



ANTELOPE VALLEY COLLEGE

Faculty Professional Development Committee Agenda

Wednesday, November 29, 2017
L-201
2:15 - 3:45 p.m.

Type of Meeting: Regular

Please Review/Bring: Agenda packet

COMMITTEE MEMBERS

- Kristine Oliveira, Chair
- Duane Rumsey, Administrative Council Member
- Gary Roggenstein, Administrative Council Member
- Dr. Tom O’Neil, Administrative Council Member
- Dr. Ken Shafer, Faculty Member
- Jane Bowers, Faculty Member
- Dr. Rona Brynin, Faculty Member
- Dr. Zia Nisani, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison
- John Wanko, Faculty Union Rep
- Denise Walker, Faculty Member
- Dr. Jeffery Cooper, Faculty Member
- Dr. Barbara Fredette, Faculty Member
- Dr. Darcy Wiewall, Faculty Member
- Michelle Hernandez, Confidential Management Union
- Classified Representative - VACANT
- ASO Member - VACANT

Items	Person	Action
I. Opening Comments from the Chair	Kristine Oliveira	<ul style="list-style-type: none"> • Division-hosted FPD events postponed to February 14, 2017 meeting
II. Open comments from the Public	All	
III. Approval of Agenda	All	



ANTELOPE VALLEY COLLEGE

IV. Approval of Minutes	Kristine Oliveira	a. September 27, 2017 Meeting (attachment) b. October 11, 2017 Meeting (attachment) c. October 25, 2017 Meeting (attachment) d. November 8, 2017 Meeting (attachment)
V. Discussion Items	Perry Jehlicka Kristine Oliveira	a. DETC Project b. Updates on Goals <ul style="list-style-type: none">• Mentorship Program• CTX/CETL Inquiry Group• Digital FPD Event Evaluation• Faculty Learning Communities c. Spring Opening Day (attachment) d. FPD Handbook regarding WSCH courses and FPD obligation for FT and PT/Overload (attachments) e. FPD credit for webinars
VI. Action Items	Kristine Oliveira	a. Spring Opening Day Agenda (attachment)
VII. Information Items	Kristine Oliveira	a. FPDC Report to the Senate on November 16, 2017 (attachments)
Next Meeting Date February 14, 2018		



Faculty Professional Development Committee Minutes

Wednesday, November 29, 2017
L-201
2:15 - 3:45 p.m.

Type of Meeting: Regular

Please Review/Bring: Agenda packet

COMMITTEE MEMBERS

- Kristine Oliveira, Chair
- Duane Rumsey, Administrative Council Member
- Gary Roggenstein, Administrative Council Member - ABSENT
- Dr. Tom O'Neil, Administrative Council Member - ABSENT
- Dr. Ken Shafer, Faculty Member
- Jane Bowers, Faculty Member
- Dr. Rona Brynin, Faculty Member - ABSENT
- Dr. Zia Nisani, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member - ABSENT
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison
- John Wanko, Faculty Union Rep
- Denise Walker, Faculty Member - Susan Snyder, Proxy
- Dr. Jeffery Cooper, Faculty Member
- Dr. Barbara Fredette, Faculty Member
- Dr. Darcy Wiewall, Faculty Member
- Michelle Hernandez, Confidential Management Union
- Classified Representative - VACANT
- ASO Member - VACANT

Items	Person	Action
I. Opening Comments from the Chair	Kristine Oliveira	<ul style="list-style-type: none"> • Division-hosted FPD events postponed to February 14, 2017 meeting
II. Open comments from the Public	All	



