



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA
April 10, 2013
2:00 p.m. – 3:30 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. March 27, 2013 Minutes (attachment)**
- 5. ACTION ITEMS**
 - a. Faculty Professional Development Program Evaluation (attachment)**
 - b. Adjunct Faculty Guidelines Revision (attachment)**
- 6. REPORT**
- 7. DISCUSSION ITEMS**
 - a. 2013-2014 Faculty Professional Development Proposal Ranking Review**
 - b. Standard 3 Revision (attachment)**
- 8. OTHER**
 - Review/Approve Adjunct Faculty Flex 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.



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- 1. CALL TO ORDER AND ROLL CALL 2:02 pm**
The Faculty Professional Development meeting of April 10, 2013 was called to order at 2:02 p.m. by Ms. Kathryn Mitchell, Chair.
- 2. OPENING COMMENTS FROM THE CHAIR**
None.
- 3. OPEN COMMENTS FROM THE PUBLIC**
None.
- 4. APPROVAL OF MINUTES**
 - a. March 27, 2013 Minutes (attachment)**
A motion and second was made to approve the minutes of the March 27, 2013 Faculty Professional Development Committee meeting. Motion carried.
- 5. ACTION ITEMS**
 - a. Faculty Professional Development Program Evaluation (attachment)**
A motion was made and seconded to approve the final Faculty Professional Development Program Evaluation. Motion carried.
Ms. Rona Brynin will have Aeron Zentner, Institutional Effectiveness, Research & Planning distribute the evaluation in SurveyMonkey.
 - b. Adjunct Faculty Guidelines Revision (attachment)**
A motion was made and seconded to approve the Adjunct Faculty Guidelines Revision. Motion carried.
- 6. REPORTS**
None.
- 7. DISCUSSION ITEMS**
 - a. 2013-2014 Faculty Professional Development Proposal Ranking Review**
Members reviewed the Faculty Professional Development Proposal Ranking report. It was noted that some proposals will be moved from Faculty Academy to College Colloquia. Mr. Mark Hoffer questioned Orientation 80, an orientation for adjunct nursing faculty only. Ms. Mitchell explained that new adjuncts receive credit for Orientation via Human Resources, so FPD grants credit for nursing accordingly. Ms. Mitchell noted the few opportunities for adjunct faculty to complete flex online.

Members discussed the proposal that included alcohol (wine) on campus. Ms. Mitchell will speak to Terry Cleveland regarding policy for that. An option would be to move the event off campus if necessary.

Members agreed to approve any proposals that received above a two (2) score in ranking. It was decided that any proposal ranking two or below did not meet both the Chancellor's Office and AVC's FPD guidelines enough to be accepted.

Ms. Rosa Fuller discussed the National Leadership Conference, a 2-day event sponsored by the Desert Vineyard and Willow Creek Association. Ms. Fuller stated it is an excellent training opportunity and way to support conferences in the community. Ms. Mitchell noted the conference could not earn Standard 1 or 2 credit, as it is not held on campus. She stated that holding the conference on campus could be a challenge the first week of August. Ms. Mitchell advised Ms. Fuller to seek promotion of the event through the Academic Senate, as the Senate promotes conferences.

b. Standard 3 Revision (attachment)

Ms. Mitchell presented the Standard 3 revision, which will be an action item for the April 23, 2013 meeting. Ms. Mitchell will advise the Senate of the revision in her final report to the Academic Senate. She will also advise faculty via email.

Ms. Mitchell stated we will look at the Flex Plan and Contract language as well, and create an online fill-in document. The form does not need to be submitted to the Chancellor's office, as it is not a part of the Standard 1 and 2 program. The form is to be submitted by the appropriate committee chair to the FPD committee for review; the FPD committee will then decide if the committee meets the appropriate guidelines for the members to receive professional development credit.

8. OTHER

- **Review/Approve Adjunct Faculty Flex Plans**
None.

9. ADJOURNMENT (3:21 p.m.)

The Faculty Professional Development Committee of April 10, 2013 was adjourned at 3:21 p.m. by Ms. Kathryn Mitchell, Chair.

