



Faculty Professional Development Committee Agenda

Wednesday, February 28, 2018
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	
II. Open comments from the Public	All	
III. Approval of Agenda	All	



IV. Approval of Minutes	Kristine Oliveira	a. February 14, 2018 Meeting (attachment)
V. Discussion Items	Kristine Oliveira	a. Updates on Goals <ul style="list-style-type: none"> • Mentorship Program • CTX/CETL Inquiry Group • Digital FPD Event Evaluation • Faculty Learning Communities b. Sabbatical Application Revision c. Professional Milestones address (attachment) d. Division-hosted FPD Events e. FPD Events at PAT (attachment)
VI. Action Items	Kristine Oliveira	a. Revision to Limit Amount of Mentorship Hours Per Academic Year b. Sabbatical Application
VII. Information Items		
Next Meeting Date March 14, 2018		



Faculty Professional Development Committee Minutes

Wednesday, February 28, 2018
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
- 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
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison - ABSENT
- John Wanko, Faculty Union Rep
- Denise Walker, Faculty Member - ABSENT
- Dr. Jeffery Cooper, Faculty Member
- Dr. Barbara Fredette, Faculty Member
- Dr. Darcy Wiewall, Faculty Member
- Michelle Hernandez, Confidential Management Union - ABSENT
- Classified Representative - VACANT
- ASO Member – VACANT

****A motion was made and seconded to amend the agenda to add First Year Experience and Student Equity events to the FPD calendar.**

Motion carried unanimously.



Items	Person	Action
I. Opening Comments from the Chair	Kristine Oliveira	
II. Open comments from the Public	All	
III. Approval of Agenda	All	<p><i>A motion was made and seconded to approve add an action item as outlined above.</i></p> <p><i>Motion carried unanimously.</i></p>
IV. Approval of Minutes	Kristine Oliveira	<p>a. February 14, 2018 Meeting (attachment)</p> <p><i>A motion was made and seconded to approve minutes of the February 14, 2018 FPDC meeting.</i></p> <p><i>Motion carried unanimously.</i></p>
V. Discussion Items	Kristine Oliveira	<p>a. Updates on Goals</p> <ul style="list-style-type: none"> • Mentorship Program Kristine was able to conduct orientation for two new groups coming in. Dr. Ed Beyer consented to a second mentorship provided he will receive credit. • CTX/CETL Inquiry Group No update. • Digital FPD Event Evaluation Item tabled. • Faculty Learning Communities Kristine distributed the revised draft for Faculty Learning Communities (FLC). <ul style="list-style-type: none"> • The anticipated launch for the pilot year will begin after spring break. • FLCs are modeled after a process established for mentorship program. • Each FLC will be 1-year long, as semester-long communities would be difficult to manage. • FLC proposal dates will align with FPD Program proposal dates. Applications will be due the 2nd week of the semester in time to prepare for 1st FPD meeting of semester. • FLCs are open to students, but cannot be comprised of all students. • FLC Coordinate will manage FLC. At other campuses Coordinator receives stipend. Members agreed to grant 10 hours of standard 3 flex credit for the coordinator. • Facilitator's reports will be published on a mentorship page added to the FPD webpage. Dr. Nisani requested peer review (quality control). Peer review will be considered after the pilot. Kristine suggested adding a disclaimer. • It was suggested the foundation fund an archive at the end of the year. Kristine would like to look at publication after



		<p>the pilot.</p> <ul style="list-style-type: none"> • Dr. O’Neil suggested a FLC panel discussion for the entire campus, and a 4CSD presentation. • FLCs are aligned with institutional outcomes and the chancellor’s guidelines for FPD. • Members will bring feedback to the March 14, 2018 meeting. • Kristine recognized and thanked Kathryn Mitchell for her assistance. <p>b. Sabbatical Application Revision Members reviewed the sabbatical revision. The calculation and Dean’s signature page was missing. Members were pleased with the revision and made extensive suggestions for an additional revision. Members will review a final revision at the March 14, 2018 meeting.</p> <p>c. Professional Milestones address (attachment) Item tabled.</p> <p>d. Division-hosted FPD Events Item tabled.</p> <p>e. FPD Events at PAT (attachment) Item tabled.</p>
VI. Action Items	Kristine Oliveira	<p>a. Revision to Limit Amount of Mentorship Hours Per Academic Year Item tabled.</p> <p>b. Sabbatical Application <i>A motion was made and seconded to approve the requested final edits for the sabbatical application.</i> Applicant is required to provide a final revised application by Monday, March 12, 2018. Members will review the final revision at the March 14, 2018 meeting. <i>Motion carried unanimously.</i></p> <p>c. <i>A motion was made and seconded to add First Year Experience and Student Equity events to the FPD Calendar.</i> <i>Motion carried unanimously.</i></p>
VII. Information Items		
Next Meeting Date March 14, 2018		The Faculty Professional Development Committee meeting of February 28, 2018 was adjourned at 3:26 p.m. by Kristine Oliveira, Chair.

