 days 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). The total number of flexible hours for full-time faculty is 60. Failure to comply may result in docking pay. 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 the development of teaching and assessment of 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.

### **Guidelines for Standard #1**

Standard #1 may only be satisfied through learner-centered participation in Faculty Academy training events or Faculty Professional Development Committee approved CCC Confer events. 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 after 20 hours have been met.

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 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 #4 after 10 hours have been met.

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.

**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. 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. 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 **in lieu of being paid:**

Tenure Chair of Probationary Faculty	16 hours per committee
Adjunct Evaluator	8 hours per evaluation

**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 and Non-tenured Full-time Faculty may complete the rest of their 60-hour 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, 2008 – May 30, 2009). 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 by the fourth week of the semester.

### **End-Of-Year Professional Development Contracts**

Once professional development obligations have been fulfilled, faculty must sign and return an end-of-the-year Professional Development Contract, including an evaluation form for the Faculty Professional Development Program. Faculty members are accountable to both the district and the System's Office for their time. Complete and accurate records are crucial in the event of an audit from the System'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 System's Office to "terminate approval of any Flexible Calendar Option," or "withhold appropriate state aid" (CAC 55732). Please submit end-of-year Professional Development Contracts no later than three weeks prior to the end of spring semester.

### **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. 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 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). Non-classroom faculty working overload hours are required to perform a minimum of three additional professional development hours per semester. Additional 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.

### **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.

### **Faculty Evaluations**

**Full-time faculty doing evaluations for tenured faculty do not receive any professional development credit.**

## **FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES FOR ADJUNCT FACULTY**

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. Failure to comply may result in docking pay.

### **Professional Development Hours for Instructional Adjunct Faculty**

For instructional adjunct faculty, the number of hours spent in class during a normal instructional week per semester equals the number of professional development hours required for that semester. For example, six classroom hours per week per semester equals six required professional development hours per semester. **Adjunct Faculty must complete their first 3 hours in Standard 1. This requirement may be completed through any of the identified Faculty Academy – Standard 1 training events listed in the book or approved online opportunities ([www.learner.org](http://www.learner.org) or CCC Confer Professional Development events when made available). All remaining hours may be satisfied in Standards 2-4 as outlined in the Guidelines for Full-time Faculty.**

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. 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.

### **Professional Development Hours for Non-Instructional Adjunct Faculty**

**Non-classroom adjunct faculty are required to perform a minimum of three professional development hours per semester from Standard 1. This requirement may be completed through online training.** 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). All remaining hours may be satisfied in Standards 2-4 as outlined in the Guidelines for Full-time Faculty.

## **ACCOUNTABILITY REQUIREMENTS FOR PART-TIME 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.

**Professional development activities for the fall semester must be completed by Sunday, December 6, 2009.**

Faculty members are accountable to both the district and the System's Office for their time. Complete and accurate records are crucial in the event of an audit from the System's Office. Any district found to be out of compliance could be cause for the System'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 no longer eligible to fulfill an adjunct faculty member's professional development obligation.

## **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.

### **Sign-up Procedure for Field Trips & 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.

### **The 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 & 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 15<sup>th</sup> day of the month preceding the scheduled event. Last minute changes will result in cancellations.

### **Professional Development and Mentoring or Club Advising**

The Faculty Professional Development Program supports the mentoring of probationary faculty, adjunct faculty, underrepresented groups, and high-risk students, as well as numerous student clubs. Faculty members who wish to be mentors or club advisors and build this into their Professional Development Plan may claim up to 20 hours of mentoring/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 the Women's Conference. 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.

### **Guidelines for Professional Development Trip Proposals**

- ~~1. A complete description of the trip as well as payment schedule must be provided to the Professional Development Chair prior to the program being included in the Professional Development Book. The cancellation policy must also be included.~~
- ~~2. All participants must submit a complete, signed contract to the Academic Senate Office before being accepted into the program.~~
- ~~3. Payments must be made by check or money order to the Professional Development Administrative Assistant. No cash will be accepted under any circumstances. Monies will be deposited with the Office of Business Services, Accounts Receivable.~~
- ~~4. Any change in payment schedule or itinerary must be provided in advance to the Professional Development Office.~~
- ~~5. A copy of any written communication to the participants should be sent to the Professional Development Office.~~
- ~~6. Any notice of cancellations must be submitted in writing.~~
- ~~7. Only one vehicle will be provided to transport participants to and from the airport and only if the trip coordinator requested it at the time of proposal submissions.~~

### **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, & 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.

## **PROFESSIONAL DEVELOPMENT HOURS FOR PRESENTERS/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)

**(2) Coordinator of a professional development presentation but not a presenter**

FORMULA  
2 hours of development credit for coordinating a film series, outside speaker, trip, panel, or similar event.

If the coordinator feels that additional professional development credit should be given, a written request detailing the activity and the additional time spent should be submitted to the Faculty Professional Development Committee at least one month before the scheduled event.

**(3) Presenter of a film, athletic, musical, or other cultural event**

All cultural events require at least a 30-minute lecture or presentation in order to qualify as a professional development activity. Professional development credit will be provided for the lecture presentation using the initial or repeat presentation formulas.