MEMBERS PRESENT			
Kathryn Mitchell, Chair	Dr. Magdalena Caproiu	Jackie Lott	Dr. Tom O'Neil
Rae Agahari	Dr. Richard Coffman	Tim Lynskey	
Dr. Liette Bohler	Rosa Fuller	Ty Mettler	
Rosa Brynin	Mark Hoffer	Harish Rao	
MEMBERS ABSENT			
			LaDonna Trimble

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Approved: April 24, 2013 Faculty Professional Development Meeting

FPD Program Evaluation

1. Please rate the overall quality of presentations:
I would suggest presentation categories (e.g., technology, institutional, teaching methods, recreation, etc) (List: Poor to Excellent)
2. How have FLEX presentations benefited you in personal or professional growth? (Open ended)
3. Were your needs met in regards to the offerings available in Standard I and Standard II? (yes, no)
4. If no, please explain why? (Open ended)
5. Would you be interested in FLEX events at the Palmdale Center? (yes, no)
6. What days would best suit your schedule? (List: Mon-Sun)
7. What time of day would best suit your schedule? (List Morning, Noon, Early Evening, Night)
8. What improvements would you suggest to the program? (Open ended)

Guidelines for Standard #3

Standard #3 may be satisfied through participation in campus shared governance committees, program review, the tenure and evaluation process, attendance at professional conferences, and the publication of scholarly work in academic and trade journals. All conference attendance or scholarly work must be verified with documentation when submitting final FPD contract (i.e. registration confirmation, scholarly work publication notification, etc.).

Faculty must participate in shared governance committees as part of their regularly assigned duties before they may earn professional development credit for any additional campus committee work. The only exceptions are the participation in the Academic Policies and Procedures Committee and the Student Learning Outcomes Committee where members may claim up to 20 hours for the committee alone.

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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.

The following activities are eligible in this standard:

- 2nd Shared Governance Campus Committee.....Up to 20 hours

- Accreditation Standard Faculty Co-Chair.....20 hours
- Accreditation Team Member.....10 hours

- Program Review Peer Team Member.....10 hours
- Program Review Self-Study Team Member.....20 hours
- Program Review Annual Report work.....5 hours

- Tenure Team Member of Probationary Faculty (1st-3rd year)... 10 hours per committee
- Tenure Team Member of Probationary Faculty (4th year).....5 hours per committee
- Tenure Team Member of Tenured Faculty.....5 hours per committee
- Tenure Chair of Tenured Faculty.....10 hours per committee

- Attendance at Professional Conference*up to 20 hours
- Publication of Scholarly Work in Academic/Trade Journals*up to 20 hours
- Club Advisor.....up to 20 hours

- SLO WEAVE Database Managers.....(.5 hours/section)—Max of 20 hrs.

**All conference attendance or scholarly work must be verified with documentation when submitting final contract (i.e. registration confirmation, scholarly work publication notification, etc.).*

The following activities are also eligible in this standard in lieu of being paid:

Tenure Chair of Probationary Faculty (1 st -3 rd year).....	20 hours per committee
Tenure Chair of Probationary Faculty (4 th year).....	10 hours per committee
Adjunct Faculty Evaluations.....	8 hours maximum per evaluation, 10 hours maximum FPD credit

Other Committee Work

Faculty members who participate in committees that are not designated as shared governance committees may request FPD credit if the committee meets the following criteria:

1. The committee is officially organized, with agendas and minutes that may be accessed by other campus employees, *and*
2. The chair of the committee submits a committee proposal form to the Academic Senate office that includes the committee's purpose, frequency and length of meetings, and current member list. **The chair must submit the proposal by the 8th week of the semester for approval in order for committee members to be considered eligible for FPD credit.** The Approval Request for Non-Shared Governance Committees may be found on the FPD web page.

Approval Request for FPD Credit for Non-Shared Governance Committees

Faculty members who participate in committees that are not designated as shared governance committees (see Appendix A of the FPD Program Book for a list of approved shared-governance committees) may request FPD credit if the committee meets the required criteria: the committee is officially organized, with agendas and minutes that may be accessed by other campus employees, and it supports the college mission and/or enhances the internal governance of Antelope Valley College. .

Committee chairs may request approval of the committee by **submitting this form and appropriate documentation to the Academic Senate office by the 8th week of the semester**. The FPD Committee will review the request and determine if the committee meets the criteria established by the committee and based on the State Chancellor's Office professional development requirements.

Date: _____

Committee: _____

Committee Chair: _____ Ext./phone: _____

Frequency of Meetings: _____ Length of Meetings: _____

Committee's Purpose: _____

Current Member List: _____

****Please attach a copy of the most recent agenda and minutes.***