**Think Big, Think Bold: Ignite Success Through Professional Development
4C/SD Conference Registration Form
March 14 – 16, 2018
REGISTRATION DEADLINE: March 1, 2018**

Name of Main Contact: Kristine Oliveira College: Antelope Valley College

College Address: 3041 West Avenue K

City: Lancaster State: CA Zip: 93534

Telephone: 559-362-7203 (cell) 661-722-6300 (college) Work/Fax Number: _____

Email: koliveira@avc.edu # of People registering 3

Registration Fees		
	<u>Before 3/1</u>	<u>After 3/1</u>
Member*	\$495.00	\$595.00 <u>495</u>
Non-member	\$550.00	\$650.00 _____
	TOTAL:	<u>495</u>

(Cancellation fee of \$100 prior to 3/1/18. No refunds after 3/1/18). Substitution is allowed, must contact conference chair with any changes.

*Check the 4C/SD website to see if your college is a member school at www.4csd.com. Join now and get membership rate.

PLEASE USE 1 REGISTRATION FORM PER COLLEGE.

PAYMENT MUST BE RECEIVED BEFORE March 12, 2018

Please email or fax or mail registration form and send check payable to 4C/SD to:

4C/SD Annual Conference
Attn: Jan Schardt
C/O Napa Valley College
Office 1765D (1700 building)
2277 Napa- Vallejo Highway
Napa, CA 94558

Phone: (707) 256-7412
Fax: (707) 256-7469
Email: jschardt@napavalley.edu

Due to increased costs from Eventbrite we are passing on the savings to you. We apologize that credit cards can't be accepted.

Names and Titles of Attendees:

Kristine Oliveira, Chair, Faculty Professional Development Committee _____

Michelle Hernandez, Director, First Year Experience _____

Jane Bowers, Faculty _____

Please indicate if you and/or your colleagues will be staying for lunch on 3/16: Yes ___ No ^x___

Special needs: Kristine Oliveira —no meat, dairy, or any other animal products (vegan) Dietary _____ Mobility _____

Conference Location: Claremont Double Tree, 555 W. Foothill Blvd, Claremont, CA 91711 909-626-2411, when making reservations ask for the 4C/SD room block for our discounted price.

Conference questions contact: Jan Schardt, 4C/SD Annual Conference Chair
Napa Valley College (707) 256-7412 Fax: (707) 256-7469
Email jschardt@napavalley.edu



Kristine Oliveira <koliveira@avc.edu>

Your 14 Mar 2018 Confirmation #91768972

DoubleTree by Hilton Confirmed <doubletreebyhilton@res.hilton.com>

Reply-To: CONFIRMATIONHELP@hiltonres.com

To: "koliveira@avc.edu" <koliveira@avc.edu>

Wed Feb 7, 2018 at 9:26 PM



DoubleTree by Hilton Hotel Claremont
555 W. Foothill Blvd., Claremont, CA 91711
T: 1 909-626-2411

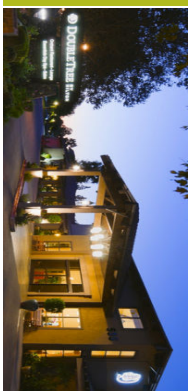
Mar. 14, 2018 – Mar. 16, 2018
Confirmation Number: 91768972



UPDATE

Kristine Oliveira,

see you on Mar 14, 2018



Your Room Information:

1 KING BED NONSMOKING

Rooms: 1

Guests: 1 Adult

Check In: Mar 14 3:00 PM

Check Out: Mar 16 12:00 PM

*Free Cancellation: If your plans change, let us know by Mar 13 to avoid being charged for the first night.**

Your Plan Information:

4CSD CA COMMUN COLL

Rate per night : 134.00 USD

Total for Stay per Room

Rate: 268.00 USD

Taxes: 32.16 USD

Total: 300.16 USD

Total for Stay : 300.16 USD

The comforts of home even when you're away.



We want to make sure your arrival is the perfect beginning to a relaxing stay, so let us prepare your room ahead of time with any extra touches that would make it feel more like home.*

