



**ANTELOPE VALLEY COLLEGE**  
**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**  
**AGENDA**  
**September 24, 2014**  
**2:00 p.m. – 3:30 p.m.**  
**A-141**

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. September 10, 2014 FPD Committee Meeting Minutes (to be provided)
5. INFORMATIONAL ITEMS
  - a. Effective Communication & Summer Changes – Dr. Irit Gat, Dr. Bonnie Suderman (attachment)
  - b. FPD Budget
6. ACTION ITEMS
  - a. FPD Presentation Reimbursement – Kathy Bingham
7. DISCUSSION ITEMS
  - a. FPD Mission Statement – Role of FPD Committee (bring FPD Handbook)
  - b. 2014-2015 FPD Goal #1 – Changing Standard Structure
  - c. FPD Code of Conduct – Mark Hoffer
  - d. 2013-2014 FPD Survey Monkey (attachment from September 10, 2014 meeting)
  - e. FPD Budget Ideas
  - f. Spring 2015 Opening Day Speakers
7. ACTION ITEMS
8. ADJOURNMENT

**NON-DISCRIMINATION POLICY**

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**ANTELOPE VALLEY COLLEGE**  
**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**  
**MINUTES**  
**September 24, 2014**  
**2:00 p.m. – 3:30 p.m.**  
**A-141**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The Faculty Professional Development Committee meeting of September 24, 2014, was called to order at 2:00 p.m. by Dr. Irit Gat, Chair.

2. OPENING COMMENTS FROM THE CHAIR

3. OPEN COMMENTS FROM THE PUBLIC

- Mr. Greg Krynen suggested the FPD Committee consider a branding label. Dr. Gat will invite Liz Dichun, Executive Director of marketing and Public Information, to the October 8, 2014 FPD meeting to discuss.

4. APPROVAL OF MINUTES

- a. September 10, 2014 FPD Committee Meeting Minutes (attachment)

5. INFORMATIONAL ITEMS

- a. Effective Communication & Summer Changes – Dr. Irit Gat, Dr. Bonnie Suderman (attachment)

Dr. Irit Gat and Dr. Bonnie Suderman met with Dr. Ed Beyer, Academic Senate President, to address concern for the lack of communication with the Faculty Professional Development Committee regarding changes to the FPD contract reporting system made during summer 2014.

In their meeting Dr. Beyer explained a new flex reporting system was discussed at the May 15, 2014 Senate meeting, and also in a meeting the following week between President Knudson, Dr. Beyer and Dr. Gat. Dr. Gat referred members to the May 15, 2014 Senate minutes attached to the September 24, 2014 FPD agenda packet. Dr. Gat and Dr. Suderman determined the issue of streamlining FPD processes and a new flex reporting system was indeed discussed prior to summer, and deemed the communication problem was internal.

Members expressed concern for lack of communication and participation in decision-making. Members discussed the committee's charge to remain faculty-driven.

Dr. Suderman explained the timing happened during summer, but the online reporting system was necessary in order to provide a manageable and user-friendly program for the Deans and faculty. She reiterated that as a work assignment tied to pay, flex management must be administered by the Dean. The transfer of the task was essential in order to bring the district into compliance.

Dr. Gat and Dr. Suderman agreed better communication between the Senate and the FPD committee is necessary. Dr. Gat reported her commitment to attend all Senate meetings and relay items related to professional development, back to the committee.

*Approved: October 8, 2014 Faculty Professional Development Committee Meeting*

b. FPD Budget

Dr. Gat reported the FPD Committee now has a budget of \$5,425.00 to use for professional development during 2014-2015. She expressed her gratitude to President Knudson for making the funding possible.

Members discussed the first request for a \$500 reimbursement by Ms. Kathy Bingham, for her flex event *Food for Life*. It was noted on page 10 of the FPD Handbook, Ms. Bingham would not qualify for reimbursement as the request was not made in the previous year. It was agreed a process is necessary now that a budget exists.

A sub-committee – Ms. Melanie Parker and Ms. Rona Brynen will meet to create language for a reimbursement process for the budget that is available until June 30, 2015. The language will be presented as an action item at the October 8, 2014 FPD meeting.

6. ACTION ITEMS

- a. FPD Presentation Reimbursement – Kathy Bingham  
*Item held.*

7. DISCUSSION ITEMS

- a. FPD Mission Statement – Role of FPD Committee

- b. 2014-2015 FPD Goal #1 – Changing Standard Structure

Members discussed the structure of the four standards, and considered whether the standards should be combined or simplified. Members agreed that there are benefits to simplifying the standard structure – especially for new faculty. The item will be readdressed as discussion at the October 8, 2014 FPD meeting.

- c. FPD Code of Conduct – Mark Hoffer

Mr. Mark Hoffer presented a draft FPD Code of Conduct (attachment) for consideration to publicize on the FPD website and in the FPD handbook. He explained the code would be a good point of reference when various issues arise. After discussion it was agreed that Mark Hoffer's FPD Code of Conduct would be put on the agenda as an action item for the next meeting and the committee would move forward from there.

After discussion regarding the FPD handbook and calendar of presentations, the committee agreed the project would be a collaborative effort over the summer to work with Ms. Nancy Masters. Mr. Greg Krynen, Ms. Darcel Jarret-Bowles, Mr. Mark Hoffer, and Dr. Gat agreed to form the subcommittee to create the online handbook with Ms. Masters during summer 2015.

Dr. Suderman noted several entities would be making sure the flex record-keeping is proper and in order, specifically in relation to the accreditation process. She explained the accreditation review team will consider the number of attendees, whether faculty appreciated the events, and whether knowledge was used at the job site to improve work. Dr. Suderman suggested expanding this information to make it a part of our records.

- d. 2013-2014 FPD Survey Monkey (attachment from September 10, 2014 meeting)

Dr. Irit Gat reviewed the 2013-2014 FPD survey results.

e. FPD Budget Ideas

f. Spring 2015 Opening Day Speakers

8. ADJOURNMENT

The Faculty Professional Development Committee meeting of February 24, 2014 was adjourned at 3:32 p.m. by Dr. Irit Gat, Chair.

**MEMBERS PRESENT**

Dr. Irit Gat	Rona Brynin	Darcel Jarett-Bowles	Dr. Tom O'Neil
Dr. Bonnie Suderman	Dr. Magdalena Caproiu	Greg Krynen	Melanie Parker
Leslie Baker	Jack Halliday	Jackie Lott	LaDonna Trimble
Dr. Liette Bohler	Mark Hoffer	Ty Mettler	

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*Approved: October 8, 2014 Faculty Professional Development Committee Meeting*