		<ul style="list-style-type: none"> ○ Closing the Achievement Gap: AVID for HE (data + strategies) --Jane, Deb, Mary Rose, Karen ○ Ask the Tech Trainer --Greg Krynen (bring your questions!) ○ Cultural Awareness, Accessibility, and the Student Experience on Campus and in Class (panel) --Kenya, Cole, Rashall, John ○ Guided pathways --Van, Zia, AVC2CSU, Kathryn ● Student Services <ul style="list-style-type: none"> Supporting Students through Behavioral Intervention (CARE Reports and BIT, ADVOCATE; Dr. Vines) PRESIDENT'S GENERAL SESSION --What is the process <ul style="list-style-type: none"> ▪ Dr. Vines in General Session ▪ Panel in the afternoon ● Student Services Fair (poster presentation / gallery walk) and Club Advisors --foyer of the theater during morning session, 8a - 12p <p>d. FPD Handbook regarding WSCH courses and FPD obligation for FT and PT/Overload (attachments) <i>Item tabled</i></p> <p>e. FPD credit for webinars <i>Item tabled</i></p>
VI. Action Items	Kristine Oliveira	<p>a. Spring Opening Day Agenda (attachment) <i>A motion was made and seconded to approve six (6) Opening events as outlined. Motion carried unanimously.</i></p>
VII. Information Items	Kristine Oliveira	<p>a. FPDC Report to the Senate on November 16, 2017 (attachments) Kristine presented the FPDC report to the Academic Senate on November 16, 2017 - see attachment.</p>
Next Meeting Date February 14, 2018		The Faculty Professional Development Committee meeting of November 29, 2017 was adjourned 3:19 p.m. by Kristine Oliveira, Chair.



Kristine Oliveira <koliveira@avc.edu>

FLEX for non-standard courses

2 messages

Bonnie Suderman <bsuderman@avc.edu>
To: Kristine Oliveira <koliveira@avc.edu>

Tue, Nov 21, 2017 at 7:43 AM

Kristine-

This issue with FLEX requirements for non-standard scheduled classes has proven to be quite complicated. I met with Susan yesterday since the contract comes into play and we looked at the guidelines from state Academic Senate and it looks to us like the stipulations on not counting courses with non-WSCH schedules is for adjunct and overload only. I have attached the guidelines so you don't need to track them down. Page 10 on fulltime faculty has no such stipulation. Page 11 on adjunct and overload does (second paragraph under that heading). But in the contract we complicate things further.

I do not find many faculty other than the nursing area doing this, and they have updated their curriculum to not allow it. VN courses are next. And I cannot get any answer on how the determination was made on how many hours to do for a full timer—just based on the LHE like an adjunct (which would be far less than other full timers) or a percentage of the 60 hours requirement. ESL non-credit has done it, including 2 full timers, but that is a new process and Pricilla and Scott are open to what the law says.

So, since I was her interim dean when she did her plan, I am going to tell Candy to do a percentage of the 60 hours based on the amount of her load that is standard WSCH courses. The Susan and I would like to sit down with you over the Christmas break and work through this for the future and get it in your handbook and the contract.

Sound Ok?

Bonnie

Dr. Bonnie C. Suderman

Assistant Superintendent/ Vice President of Academic Affairs

Antelope Valley College



 **Flex_Calendar_Guidelines_04-07.docx.pdf**
353K

Kristine Oliveira <koliveira@avc.edu>
To: Bonnie Suderman <bsuderman@avc.edu>

Tue, Nov 21, 2017 at 2:49 PM

Thank you, Bonnie.

For the time being, I think that a percentage is an appropriate solution, but it seems odd that full time faculty who are teaching courses calculated by WSCH are exempted from professional development obligation completely. I understand the rationale from an accounting perspective (if the faculty are teaching the equivalent of the 18 week course), but the Chancellor's Office seems to imply that the exemption applies only to part time faculty and overload calculations.

I am happy to meet during January in order to discuss the current practice and to get a clear policy into the handbook and contract. I will be back in town on Thursday, January 4. I'll email you around that time in order to find a good time to meet.

Thank you again, Bonnie, for letting Candy know how to proceed.

