



ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE  
AGENDA  
February 13, 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. February 28, 2012 Minutes (attachment)
5. ACTION ITEMS
6. REPORTS
7. DISCUSSION ITEMS
  - a. Sabbatical Leave
    - 1) Kristine Oliveira
    - 2) Kenneth Shafer
  - b. Review Welcome Back
  - c. Mandatory Division Meeting – VAPA
  - d. Review & Revise Standard 3 Requirements
8. OTHER
9. ADJOURNMENT

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MINUTES  
February 13, 2013  
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1. CALL TO ORDER AND ROLL CALL

Ms. Kathryn Mitchell, Faculty Professional Development (FPD) Chair, called the February 13, 2013 to order at 2:08 p.m.

MEMBERS PRESENT

Kathryn Mitchell, Chair  
Rona Brynin  
Dr. Magdalena Caproiu  
Rosa Fuller  
Rae Agahari  
Dr. Richard Coffman

Ty Mettler  
Harish Rao  
Dr. Liette Bohler  
Jackie Lott  
Mark Hoffer  
Tim Lynskey

MEMBERS ABSENT

LaDonna Trimble  
Dr. Tom O'Neil

2. OPENING COMMENTS FROM THE CHAIR

- Ms. Kathryn Mitchell reported that the State Chancellor recently requested Faculty Professional Development Chairs to give feedback and opinion regarding the Student Success Task Force report that related to Faculty Professional Development. Ms. Mitchell stated she voted against a centralized Faculty Professional Development office. She explained that if a centralized FPD headquarters were to transpire, the Chancellor's office would control and dictate FPD activities, and formulate them more prescriptive. Ms. Mitchell stated she supported the idea of a large data base for online materials and opportunities, posing low-cost/no-cost opportunities.
- Ms. Mitchell discussed the call for a new Faculty Professional Development Chair, and that to date no one has come forward. Ms. Jackie Lott suggested that Kathryn Mitchell continue on as FPD Chair. Ms. Mitchell stated a problem that there is not a summer stipend for the position, although it requires work in summer – adding there is not funding available to support a summer stipend.

3. OPEN COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

- a. November 28, 2012 Minutes (attachment)

*A motion and second was made to approve the minutes of the November 28, 2012 meeting. Motion carried.*

5. ACTION ITEMS

None.

*Approved: February 27, 2013 Faculty Professional Development Meeting*

## 6. REPORTS

None

## 7. DISCUSSION ITEMS

### a. Sabbatical Leave

At this time the FPD committee has received two (2) Notices of Intent to Apply for Sabbatical Leave. Ms. Mitchell reviewed the Sabbatical Leave process. The deadline for faculty to submit their Intent to Apply for Sabbatical Leave for the 2013-2014 academic year is February 15, 2013. The deadline to submit Sabbatical proposals is March 8, 2013. At the following FPD meeting on March 13, 2013, Sabbatical Leave Proposals will be agenzized as a Discussion Item. Mrs. Sharon Lowry, Vice President of Academic Affairs will attend and preside over the review, discussion and selection process. The current state of the budget and the cost (if any) of a Sabbatical will be a determining factor in approval of a request. At the March 27, 2013 FPD meeting, the committee will take action on the Sabbatical Proposals. The recommendation to ratify the approval will be presented to the Senate, to then forward to the Board of Trustees for approval.

Ms. Mitchell added that traditionally the committee only approves one (1) request.

### b. Review – Welcome Back

- Ms. Mitchell reported that Spring 2013 Welcome Back ran exceptionally smooth and was a great success. She stated that all presentations were outstanding and very well attended – most with standing-room only. Administration completed the General Session six (6) minutes early, allowing sessions to start on time. Ms. Mitchell reported significant positive feedback. She reported that the afternoon SLO activity was successful, as faculty gained a better understanding of the SLO connection.

Technical problems were an issue at the beginning of the SLO activity, but were resolved. Acoustics were a challenge and the committee agreed to request a microphone at future events in the cafeteria. It was agreed the cafeteria is the best place to hold 200 faculty members since the Performing Arts Center is not an option.

- Ms. Jackie Lott reported the acoustics were poor at the activity in the Learning Center labs. It was agreed to have a microphone available at future Welcome Back activities there as well.
- Ms. Jackie Lott reported that the Alpha Iota Honors Club was upset because they were told at the last minute they could not sell food at Spring 2013 Welcome Back. Ms. Kathryn Mitchell identified a breakdown in communication, because Dr. Mark McGovern, Honors Club Advisor, was notified on January 15, 2013 that Terry Schultz, Supervisor Campus Events & Operations, Facilities Services determined per Performing Arts Center rules, food or drinks are not permitted inside the theater and would not be allowed at Welcome Back 2013. Dr. McGovern was asked to notify the FPD committee in writing six (6) weeks prior to future Welcome Back events, so the committee can make a determination how to best-accommodate the Honors Club and any other organizations wishing to participate in the event.