**Initial Presentation**

FORMULA  
Triple credit for each lecture hour + the length of the cultural event

EXAMPLE  
(3 hours credit x 1/2 hour presentation = 1.5 credit hours + 2 hour film = 3.5 total credit hours)

**Repeat Presentation**

FORMULA  
Double credit for each lecture hour + the length of the cultural event

EXAMPLE  
(2 hours credit x 1/2 hour presentation = 1 credit hour + 2 hour film = 3 total credit hours)

**PLEASE NOTE:** A maximum number of 20 hours can be applied to any single activity.

## FACULTY ACADEMY GUIDELINES

### **Column Advancement on the Full-Time Salary Schedule**

Fifteen (15) units of upper division and/or graduate semester units of course work are required for movement to a higher column on the salary schedule. A maximum of six (6) units of lower division work may be accepted as part of the fifteen (15) units required for each column advancement on the salary schedule from the following areas, with no more than three (3) units in any one category:

- a) Lower Division Units: Units may be taken at Antelope Valley College or any other accredited college or university.
- b) Workshops and Seminars: Units may be granted for attendance at workshops and seminars including training completed through Faculty **Academy (Standard 1)**. Unit credit for attending workshops and seminars is based on the following formula:  
Ten (10) hours to earn one (1) unit of credit with prior approval for job related work.
- c) Equivalencies to Lower Division Course Work:
  1. Professional Continuing Education Units (CEUs) or other courses required to maintain a professional license or certification.
  2. Publication in scholarly journals and materials prepared for presentation to conferences of peers.
  3. Develop of instructional materials.
  4. Research in the unit member's professional field or other professional growth activities.
  5. Development of professional teaching skills courses for faculty members.
  6. Participation in professional teaching courses.
  7. Attendance of conferences related to professional methods of teaching.

### **Column Advancement on the Adjunct/Overload Salary Schedule**

Fifty (50) hours of instruction shall result in advancement to Column II on the adjunct/overload salary schedule. Column II shall reflect 2% salary increase over Column I. Nine (9) units of course work at an accredited college or university may replace the fifty (50) hour requirement with prior approval of the Vice-President of Academic Affairs.

*Source: Antelope Valley College Federation of Teachers Collective Bargaining Agreement with Antelope Valley Community College District September 19, 2003 – June 30, 2005.*

## **PROFESSIONAL DEVELOPMENT AND THE ED. CODE**

The California Administrative Code (Article 2, sections 77720-32) and the California Education Code (Article 8, sections 84890-95) give all community colleges the option of adopting a Flexible calendar under the guidelines contained within these articles.

Additionally, in order for any professional development program to receive approval from the System's Office, the Flex Advisory Committee must agree to the following conditions:

1. To survey the faculty annually and determine the most critical faculty, student, and instructional needs.
2. To develop a series of presentations to address those needs.
3. To maintain records on the following:
  - a) the type and number of presentations scheduled;
  - b) faculty contracts indicating a planned program;
  - c) an account of the number of faculty, staff, and/or students participating in the program.
4. To evaluate annually the effectiveness of the professional development program and update the presentations to reflect needed changes.
5. To hold regular advisory committee meetings to carry out the above tasks and make recommendations regarding guidelines and procedures.

**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE  
2008—2009**

Rona Brynin  
Carol Eastin  
Diane Flores-Kagan  
Jack Halliday  
Mark Hoffer  
Cynthia Lehman  
Sharon Lowry  
Tom O'Neil  
Casey Scudmore  
Judy Sullivan  
Sherri Zhu

Kathryn Mitchell, Chair

**AVC BOARD OF TRUSTEES**

Earl J. Wilson, President  
Betty Wienke, Vice President  
Steve Fox, Clerk  
Steve Buffalo, Member  
Jack Seefus, Member  
Elizabeth Soos, Student Trustee

**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 (a) 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 Accomodation 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).

Meeting Summary, February 18, 2009  
Welcome Back Sub-Group

Present: R. Brynin, D. Flores-Kagan, S. Zhu  
Absent: M. Hoffer

The following was accomplished during the meeting:

1. Diane was chosen to lead the sub-group.
2. Meeting days and times were established  
(one Wednesday per month, more if necessary, 2-3/3:30 p.m.)
3. Discussion re: guest speaker (Fred Pryor/Skills Path, Skip Downing/OnCourse, etc.) for mid-morning session.  
Are funds available for this?
4. Discussion re: theme (to be linked to guest speaker)
5. Decision to choose topics for breakout sessions from new Faculty Academy proposals that match theme as opposed to ones that provide general AVC information
6. Identification of future tasks:
  - a. Determine budget
  - b. Research possible guest speakers
  - c. Choose a theme
  - d. Determine time frame for the day-long event
  - e. Review Fac. Acad. proposals, esp. ones that can be adapted to shorter breakout sessions; solicit presenters
  - f. Create an agenda and accompanying evaluation form
  - g. Assign rooms, equipment
  - h. How to handle signing in and out for general and breakout sessions?
  - i. Food? Who is responsible?