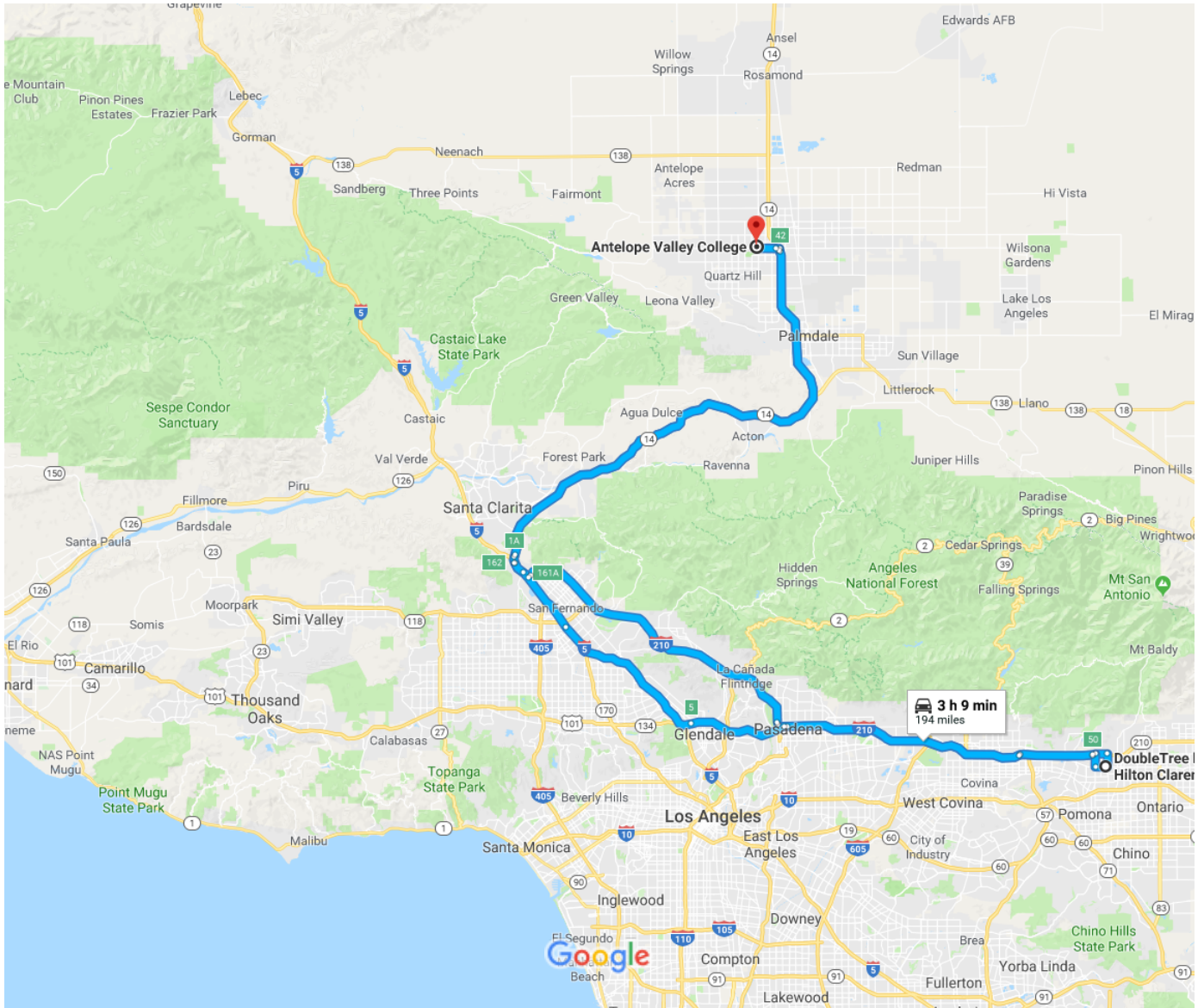
CUSTOMIZE YOUR STAY



Antelope Valley College to Antelope Valley College

Drive 194 miles, 3 h 9 min

for 4CSD Conference in Claremont, CA



Map data ©2018 Google 5 mi



via CA-14 S and I-210 E
3 h 9 min without traffic

3 h 9 min
194 miles



ANTELOPE VALLEY COLLEGE

STAFF DEVELOPMENT PROPOSAL FORM

Submit hardcopy proposal with signatures to the Office of Human Resources

Name: Snizhana Jane Bowers

Date Proposal Submitted: 3/22/2018

Email sbowers @avc.edu

Phone # (661) 722-6300 ext. 6947

Div./Dept: Math, Science, & Engineering

- Full-time Faculty, Adjunct, Admin, Classified, Conf/Mgt/Supv.

Project Title: California Community College Council for Staff Development (4C/SD) Annual Conference

Date(s) of Project:

Location(s):

From: March 14, 2018

City/State: Claremont, CA

To: March 16, 2018

Budget Expenses: Must attach supporting documentation for applicable fees.

Fees/Tuition:

Travel: 194 mi 105.73

Hotel: 300.16

Meals: 55.00

Misc. _____

TOTAL: 0.00 \$460.89

Reimbursement contingent upon Board approval and submission of receipts up to a maximum of \$1500.

A copy of the relevant conference materials must be attached.

Description:

A. Description of Current Assignment which will be impacted by this project:
(Include references to applicable program reviews, EMP's, SLO's, OO's, etc....)

Jane Bowers serves on Pathways Committee and Faculty Professional Development Committee; her knowledge of the ways that Pathways and Professional Development function in concert as ongoing innovations at the State level are telescoped at the local level at AVC.

B. Description of Project Objectives:

Jane Bowers will spend the three days of the conference learning about how myriad community colleges across the state implement faculty professional development.

C. Description of How Project Activity will Meet Objectives:

Jane will bring back a wider scope of knowledge of how colleges across the state are conceptualizing Pathways at their colleges, offering us leadership as we meet the state-wide innovation here at AVC in our Senate Committee.

D. Description of Anticipated Outcomes for Yourself and Students

As the Faculty Professional Development Committee implements Pathways into its program, faculty's participation in those pathways will act as a heuristic for their understanding and implementation of Pathways in their own programs and disciplines.

E. How will you share this information?

- Professional discussion
- Staff or departmental meetings
- Written distribution
- Students in classroom
- FPD Activity

How will missed classes or assignments be covered, if applicable?