--Kristine

[Quoted text hidden]

--

Kristine Oliveira
Faculty Professional Development Committee Chair
Asst. Professor of English
APL 221F

	Email Address	Which topics or repeat FPD events would you like to have covered for Spring Opening Day on Friday, February 2, 2018?	Would you be interested in presenting one of the afternoon workshops? If so, on which topic?	Optional: How would you like us to contact you for follow-up?
1	rbrynin@avc.edu	As many of Greg Krynen's workshops as possible...Canvas, Google Drive, etc.; Rick Shaw ...any updates and info he may have; more about how to close-caption our podcasts; pedagogy topics	no	
2	jharper@avc.edu	I would love a series of shorter sessions. From what I have seen, the 80 min presentations are only useful for topics with a lot of Q&A or hands-on workshops like safety or computer training. If we had 15-20 minute presentations, we could cover a lot more information. 5 mins, tell what it is, remainder give an update, a "state of" summary: AVC Foundation, current grants, payroll, scheduling, athletics, AP&P, state initiatives (e.g. guided pathways), campus survey results, ILOs, FYE...		
3	sadams21@avc.edu	Program Review Workshop - How to access and read the data!	Yes please! Program Review Workshop. I will be reaching out to divisions to work with faculty writing comprehensive and annual update Program Reviews individually and in small groups / departments, but this would be a great opportunity to reach a larger group all at once.	Email me
4	tpalmetto@avc.edu	Disability Awareness- ADA and Accommodations Closed Captioning- "Do It Yourself!"	Disability Awareness- ADA and Accommodations	Email me
5	ebeyer@avc.edu	An open panel Q&A with Senate leadership, to include committee chairs.	Yes. Using Canvas	Email me
6	koliveira@avc.edu	elumin (glenn haller), guided pathways (deb ford)		
7	ccorona2@avc.edu	Closed Caption requirements, Student Equity Resources, Engaging students	NO	Email me

Spring 2018 Opening Day Survey (Responses) 11082017

	Email Address	Which topics or repeat FPD events would you like to have covered for Spring Opening Day on Friday, February 2, 2018?	Would you be interested in presenting one of the afternoon workshops? If so, on which topic?	Optional: How would you like us to contact you for follow-up?
8	hmartin14@avc.edu	What we are doing to grow our online platform; what we are doing to add more night and weekend classes (Saturday); maybe a brainstorming session between administration, faculty, and classified staff to come up with the best ways to save money while still offering important student services to the campus (and still paying employees and working to maintain/honor a livable wage) - perhaps the brainstorming could be a survey given out a few weeks before the event to hear input and then a few representatives from each section presents the findings.		Email me
9	igat@avc.edu	updates and a review again of closed captioning & Ed Beyer advanced canvas workshop (please NOT just the basics- more advanced "stuff").		
10	hkinkennon@avc.edu	I would like to see an abbreviated version of the mental health workshop, since it always seems to be presented on a day where I'm working....		Email me
11	nweisenberger@avc.edu	Update on bond and campus construction, what is happening and when		Email me
12	aelissa@avc.edu	Topics related to Educational Technology	No	Email me
13	chood@avc.edu	Something REAL on the budget, which means (a) clear narrative and (b) legible PowerPoint slides ---- a presentation that makes sense and explains clearly where we are at and what this sort of "catch up" period we're in really means.		
14	bfredette@avc.edu	Accessible documents and what screen-readers see.		

