



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**

**October 26, 2011
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 12, 2011 (attachment)
- 5. ACTION ITEMS**
 - a. Revisions to Presenter Credit (attachment)
- 6. REPORT**
 - a. Professionalism Language for FPD Events
- 7. DISCUSSION ITEMS**
 - a. FPD Plan/Contract Training Session
 - b. 2012 – 2013 FPD Event Proposal Form (attachment)
 - c. FPD Checklist – Draft (attachment)
 - d. Revised FPD Survival Guide (attachment)
 - e. Spring 2012 Welcome Back Day Agenda – Draft (attachment)
- 8. OTHER**
 - Review /Approve Plans/Contracts
- 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 MINUTES**

**October 26, 2011
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

Ms. Kathryn Mitchell, Faculty Professional Development (FPD) Chair, called the October 26, 2011 FPD meeting to order at 2:09 p.m.

2. OPENING COMMENTS FROM THE CHAIR

- Ms. Kathryn Mitchell reported she met with the AVCFT President, Dr. Susan Lowry, to discuss contractual language to ensure the contract language is supportive to FPD guideline requirements.
- Ms. Mitchell welcomed the Adjunct Faculty Representative, Mr. Tim Lyskey, to the FPD Committee.

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. Magdalena Caproiu reported the Learning Center just received recertification from the College Reading and Learning Association for Level I, II, and III Tutoring services. This is a great honor as AVC's Learning Center was stated to be a model for other colleges from a renowned International Organization.
- Mr. Harish Rao reported the Language Arts faculty would like to suggest the committee consider increasing the SLO/PLO breakout sessions to three hours for the spring Welcome Back Day.
- Ms. Jackie Lott stated she understands that Division Deans are not enforcing committee work because they are using the work performed to maintain CORs and SLOs as part of committee work.

4. APPROVAL OF MINUTES

a. October 12, 2011 (attachment)

A motion was made and seconded to approve the October 12, 2011 FPD meeting minutes. Motion carried.

5. ACTION ITEMS

a. Revisions to Presenter Credit (attachment)

A motion was made and seconded to approve the revisions made to the Presenter Credit area of the guidelines which will be implemented in the 2012 – 2013 program year. Committee members reviewed the revisions and expressed some concern regarding the clarity of the language. They wanted to ensure the language for multiple presenters clearly stated presenters are only awarded three times the lecture hours plus the total event time. Ms. Mitchell indicated in keeping with the format if the committee wanted to change the language then all the other sections should be changed as well to remain consistent. The language used was in line with the format of the other presenter credit sections. Committee members were in consensus to leave the language as revised. Motion carried.

6. REPORT

a. Professionalism Language for FPD Events

This agenda item was tabled to a future meeting until all subgroup members could be present to engage in discussion.

7. DISCUSSION ITEMS

a. FPD Plan/Contract Training Session

Ms. Mitchell stated the FPD Plan and Contract training session has been established to ensure all committee members are consistently informed of their individual responsibilities.

Signatures – are stamps of approval for planned activities and completed activities. Committee members must be diligent and thoroughly review the submitted information on submitted plans and contracts. The Senate Office verifies hour obligation and ensures St. #1 requirement has been

met but it is up to the committee to review St. #3 and St. #4 information and determine legitimacy for professional development credit. A signed plan and contract affirms the faculty is following the established guideline requirements for established standards.

Activity maximum – a faculty can claim a maximum of 20 hours for any one single event.

Adjunct Faculty – must complete a minimum number of St. #1 hours per semester based on their load. For a 9 LHE load they are required to complete 3 hours of St. #1. Any adjunct working less than 9 LHE will have a prorated St. #1 obligation which works out to be 1/3 of their total LHE obligation. Adjunct faculty members work on a semester by semester contract and must submit a plan and contract for each semester. If an adjunct accumulates more hours in the fall semester than what is required they can carry over all additional hours to cover any spring obligation they may have. Hours can only be carried over from fall to spring (within an academic year), but not from spring to fall. Office hours are not an eligible professional development activity. Adjunct faculty members can obtain St. #1 credit for committee work, Discipline/Division meetings, SLO, and COR work as long as the work can be verified or documented.

FPD Book – committee members should always use their FPD book to review guidelines as a reference and familiarize themselves with what the committee has deemed ineligible for FPD credit.

b. 2012 – 2013 FPD Event Proposal Form (attachment)

Ms. Mitchell requested committee members review the 2010 – 2011 FPD event proposal form for necessary revisions. The due date for 2012 – 2013 FPD proposals will be February 27, 2011. As stated in previous meetings, the committee will have finalized the suggestion grid for suggested topics faculty would like to see included in the new program. This will provide presenters an opportunity to consider submitting a proposal on a suggested topic and facilitate the utilization of evaluation data. Committee members reviewed the form and suggested including the standards for Faculty Academy, College Colloquia, and Field Trips for consistency since when announcements are made it includes the standard and the title. For the contact information the form should indicate extension and/or cellular number rather than telephone number. The event description word maximum should be increased to 250 words. For formatting purposes, the Event Description portion of the form should be moved to the end of the form beneath Additional Information or Special Requests. The space for the Chancellor's Office Categories should be decreased and moved directly under the introductory portion of the page. Ms. Mitchell stated the 2011 proposal process went very smoothly in comparison to previous program years. The suggested revisions will be made and brought back to the committee for final review and approval.