Applicant's Signature: _____ **Date:** _____

Dean's/Supervisor: _____ **Date:** _____

Print

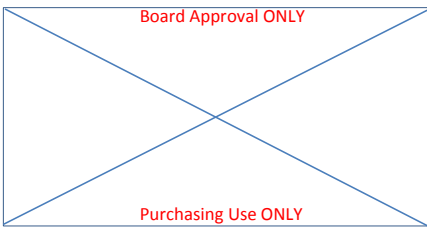
Signature

It is understood that by signing this application you do not have department funds to cover these costs.

Please do not write below this line

- Approved
- Denied
- Returned for Additional Information

Staff Development Representative: _____ **Date:** _____



TRIP REQUEST 2017-2018

GE# _____

Contact ATB Travel for a quote on Airfare, Hotel, and Shuttle Reservations as they will be booking trip requests for the District. Attach their quote to travel documents and forward to the Purchasing Department. **Include all applicable tax and fees in your subtotals below.** Please visit the Travel website for more information regarding travel processes and procedures: <https://www.avc.edu/administration/busserv/travelprocedures>

PLEASE NOTE: ONE TRIP REQUEST PER PERSON

Person Taking Trip: _____	Date(s) of Trip: _____
Destination (City, State): _____	Departure Time: _____
Title of Event: _____	Return Time: _____
Trip Justification Statement: _____	
Title of Class (for field trips): _____	# of Students/Athletes: _____

Off Campus Notice Only
 No Cost to District
 All Employee Reimbursement

District Vehicle
 Driver Requested

It is the requestor's responsibility to provide a copy of VP/President-APPROVED Trip Request to Facilities Services via the Facilities Work Request System as a Facilities Use Request (FUR) to reserve vehicle and schedule driver via Archibus. Please submit 2-3 weeks prior to trip to ensure a vehicle/driver is available.

ESTIMATED EXPENSE OF TRIP Subtotals

Personal Auto Mileage: <small>(Select Yes or No)</small>	Miles: _____ X Rate _____ Carpooling: _____ Are others taking the same trip? <i>*IF NO PLEASE EXPLAIN:</i>	
Airfare / Car Rental: Transportation:	Air: _____ Car: _____ *Shuttle: _____ Taxi: _____ Parking: _____	
Lodging: <small>(Select Yes or No)</small>	Nights: _____ X Rooms: _____ X Rate: _____ I have booked the hotel ATB will book hotel I need the CC changed I will be reimbursed upon my return	
Conference/Registration Fee: <small>(Select Yes or No)</small>	Did you Register? _____ Have you Paid? _____ Deadline: _____ Pay w/Check? _____ Pay Online? _____ Date needed: _____ website: _____ Other: _____ Do you need to be reimbursed? <i>If payment by website, requestor must provide completed conference registration form</i>	
Traveler Meals:	Breakfast: _____ X Meals _____ Lunch: _____ X Meals _____ Dinner: _____ X Meals _____ <input type="checkbox"/> Req# for meals: _____ (Athletics Only)	
ATB Travel Booking Fee:	Total # of Airline Reservations (\$30 each): _____ Total # of Shuttle and Hotel Reservations (\$15 each): _____	
Student/Athlete Meals:		Rate: _____
Other Expenses:		Rate: _____
TOTAL EXPENSES:		

FOAP #: _____ **Budget Available:** _____ **ORG Name:** _____

Name of Person Completing Form: _____ Date: _____

Signature of Person Taking Trip: _____ Date: _____

KO _____ I certify that I have a valid driver's license for use in the U.S.A. for the dates above (for driver of vehicle).

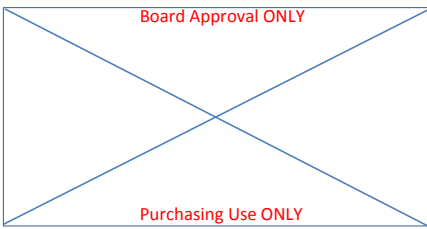
KO _____ I certify that I have valid automobile insurance for the vehicle that will be used for the dates listed above
(for personal vehicle).

***District will reimburse shuttle expenses to the traveler up to the cost of Super Shuttle if Campus Events is not available to provide transportation.**

Approvals

Dean and/or Director: _____	Date: _____
Program Coordinator (if applicable): _____	Date: _____
Vice President/President: _____	Date: _____
Executive Director of Business Services: _____	Date: _____

Notes: _____



TRIP REQUEST 2017-2018

GE#

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Trip Justification Statement:			
Title of Class (for field trips):		# of Students/Athletes:	

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ESTIMATED EXPENSE OF TRIP Subtotals

Personal Auto Mileage: (Select Yes or No)	Miles: _____ X Rate _____ Carpooling: _____ Are others taking the same trip? <i>*IF NO PLEASE EXPLAIN:</i>	
Airfare / Car Rental: Transportation:	Air: _____ Car: _____ *Shuttle: _____ Taxi: _____ Parking: _____	
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Other Expenses:	Rate: _____	
TOTAL EXPENSES:		