Spring 2018 Opening Day Survey (Responses) 11082017

	Email Address	Which topics or repeat FPD events would you like to have covered for Spring Opening Day on Friday, February 2, 2018?	Would you be interested in presenting one of the afternoon workshops? If so, on which topic?	Optional: How would you like us to contact you for follow-up?
15	lhodge@avc.edu	I'd like to present a 10 minute training video during the main meeting, with everyone present, on "Hands Only" CPR and the use of an AED. There could be CPR manikins in the entry way area of the PAC for participants to do a quick ONE MINUTE practice of Hands Only CPR on CPR manikins after the main meeting. If we have 20 manikins we can get 300 people through the CPR practice in just 15 minutes.The H&S Dean is familiar with this proposal.		Email me
16	glofdahl@avc.edu	I'd like to see a class covering useful skills we should have in the event of an earthquake--like how to evacuate an incapacitated student from an upper floor using an evacuation chair. Perhaps you could include a segment on the psychology of dealing with panicked students. And include what supplies we should keep in our car trunks (hard hats, gloves, crowbar, energy bars, water, and a blanket, etc.) should we need them on campus.	Not in my skill set, unfortunately.	Email me
17	vbeatty@avc.edu	Proctorio and Canvas,		
18	jwanko@avc.edu	Information on Guided Pathways, the impact of recent legislation regarding assessments, potential changes to prerequisites for statistics at universities [may be too specific to counseling/math departments?], any other legislation that would impact AVC. Any updates on Palmdale Center and the upcoming construction in Lancaster...	Perhaps; if there would be an interest in hearing (again) about OSD services, I am sure the OSD team would be glad to present...	Email me
19	dfloreskagan@avc.edu	How to Use Embedded Tutors in Your Basic Skills Classroom	Topic above with Jane Bowers, Heidi Williams, Mary Rose Toll, Wendy Rider, Karen Heinzman, etc. A team is necessary.	Email me

	Email Address	Which topics or repeat FPD events would you like to have covered for Spring Opening Day on Friday, February 2, 2018?	Would you be interested in presenting one of the afternoon workshops? If so, on which topic?	Optional: How would you like us to contact you for follow-up?
20	rfeishman@avc.edu	A discussion of campus committee effectiveness and how it relates to participation.	I am presenting at a conference in May on the topic of, "Teaching Accounting to Non-Accounting Students". I could adapt that to a discussion of ways to maintain student engagement.	Email me
21	rfuller@avc.edu	Payroll issues especially health benefit costs and 403b issues. I'd also like to get oral information about student programs on campus and how student's can access them. (Combination of categorical and just opportunities like honors, law program, UMOJA, FYE,) It would be good to have a Computer Windows 10 or other software training, or hear about new program initiatives from AP&P or what's up with the BS program. An interactive event to connect with other faculty--such as a cultural awareness or other type event would be awesome too.		
22	tcatley@avc.edu	Update on Palmdale Center, Guided Pathways, What Counselors or Student Services programs do/what services and programs do student have available to them (this way faculty can be informed and can refer resources to students), Retirement Benefits breakdown (CASTRS 101),	n/a	Email me
23	temerick1@avc.edu	any and all are appropriate.	criminal profiling, psychopathic behavior, child abuse.	Email me
24	kosburn@avc.edu	Union discussion		

GUIDELINES FOR THE
IMPLEMENTATION OF THE
FLEXIBLE CALENDAR PROGRAM
BY
THE FACULTY DEVELOPMENT COMMITTEE
OF THE
ACADEMIC SENATE
FOR
CALIFORNIA COMMUNITY COLLEGES
IN COOPERATION
WITH THE
CHANCELLOR'S OFFICE PROGRAM STAFF
ORIGINALLY ADOPTED APRIL 3, 1993
REVISED APRIL 2007

DETERMINING FLEXIBLE CALENDAR ACCOUNTABLE HOURS

Title 5, section 55720(b) states that “district with an approved flexible calendar may designate as flexible time for an employee not more than 8.57 percent of that employee’s contracted obligation for hours of classroom instruction which are eligible for state apportionments in that academic year, exclusive of any intersession.” Title 5, section 55726(a) further states that, “For each instructor specified by the district to participate in staff, student, and instructional improvement activities in lieu of classroom instruction the district shall enter into an agreement with such employee specifying the particular activities during the designated days which the instructor will perform in lieu of classroom instruction.”

The term “day” mentioned in the preceding paragraph means the number of hours for which an individual instructor is accountable in any one academic work day.

A. FULL-TIME FACULTY

The specific number of hours that equals one academic work day should be determined through the local collective bargaining and shared governance processes. Current practice reflects an average of six hours to one academic work day.

EXAMPLE

If three flexible calendar days have been designated at a six hour equivalency, the faculty member's obligation would total eighteen hours.

$$3 \text{ academic days} \times 6 \text{ hours} = 18 \text{ academic work day hours}$$

These eighteen hours could be divided into segments that fulfill the needs of the individual faculty member.