c. FPD Checklist – Draft (attachment)

Ms. Mitchell indicated at the last FPD meeting she included an FPD checklist but wanted to provide committee members with a more extensive check list which Ms. Jackie Lott was conceptualizing when discussing a check list. The list is a template that is used within a Division, which not all areas operate the same but the expectations should be similar across campus. Ms. Mitchell indicated the idea is great but this would have to be a collaborative effort between Administration, the Faculty Union, and Human Resources. The idea is great but goes beyond the committee purview. We can suggest a standardized check list be implemented on campus with pertinent faculty deadline dates, including FPD information, but it would have to be performed at an Administration level.

d. Revised FPD Survival Guide (attachment)

Ms. Mitchell presented the revised FPD Survival Guide for committee review. The guide can be utilized as a tool used as a reference for committee members responsible to assist with faculty inquiries. A minor addition was requested to include “only” at the beginning of St. #1 and St. #2 statements so that faculty are clear that there are no other option available to fulfill St. #1 or St. #2 events but those identified within the program calendar. Committee members were all in consensus to include the additional language and use the FPD Survival Guide as a reference for future faculty inquiries.

e. Spring 2012 Welcome Back Day Agenda – Draft (attachment)

Committee members were requested to review the Spring 2011 Welcome Back Day agenda for reference. It may be necessary for the committee to consider adding an addition breakout option in Session #1 and #2 due to the increased number of participants. In considering whether Session #3

should remain a stand alone event, committee members need to discern the need and request made by the SLO Committee. The schedule is modified a bit from the mandatory Fall Welcome Back Day. Due to the lack of time, committee members were requested to start seriously considering the agenda for the day and the requests the committee has received to present at the upcoming Spring Welcome Back Day. To date, there are five or six possible sessions to offer: Basic Skills, Classroom Safety, Student Learning Outcomes (SLOs), STRs/Union, ITS, and FPD. The committee will thoroughly review all options and start setting the agenda for the upcoming Spring 2011 Welcome Back Day at the next FPD meeting.

8. OTHER

- Review / Approve Plans and/or Contracts

9. ADJOURNMENT

A motion was made and seconded to adjourn the October 26, 2011 Faculty Professional Development (Flex) Committee meeting at 3:34 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rae Agahari	Jackie Lott	Jennifer Gross	Linda Noteboom
Rona Brynin	Tim Lynskey	Jack Halliday	Scott Tuss
Magdalena Caproiu	Kathryn Mitchell	Cindy Lehman	<i>Vacant ASO Rep.</i>
Richard Coffman	Harish Rao	Sharon Lowry	<i>Vacant Confidential Mngmt. Union Rep.</i>
Rosa Fuller	LaDonna Trimble	Ty Mettler	
Mark Hoffer			

PROFESSIONAL DEVELOPMENT HOURS FOR PRESENTERS AND 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. 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. Formula four should be used when a professional development activity has two or more coordinators/presenters. 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 coordinating an outside speaker, trip, or similar event + the length of the event.

EXAMPLE

(2 hours credit + 3 hour trip = 5 credit hours)

All events require a minimum of a 30 minute lecture/presentation. 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. Facilitator of a film, athletic, musical, or other cultural event

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 + 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 + 2 hour film = 3 total credit hours)

All 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.

4. Multiple Coordinators and Presenters

Initial Presentation

FORMULA

Triple credit for each lecture hour per presenter + the length of the initial presentation

EXAMPLE

(3 hours credit x 1/2 hour presentation = 1.5 + 3 hour presentation = 4.5 total credit hours)

Repeat Presentation

Double credit for each lecture hour per presenter + the length of the presentation

EXAMPLE

(2 hours credit x 1/2 hour presentation = 1 + 3 hour presentation = 4 total credit hours)

Formula four is to be used if a professional development event has two or more coordinators and/or presenters. All events require at least a 30-minute lecture or presentation in order to qualify as a professional development activity.

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



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

The Faculty Professional Development Committee seeks proposals for the 2012-2013 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 **Monday, February 28, 2011**.

***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. Note: funds and transportation for field trips are unavailable at this time. **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 in relation to the requirements listed for Faculty Academy or College Colloquia activities.
- Descriptions should be limited to 4-5 sentences and be approximately 250 words in length.
- **A digital still promoting your proposal would be greatly appreciated.** JPEG attachments should be **300KB** or smaller.

Due to the current budget crisis, the Faculty Professional Development Committee is unable to approve funding for the 2012-2013 academic year at this time. The Committee will consider budget requests in the fall semester on a one-on-one basis.

The Professional Development Committee reserves the right to edit all program copy prior to publication. All proposals are due by **Monday, February 28, 2011**.