FOAP #: _____ **Budget Available:** _____ **ORG Name:** _____

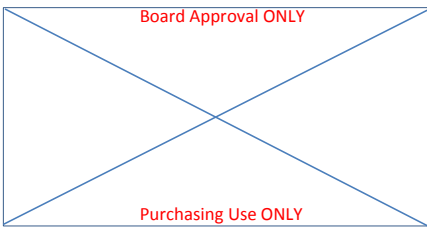
Name of Person Completing Form: _____ Date: _____
 Signature of Person Taking Trip: _____ Date: _____
 _____ I certify that I have a valid driver's license for use in the U.S.A. for the dates above (for driver of vehicle).
 _____ I certify that I have valid automobile insurance for the vehicle that will be used for the dates listed above
 *initials (for personal vehicle).

***District will reimburse shuttle expenses to the traveler up to the cost of Super Shuttle if Campus Events is not available to provide transportation.**

Approvals

Dean and/or Director:		Date:	
Program Coordinator (if applicable):		Date:	
Vice President/President:		Date:	
Executive Director of Business Services:		Date:	

Notes:



TRIP REQUEST 2017-2018

GE# _____

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Title of Class (for field trips): _____	# of Students/Athletes: _____

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Student/Athlete Meals:	Rate: _____	
Other Expenses:	Rate: _____	
TOTAL EXPENSES:		

FOAP #: _____ Budget Available: _____ ORG Name: _____

Name of Person Completing Form: _____ Date: _____

Signature of Person Taking Trip: _____ Date: _____

_____ I certify that I have a valid driver's license for use in the U.S.A. for the dates above (for driver of vehicle).

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Approvals

Dean and/or Director: _____ Date: _____

Program Coordinator (if applicable): _____ Date: _____

Vice President/President: _____ Date: _____

Executive Director of Business Services: _____ Date: _____

Notes: _____



Antelope Valley College

STAFF DEVELOPMENT PROJECT Justification for Additional Attendees

If more than two individuals will be attending the same conference/workshop this form must be completed. Please provide justification detailing the number of attendees, why additional staff should attend, and the benefit to the District. Consideration will be given on a first-come first-serve basis.

The Faculty Professional Development Committee has approved the attendance of three of its Committee members (Kristine Oliveira, Michelle Hernandez, and Jane Bowers) to attend the annual California Community College Council for Staff Development (4C/SD) Conference at Claremont, CA, for March 14 - 16, 2018, but it only has funding available for two of its committee members to attend. Typically, the Committee pays for two faculty to attend the conference. Last year, while VP Suderman was on the Committee, FPDC funded one faculty and one manager to attend the conference (Kristine Oliveira and Michelle Hernandez) because they were selected to present at the conference, and Dr Suderman requested that we nominate another attendee from the faculty members on the Committee, and then Dr Suderman covered that cost (Dr Jeffery Cooper). Because Kristine and Michelle have been selected as presenters again for the 2018 conference, the FPDC followed the direction for funding established in the previous year to send both Kristine and Michelle, and then to seek additional funds for the 2nd faculty member attendee. Unfortunately, Dr Suderman is unable to cover the cost for Jane Bowers this year, and therefore the Faculty Professional Development Committee asks that the Staff Development Committee cover the costs associated with Jane's attendance. Jane's participation in this event is crucial as she sits on both the FPDC and the Pathways Committee, and she is acting as liason to the FPDC to help us to understand how to implement Pathways into our Faculty Professional Development program. While at the conference, Jane will attend the Pathways breakout session and will network with other faculty and staff development professionals, establishing critical connections with others who are envisioning how Pathways can enhance the work that we do with students and our communities. Thank you for considering the funding of Jane Bowers for the 4C/SD Conference. We are proud of the work that we are doing in the FPDC, and we expect that Jane's valuable contribution to the college's support of professionalization through Pathways will have a positive reverberating impact on the ways that faculty grow as teachers and scholars.

FPDC Minutes
14 February 2018

Meeting called to order 2:19p

1. Opening Comments from Chair: None
2. Open comments from Public: None
3. Approval of Agenda
 - a. Motion to approve: Zia
 - b. Second: Liette
 - c. Discussion: None
 - d. All in favor of approving minutes: unanimous with no abstentions
4. Approval of Minutes from 29 Nov 2017
 - a. Motion to approve: Zia
 - b. Second: John
 - c. Discussion: No amends
 - d. Approve: 14 approve with 1 abstention
5. Discussion Items
 - a. Updates on Goals
 - i. Mentorship
 1. Ed and Joyce are still continuing
 2. Karen and Heidi are continuing
 3. Mark and Cole have dissolved
 - a. Learning from the Mentorship program -- need a little more space in the program for experimentation that we can include in this program and also into the FLCs
 4. Should we limit the number of mentorships that an individual can participate in a year?
 - a. Since a person can attend a multiple multi-day conferences at 20-hours maximum for each (three 3-day conferences would equal 60 hours of Standard 3),