In determining an equivalency formula, the required hours in lieu of instructional activities should at least be equal to the sum of the classroom hours from which the instructor is released plus related out-of-classroom hours of responsibility that are not performed as a result of being released from classroom instruction (title 5, section 55728). Flexible calendar hours may be conducted at any time during the fiscal year (title 5, section 55720 (a)). This requirement would prohibit flexible calendar hours to be carried over or “banked” by individual faculty from year-to-year.

A. PART-TIME (ADJUNCT) FACULTY

Some part-time faculty and full-time faculty with overloads also enter into a short-term contract with the district for teaching specific full-term courses that have been reduced due to the flexible calendar.

It is important to distinguish between full-term courses and courses not subject to flex requirements. A full-term course is a course that begins within one week of the first day of instruction of each semester, as designated in the official academic calendar, and ends within one week of the scheduled last day of instruction of each semester. **Thus, by definition, summer school, short-term, some positive attendance courses, or courses with mandated hours when the hours are not reduced because of the flexible calendar are not full-term courses. A course for which the total number of instructional hours remains the same regardless of the flexible schedule is not subject to the flexible calendar requirements.** Instructors of these exempted courses should be encouraged to participate in flex activities but do not have to be remunerated for attending.

FPDC Report to the Senate
16 November 2017

1. Goals Updates

a. Faculty Mentorship Pilot

- i. Spring Mentorship deadline for applications closes the **first Wednesday of Spring, Feb 7**, for both Mentors and Mentees. Mentees are encouraged to connect with potential Mentors prior to application deadline and to list their Mentors on the applications. Both Mentors and Mentees are to submit an application.
- ii. 10 hours of Standard 2 FPD credit for a semester-long Mentorship; 20 hours of Standard 2 FPD credit for a year-long Mentorship.
- iii. Please share the attached Faculty Mentorship flier with your constituent groups.
- iv. Questions about the Faculty Mentorship Program to be sent to Kristine Oliveira at koliveira@avc.edu

b. Faculty Learning Communities

- i. The FPDC is continuing to develop a Faculty Learning Community Program, which we are planning to launch for the Fall 2018 academic year. FLCs are non-hierarchical groups of faculty, of approximately equal level of expertise in the proposed area of inquiry, who collaborate on a project for a period of semester or a year.
- ii. Three types of FLCs:
 1. Cohort based (like new FT faculty hires, mid-career faculty)
 2. Topic based (like interdisciplinary projects, environmental projects, research projects; projects outside of regular prep and curriculum development and Senate involvement but that contribute to community service at the college)
 3. Graduate level reading groups (like authors from Student Equity, discipline-specific academic innovations)
- iii. Each group will have between 6 - 15 members
- iv. Applications tentatively scheduled to open at the end of May for a Fall start date
- v. 10 hours of Standard 2 FPD credit for a semester-long FLC; 20 hours for a year-long FLC

- vi. For more information, contact Prof Mark Hoffer at mhoffer@avc.edu
 - c. Research Group for Center for Teaching Excellence or Center for Excellence in Teaching and Learning
 - i. Few Centers in the California Community Colleges; Cerritos and College of the Canyons.
 - ii. January holiday, the group members will conduct a manual survey of the CA community colleges. We are hoping to visit Cerritos and COC in the spring in order to learn more about their Centers
 - iii. For more information, contact Prof Jane Bowers at sbowers@avc.edu
 - d. Digital Event Evaluations
 - i. The Committee is leaning toward Google Forms for the evaluation, but we recognize that paper evaluations distributed at the events garners greater feedback. Looking into Campus Climate, which offers both paper and online solutions that can be imbedded directly into Canvas.
2. Other Business
- a. 2018 - 2019 Sabbaticals for FT Faculty:
 - i. Statement of Intent to apply for Sabbatical: **Monday, Dec 4**
 - ii. Application for Sabbatical: **Friday, Feb 2** (same day as Spring Opening Day)
 - iii. Information on the FPD Website under Forms and Documents
 - iv. Questions, the Statement of Intent, and Applications are to sent to Nancy Masters in the Senate Office at nmasters@avc.edu
 - b. Part Time Faculty Deadlines:
 - i. Friday, Dec 1: Self-report Attendance of FPD; supportive documents are to be sent to the Dean for verification of online trainings and conference attendance.
 - ii. Monday, Mar 5: Spring Proposed FPD Contracts are due
 - c. Spring Opening Day: **Friday, February 2, 2018, from 8a to 4p**. Lunch on your own. 6 hours of Standard 1 FPD credit.
 - d. Submission Period for FPD Event Proposals for 2018 - 2019 will open in February and will close on **Tuesday, March 6**