During Fall 2012 Welcome Back, the Alpha Iota Honors Club sold food and drinks inside the theater foyer without permission. The fall sale was unbeknownst to the FPD committee and Facilities staff and created complaints and issues for Facilities and the FPD committee.

c. Mandatory Division Meeting – VAPA

Ms. Kathryn Mitchell reported a request from Jonet Leighton for Flex credit for attendance at a Visual & Performing Arts Division Meeting immediately following Spring 2013 Welcome Back. Ms. Rae Agahari stated the Dean initially reported the notice as *mandatory* but the day of the meeting it was announced as *optional*.

Ms. Kathryn Mitchell explained that because Division Meetings are mandatory for full-time faculty (during semesters) they do not receive Flex credit for attendance because it is part of their contract. Full-time faculty receive credit for attending Fall Welcome Back because the meeting is held outside the semester, and written into the contract.

Because Spring 2013 Welcome Back was held outside the semester, full-time faculty is asking credit for attending the VAPA division meeting initially deemed *mandatory* but later defined as *optional*.

After great discussion it was agreed by the FPD committee not to give Flex credit for full-time attendees.

d. Review & Revise Standard 3 Requirements

Ms. Kathryn Mitchell reported a great deal of confusion with Flex Standard 3 requirements and the need for revision. She stated numerous people serving on committees do not meet Flex requirements to meet bi-monthly. She asked members to think about new language. Ms. Mitchell used the Scholarship Committee as an example that holds one (1) 8-hour meeting.

Members suggested creating a list of approved committees. Sub-committees continue to be developing on campus – and the FPD committee is unaware of their meeting structure or whether or not they meet Flex guidelines.

Ms. Mitchell reminded members that Flex guidelines were initially changed in order to allow faculty to get on committees and get more involved in shared-governance. She added that although there are numerous opportunities to serve on bi-weekly committees, it's difficult for full-time faculty to find time to do so. Ms. Mitchell asked how to divide the hours up, if guidelines require up to five hours of shared-governance per week. Ms. Rona Brynin suggested specifying the hours per semester. Ms. Jackie Lott suggesting a proposal be reviewed and approved by the committee, with implementation the following academic year.

Ms. Mitchell will have the Union remind faculty of the contract. She reiterated the need to revise language according to the Chancellor's requirements and AVC FPD guidelines. She reminded members California Law states if they do the work, they get paid. Ms. Mitchell suggested requirements to ensure members are fulfilling the guidelines. She reminded members that accreditation is watching to ensure there is no double-dipping. A committee must be clear on how they fit into Standard 3.

Mr. Mark Hoffer suggested publishing a list of approved committees for Faculty Professional Development credit. A committee not on the list must submit a proposal. Mr. Harish Rao the proposal must come from the head of the committee or sub-committee. He reminded members of full-disclosure – to ensure faculty is not getting paid and receiving credit.

Mr. Hoffer asked if the FPD committee holds the right to approve a committee. Ms. Mitchell stated she will check on the Chancellor's website, and changes continue in Sacramento.

Ms. Mitchell reminded members that the Chancellor's office is considering the elimination of Flex, of making it smaller, or taking complete control of it.

One suggestion was to require five (5) hours per semester. Tim Lynskey suggested a checklist as a point of reference. Rae Agahari suggested using Standard 3 just for conferences and not committee work.

Ms. Mitchell repeated that Standard 3 is always problematic. Credit requested in Standard 3 is often Standard 4. Discipline meetings fall under Standard 4. Ms. Mitchell will gather a list of committees to report at the next FPD meeting, along with new language for Standard 3. She will speak with the union to assist with communication to faculty.

## 8. OTHER BUSINESS

- Flex Proposals – 2013-2014  
The committee discussed the low number of Flex proposals that have been submitted for the 2013-2014 academic year. It was decided to extend the deadline until February 25, 2013. Ms. Mitchell will present the Proposal list at the following FPD meeting, on March 13, 2013.
- Ms. Mitchell reported that Ms. Sharon Damage is considering facilitating a Fall 2013 Welcome Back Day at the Palmdale campus.
- Ms. Mitchell stated that attendees at Scholar In Residence on March 9, 2013, would receive Flex credit (1-3 hours).

## 9. ADJOURNMENT

The February 13, 2013 Faculty Development Meeting was adjourned at 3:26 p.m. by Ms. Kathryn Mitchell, Chair.

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*Approved: February 27, 2013 Faculty Professional Development Meeting*