- i. Honors Option credit for advisor is capped at 20, specified for only 2 hours for each honors students.
 - ii. Concern for burnout or overcommitment
 - iii. **Do we limit the participants to only one mentorship partnership per semester? To be voted on next meeting**
 - ii. Center update: will meet in March to discuss different types that exist. CTX moves us toward Guided Pathways. The Pathways committee met and recognizes that FPD is an important conduit for communication.
 - iii. Digital FPD Event Evaluation: No update
 - iv. Faculty Learning Communities: We are attempting to draft the deadlines for FLCs to coincide with those of Mentorship Program. Mark and Kristine plan to have a draft to the Committee for the 28 Feb 2018 meeting. Expectation approve the program before Spring Break for Fall launch mid April 2018.
- b. Spring Opening Day: tabled to next meeting when the Committee will have access to attendance numbers. No evaluation was sent out.
- c. 4CSD Conference:
- i. Committee support expenditure to fund Kristine Oliveira and Michelle Hernandez to attend the event. Oliveira and Hernandez are presenting one of the workshops at the conference.
 - ii. The Committee support Jane Bowers as the 2nd faculty member attendee, but since the Committee does not have funding for 3 people to attend the event, Kristine will seek Staff Development funds for Jane's room and other travel expenses.
 - iii. Kristine will pay for the conference registration since it must be done by check, and the deadline for early registration (for a saving of \$100) and then seek to be reimbursed.
- d. Sabbatical Application: Revision Requests from the Sabbatical Committee for Lisa Karlstein (revisions to be completed, signed, and returned to Senate Office by Monday, 26 February 2018, by noon)
- What do you want to research beyond simply how to teach History of Photo online? Project needs to be more fully explained in greater detail.
 - Explain what you mean by "best practices," how they require research, and why Photography needs "best practices."
 - Section A: Clearly delineate specific courses. Bullets are great!
 - Section B: Enhance the following: how your proposal addresses increasing retention, enrollment, and student success as well as transfer and

industry-readiness. Directly cite Program Review and other relevant data sources.

- Section C: Integrate research about relevant trends in the industry. Show how your project will help graduates from our program with clear pathways to the labor market--enhance outcomes for our students.
 - Suggestion: tie to Guided Pathways
- Section D: The significant outcome cannot merely be that the students will have increased confidence in instructor's ability. Use data to support your assertions.
- Section H1: Instead of saying that you are working with Dr Beyer, indicate that you will continue to collaborate with DETC. Explain how you intend to connect with other leaders on campus who are working in this area.
- Section H3: Expand and explain how access to Getty archives relates to the rest of your project.
- Section H4: Go into greater detail about online tools and Canvas.
- Section H that should be "I": Just say "no." Leave out the passage about personal income loss.
 - Reletter the 2nd "H" as "I" and "I" as "J"
- Section I: Please expand what has been stated in your abstract, rather than prompting the reader back to previous sections. This is an opportunity to elaborate upon what has been said. Really lay it out for the Board.
- In terms of the urgency of your sabbatical, how does your proposal make our college more competitive for online enrollment, [considering that the CA Governor is seeking to develop a state-wide online community college?](#)
- Overall, use data to support your proposal.
 - Program review report
 - Enrollment numbers
 - State-wide trends
 - Industry data
- Please include a Costs page (See the Costs page from Dr Jennings).
- After content revisions, remember to proofread and edit your final document.

6. Action Items:

- a. 4C/SD Approve funding for Michelle Hernandez and Kristine Oliveira

- i. Motion to approve: John
 - ii. Second: Liette
 - iii. Motion passed unanimously
- b. 4C/SD Approve to send Jane Bowers as 2nd faculty attendee from AVC with external funding
- i. Motion to approve: Liette
 - ii. Second, Zia
 - iii. Motion passed unanimously

Meeting adjourned 3:47p

2018 4CSD Conference

SCHEDULE AT-A-GLANCE

Wednesday, March 14, 2018

2:00 – 5:00
Professional Development Practitioner’s Workshop <ul style="list-style-type: none"> • Leslie Carr • Katie O’Brien • Sharon Beynon

Thursday, March 15, 2018

Session 1: 10:15 – 11:30	Session 2: 11:45 – 1:00	Session 3: 2:00 – 3:15	Session 4: 3:45 – 5:00
Entrepreneurial Teaching & Learning (ETL) <ul style="list-style-type: none"> • Michelle Francis • Whitney Clay 	The PalomarPOWERED Professional Development (3PD) Portal Using Cornerstone On Demand <ul style="list-style-type: none"> • Kelly Falcone 	Creating an LGBTQIA+ Allies Program from Scratch <ul style="list-style-type: none"> • Brian Miller 	Effective Collaborations Towards Increased Professional Learning Opportunities <ul style="list-style-type: none"> • David Betancourt
Student Success and the Campus Community <ul style="list-style-type: none"> • Lene Whitley-Putz • Autumn Bell 	Presenting an Effective Canvas Training Session <ul style="list-style-type: none"> • David Betancourt 	The Professional Learning Network (PLN): Sharing Promising Practices <ul style="list-style-type: none"> • Kevin Wutke 	Forging Brave Spaces in the Faculty Professional Development Program: Initiating the Conversation <ul style="list-style-type: none"> • Kristine Oliveira • Michelle Hernandez
Innovations in Classified Professional Development <ul style="list-style-type: none"> • Lisa Mednick 	Classified Staff Professional Development: Planting Seeds for a Culture of Learning <ul style="list-style-type: none"> • Lianne Greenlee 	LOFT – Learning Opportunities for Transformation <ul style="list-style-type: none"> • Janue Johnson 	Guided Pathways Professional Development <ul style="list-style-type: none"> • Daylene Meuschke • Rebecca Eiky • Denee Pescarmona • Jasmine Ruys
How We Used the State Chancellor’s Office Coordinated Leadership Grant <ul style="list-style-type: none"> • Claudia Montoya-Andrews • Marianne Phillips 		Leading Others: The 9 Roots of Effective Leadership <ul style="list-style-type: none"> • Paul Butler 	Reflection & Renewal <ul style="list-style-type: none"> • Katie O’Brien