- e. AVC Faculty Professional Milestones Event: **Friday, May 4** in HS 201
 - i. Keynote: 2 hour presentation by Scholar in Residence, Dr Scott Lee
 - ii. Sabbatical Recipients: 50 minutes each, Dr Rachel Jennings and Prof Tina McDermott
 - iii. NEW Invitation to previous Sabbatical Recipients: Present their sabbatical projects; presentation time of 30 - 50 minutes
 - iv. NEW Invitation to Faculty for Recent Publications: Present their recent professional publications in the areas of research and creative arts; presentation time for 25 minutes each.
 - v. For more information or to be included as part of the Professional Milestones event to celebrate the recent accomplishments of our faculty, please contact Kristine Oliveira at koliveira@avc.edu
- f. ASCCC Canvas Module for Teaching Incarcerated Students
- g. Diagram of methods for meeting the FPD requirements (attached)

FACULTY MENTORSHIP PROGRAM

SEMESTER- AND YEAR-LONG PROGRAMS

BENEFITS OF THE PROGRAM:

- COLLABORATE ON A MEANINGFUL PROJECT!
- RE-ENERGIZE YOUR PRACTICE!
- ENHANCE YOUR TEACHING!
- PARTICIPATE IN INTERDISCIPLINARY EXCHANGE!
- INSPIRE YOUR LIFELONG LEARNING!
- DELVE INTO CULTURAL DIVERSITY!
- ENGAGE IN SCHOLARLY AND PROFESSIONAL ACTIVITIES!
- CONTRIBUTE TO AVC'S INSTITUTIONAL KNOWLEDGE!
- EARN FPD STANDARD 2 CREDIT--10 HOURS PER SEMESTER!

SPRING MENTORSHIP APPLICATIONS ARE NOW OPEN

(DUE FEBRUARY 7, 2018)

VISIT THE FPD WEBSITE AND CLICK ON **Faculty Mentorship Program** TO LEARN MORE

AVC's Faculty Professional Development Program Diagram

Standard 1		Standard 2			Standard 3
Innovations in Pedagogy	Innovations in the Institution, Locally and State-wide	Faculty Collegiality	Interdisciplinary Exchange	Community Service	Individual Activities
Conference-model FPD events: instructional strategies and techniques, educational innovations and technologies, institutional learning outcomes and college mission.	President's Opening Day	Conference-model FPD events: arts, sciences, humanities, and lifelong learning skills	Faculty Learning Communities	Second committee	Discipline retreats
Student Equity events	HR trainings		Faculty Mentorship Program	Accreditation Standard Faculty Co-chair	Professional Conferences outside of regular class instruction
Basic Skills	Chancellor's Office trainings			Accreditation Team Member	Scholarly work or training
AVID workshops				Honors Option Advisor	Lynda.com
Distance Education & Technology Committee pedagogical trainings				Working with Outcomes, beyond collection	College events not listed under Standards 1 or 2
First Year Experience events				Program Review Comprehensive Report work	
Tech Training with the AVC Technical Trainer				Student club advisor	
				Tenure team member of probationary faculty	
				Tenure team member or Chair of tenured faculty	
				Adjunct faculty evaluations	
				Science Olympiad	
				AVC Outreach events	
				College Orientation	
				Database facilitators	