***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
2012 – 2013 PROPOSAL**

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

Event Title:

Coordinator(s)/Presenter(s):

Contact Information – Telephone #:

E-mail Address:

EVENT DESCRIPTION

(refer to specific instructional aspects; not to exceed 150 words)

Activity Category for the Chancellor’s Office

(check one box only)

- | | |
|--|--|
| <input type="checkbox"/> Course instruction and evaluation | <input type="checkbox"/> Learning resource services |
| <input type="checkbox"/> Staff development, in-service training and instructional improvement | <input type="checkbox"/> Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity |
| <input type="checkbox"/> Student personnel services | |
| <input type="checkbox"/> Program and course curriculum or learning resource development and evaluation | <input type="checkbox"/> Instructional workshops and institutional research |
| <input type="checkbox"/> Other duties as assigned by the district (must provide justification): | |

Preferred Date *(must submit dates for consideration)*: 1st - 2nd - 3rd -

Preferred Time Range: 8 am – 12 pm 12 -5 pm 5-10 pm Anytime

of Hours:

Preferred Location:

Maximum # of Participants:

Additional Information or Special Request

Submitted by:

Date:

Proposals should be submitted electronically to gkastner@avc.edu no later than **Monday, February 28, 2011**. Please include a digital still (if available) that can be used to promote the event. JPEG attachments should be **300KB** or smaller.

Survival Guide: Faculty Professional Development Program

<p><u>Faculty Academy (Standard #1):</u></p> <p>Activities/presentations that are noted as Faculty Academy Eligible (FAE) qualify for this standard.</p> <ul style="list-style-type: none"> • Tenured faculty are required to complete 10 hours minimum in this standard. • Non-tenured faculty are required to complete 15 hours minimum in this standard. • Adjunct faculty are required to complete 3 hours minimum in this standard. <p><i>Note: The Fall Welcome Back Day is mandatory for full-time faculty and encouraged for adjunct faculty. Attendance qualifies for up to 8 hours in this standard. Spring Welcome Back Day is completely voluntary; attendance qualifies for up to 6 hours in this standard.</i></p>	<p><u>College Colloquia (Standard #2):</u></p> <p>All activities/presentations that are listed in the Faculty Professional Development book qualify for this standard.</p> <ul style="list-style-type: none"> • Tenured faculty are required to complete 15 hours minimum in this standard. • Non-tenured faculty are required to complete 20 hours minimum in this standard. 	<p><u>College Governance and Operations (Standard #3):</u></p> <p>Campus-wide committee work beyond the contractual obligation, program review, tenure and evaluation committees, professional conferences, and scholarly work qualify for this standard.</p> <ul style="list-style-type: none"> • Faculty who serve on 2 or more bi-weekly campus-wide committees may claim up to 20 hours for each committee beyond the initial committee. • Additional campus-wide committees with less frequent meetings are eligible for up to 10 hours of professional development credit. • Conference attendance qualifies for up to 20 hours in this standard. Verification is required to attain credit (such as a copy of the registration confirmation). • Scholarly work qualifies for up to 20 hours in this standard. Verification is required to attain credit (such as a copy of the publication notification).
<p><u>Professional Projects and Activities (Standard #4):</u></p> <p>Professional projects and activities that directly relate to one's assigned duties qualify for this standard.</p> <ul style="list-style-type: none"> • These projects/activities must be clearly outside normally assigned duties, responsibilities, and working hours. 	<p><u>Where to Find Information:</u></p> <ul style="list-style-type: none"> • All official guidelines, forms, documentation, and events are posted on the AVC website: http://www.avc.edu/organizations/flex/index.htm • Login to MyAVC; click Employee Services; click Faculty Professional Development; click on Forms and Documents to find the program/plans/contracts all faculty need to fill out and submit to the Academic Senate office. • <u>All</u> rescheduling and cancellations will be noted <u>online</u>, though we are hopeful that presenters and coordinators will be able to adhere to the originally scheduled dates. http://www.avc.edu/organizations/flex/EventsataGlance.htm 	<p><u>Notes:</u></p> <ul style="list-style-type: none"> • After minimum hours have been met, additional hours from Standard 1 may be rolled into Standard 2, and additional hours from Standard 2, 3, and 4 may be rolled into Overload hours. • Faculty must sign-in at the beginning of an event and sign-out upon leaving the event for credit. • Sign-ups for field trips and limited participation events will be open one month in advance of the scheduled event date. (Sign-ups need to be in person, in the Academic Senate office.) • Adjunct faculty can complete the remainder of their Professional Development obligation with any identified activity listed in the book or any other discipline specific event. <i>Office hours are no longer eligible as a Professional Development activity.</i>



ANTELOPE VALLEY COLLEGE

Spring 2012 Welcome Back Agenda

Friday, February 3, 2012
Performing Arts Theatre

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 – Topic??

Dr. Jackie Fisher, Sr.
Superintendent/President

BREAK

FACULTY WORKSHOPS

Session I

9:00 – 10:30 a.m.

- A. ??
- B. ??

BREAK

Session II

10:45 a.m. – 12:15 p.m.

- A. ??
- B. ??

LUNCH BREAK – 12:20 p.m. – 1:30 p.m.

Session III

1:30 – 3:00 p.m.

- A. ???



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