2018 4CSD Conference

SCHEDULE AT-A-GLANCE

Friday, March 16, 2018

Session 5: 10:45 – 12:00
How to Develop a Professional Development Program Plan <ul style="list-style-type: none">• Leslie Carr and Claudia Montoya-Andrews
Strengthening Your Professional Learning Climate Through New Faculty Training Programs <ul style="list-style-type: none">• David Betancourt
El Camino College Pride Leadership Development Academy <ul style="list-style-type: none">• Dena Maloney• Lisa Mednick
Advance with IEPI! <ul style="list-style-type: none">• Theresa Tena

Nancy Masters <nmasters@avc.edu>

Tue, Jan 16, 2018 at 9:55 AM

To: Kristine Oliveira <koliveira@avc.edu>

Cc: Scott Covell <scovell@avc.edu>, Duane Rumsey <drumsey@avc.edu>, Michael White <mwhite57@avc.edu>, Bonnie Suderman <bsuderman@avc.edu>, Van Rider <vrider@avc.edu>

Good morning All,

I was just informed by Michael White there is a new policy - beginning January 2018 the theatre is mandated to charge a faculty use fee for rental - he mentioned a fee of approximately \$140 per hour. An email from Michael is forthcoming. Just wanted to make you aware.

Nancy

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--

Nancy Masters
Academic Senate Coordinator
(661) 722-6300 x6008
nmasters@avc.edu

Michael White <mwhite57@avc.edu>

Tue, Jan 16, 2018 at 11:09 AM

To: Nancy Masters <nmasters@avc.edu>

Cc: Kristine Oliveira <koliveira@avc.edu>, Scott Covell <scovell@avc.edu>, Duane Rumsey <drumsey@avc.edu>, Bonnie Suderman <bsuderman@avc.edu>, Van Rider <vrider@avc.edu>

Good Tuesday morning.

Effective with the beginning of the '17/'18 fiscal year, per the decision of Diana Keelen and Bonnie Suderman, I am now obliged to issue an invoice for a facility use fee. There are a couple of different pricing structures, varying depending upon whether or not the event is directly tied to a classroom related activity, providing instruction or an assessment opportunity for a CRN and whether or not tickets are sold. The charge involved for this event would be \$125.00 per hour. Based upon the timing of the event last year (in which the event was in the building for approximately four hours), I would estimate the bill to be around \$500.00. I'm sorry that this information was not relayed to you previously.

If you require further information, I'm happy to provide what I can.

Warm regards,
Michael

Michael White
Manager - Performing Arts Theatre
Antelope Valley College
661-722-6300 ext. 6949
mwhite57@avc.edu

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Nancy Masters <nmasters@avc.edu> Tue, Jan 16, 2018 at 11:37 AM
To: Michael White <mwhite57@avc.edu>, Junko Suzuki <jsuzuki1@avc.edu>
Cc: Christopher Anderson <canderson64@avc.edu>, Kristine Oliveira <koliveira@avc.edu>, Van Rider <vrider@avc.edu>

Good morning Michael

I am forwarding your email to Junko Suzuki who has reserved **PA-114** for the February 26 **Shall We Dance? Bachata** flex event. Would you kindly inform us of what the hourly fee will be for her 3-hour event?

Thank you in advance.

Nancy
[Quoted text hidden]

Michael White <mwhite57@avc.edu> Tue, Jan 16, 2018 at 11:53 AM
To: Nancy Masters <nmasters@avc.edu>
Cc: Junko Suzuki <jsuzuki1@avc.edu>, Christopher Anderson <canderson64@avc.edu>, Kristine Oliveira <koliveira@avc.edu>, Van Rider <vrider@avc.edu>

Hi Nancy,

My apologies. I know you had requested that I include Junko on the previous e-mail, and with all the chaos around here this morning, it slipped my mind.

The fee to be assessed for the February 26 **Shall We Dance? Bachata** flex event in PA 114 will be \$100.00, in accordance with the fees posted on-line. I was given specific instruction by Dr. Suderman that the charges were to be levied against flex events. The \$100.00 fee applies to the use of PA 114 only ... not the auditorium.

Warm regards,
Michael

Michael White
Manager - Performing Arts Theatre
Antelope Valley College
661-722-6300 ext. 6949
mwhite57@avc.edu

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Nancy Masters <nmasters@avc.edu> Tue, Jan 16, 2018 at 12:03 PM
To: Michael White <mwhite57@avc.edu>
Cc: Junko Suzuki <jsuzuki1@avc.edu>, Christopher Anderson <canderson64@avc.edu>, Kristine Oliveira <koliveira@avc.edu>, Van Rider <vrider@avc.edu>

Michael, is that a flat rate for Junko, or \$100 per hour? This is a 3-hour event.

Nancy

[Quoted text hidden]

Michael White <mwhite57@avc.edu> Tue, Jan 16, 2018 at 12:04 PM
To: Nancy Masters <nmasters@avc.edu>
Cc: Junko Suzuki <jsuzuki1@avc.edu>, Christopher Anderson <canderson64@avc.edu>, Kristine Oliveira <koliveira@avc.edu>, Van Rider <vrider@avc.edu>

It is a flat rate. \$100.00 will be to total charge billed.

MW

Michael White
Manager - Performing Arts Theatre
Antelope Valley College
661-722-6300 ext. 6949
mwhite57@avc.edu

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Kristine Oliveira <koliveira@avc.edu> Wed, Jan 17, 2018 at 3:45 PM
To: Michael White <mwhite57@avc.edu>
Cc: Nancy Masters <nmasters@avc.edu>, Junko Suzuki <jsuzuki1@avc.edu>, Christopher Anderson <canderson64@avc.edu>, Van Rider <vrider@avc.edu>

Hi everyone--

Micheal, thank you for letting us know that there is a new policy for 2018 performances in the PAT, but since facilities were already booked prior to the new policy's adoption, it stands to reason that any previously booked events for FPDC would be exempt from those fees.

On a related note, FPDC will be launching its call on Friday, Feb 2, for FPD proposals for the 2018 - 2019 academic year, and the Committee needs to include the District's policy on use of the PAT for faculty events, as the new policy will impact the types of events that faculty will propose and budgeting decisions made by the FPDC and the Senate. Who might I talk to in order to get that policy?

Thanks

--KO

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Michael White <mwhite57@avc.edu> Wed, Jan 17, 2018 at 7:11 PM
To: Kristine Oliveira <koliveira@avc.edu>
Cc: Nancy Masters <nmasters@avc.edu>, Junko Suzuki <jsuzuki1@avc.edu>, Christopher Anderson <canderson64@avc.edu>, Van Rider <vrider@avc.edu>

The directive I was given came from Ms. Diana Keelen, Director of Business Services, and Dr. Bonnie Suderman, VP of Academic Affairs. I'd suggest taking whatever issues regarding this new fee directly to them, as I have no authority to make any changes nor grant any waivers to the policy. Please don't shoot the messenger. I'm sorry that a general announcement was never disseminated to all interested parties. As I was never instructed to issue such an announcement, I was led to believe that it would come from those who mandated the policy.

MW

Michael White
Manager - Performing Arts Theatre
Antelope Valley College
661-722-6300 ext. 6949
mwhite57@avc.edu

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Michael White <mwhite57@avc.edu>

Wed, Jan 17, 2018 at 7:25 PM

To: Kristine Oliveira <koliveira@avc.edu>

Cc: Nancy Masters <nmasters@avc.edu>, Junko Suzuki <jsuzuki1@avc.edu>, Christopher Anderson <canderson64@avc.edu>, Van Rider <vrider@avc.edu>

Per your request, here are the pricing guidelines I was given by Dr. Bonnie Suderman and Ms. Diana Keelen for internal use of the Performing Arts Theatre:

Classroom-related activity / Performances that generate Ticket Sales

- \$100 per prep / load-in / rehearsal day
- \$50 per hour on event day (This is less than 20% of the outside rental rate)

Non-classroom related activity, events, speaker activity, etc.

- \$125 per hour on event day (This is less than 50% of the outside rental rate)

Dr. Suderman defined "Classroom Activity" to be something that directly provides instruction or an assessment venue for a CRN.

Subsequently, the question arose regarding Non-classroom related activities, events, speakers, etc. that did not generate ticket sales (i.e., free events). The decision was made that they were to be invoiced at the same rate as those events which did generate ticket sales.

MW

Michael White
Manager - Performing Arts Theatre
Antelope Valley College
661-722-6300 ext. 6949
mwhite57@avc.edu

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02072018 Professional Milestones (Responses)

Email Address	Your name:	Type of professional milestone:	Subject of your presentation:
ppalavecino@avc.edu	Patricia M. Palavecino	Recent publication (scholarly or creative arts)	Learning about our local biodiversity
cgiorgi@avc.edu	Carina Karapetian Giorgi	Recent publication (scholarly or creative arts)	Queer Phenomenology and Tasseography
kshafer2@avc.edu	Ken Shafer	Recent publication (scholarly or creative arts)	The German Immigrants of Missouri through 1860
szhu@avc.edu	Sherri Zhu	Former sabbatical project	Teaching Critical Thinking Across Disciplines
madebayoige@avc.edu	Morenike Adebayo-Ige	Recent publication (scholarly or creative arts)	