



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**

**April 27, 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. April 13, 2011 (attachment)
- 5. ACTION ITEMS**
 - a. Denied Proposal Submissions (attachment)
 - b. Grouped Online Safety and Health Courses (attachment)
 - c. Second Life Technology Training (attachment)
- 6. DISCUSSION ITEMS**
 - a. Adjunct Contract Evaluation results (Fall 2010 semester) – Rosa Fuller and Linda Noteboom (attachment)
 - b. Event Evaluation Results Update
 - c. Fall 2011 Welcome Back Day (attachment)
- 7. OTHER**
 - Review /Approve Plans/Contracts
- 8. ADJOURNMENT**

NON-DISCRIMINATION POLICY

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**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT
COMMITTEE MINUTES**

**April 27, 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 Chair, called the meeting to order at 2:06 p.m.

2. OPENING COMMENTS FROM THE CHAIR

- Ms. Mitchell reported a Full-Time Counseling Faculty member has requested compensation for completing overload Professional Development hours. This is the first instance the committee has received for Full-Time Counseling Faculty requesting compensation for completed hours. Non-Classroom Adjunct Faculty do not have Professional Development compensation built into their salary. These faculty work on an hourly basis and is the rationale for the Faculty Professional Development guidelines including language to allow Non-Classroom Adjunct Faculty to receive compensation if they choose to complete their entire obligation. To date there has never been a request from Full-Time Faculty to receive compensation for working overload. Ms. Mitchell indicated this is a compensation issue and will defer to the Faculty Union on assisting in resolving the matter. She will correspond with the Faculty Union and provide an update on the outcome of the discussion.
- The committee will be performing the annual review of the program guidelines and requested all committee members thoroughly review the guidelines for any necessary revisions needed. At the May 11, 2011 FPD meeting agenda this issue will be placed as a discussion item to complete all necessary business by the end of the semester.
- Committee members were reminded that there are only three more meetings for the academic year and all FPD business must be completed and approved prior to summer break. There may be a need to include some additional meetings depending on the amount of business remaining. All committee members were requested to place two tentative meeting dates (May 18th, and May 25th and June 1st) on their calendars in efforts to include additional meeting dates potentially needed to finalize all year end business.

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

a. April 13, 2011 (attachment)

A motion was made and seconded to approve the April 13, 2011 FPD meeting minutes. Motion carried.

5. ACTION ITEMS

a. Denied Proposal Submission (attachment)

A motion was made and seconded to approve the denial of proposal submissions that did not meet the ranking cut off of “3.” Ms. Mitchell requested committee members review the list of denied proposals to determine if any discussion was needed. The list only included those proposals that did not rank a “3” or higher. Committee members were in consensus that there was no need for further discussion. Motion carried.

b. Grouped Online Safety and Health Courses (attachment)

A motion was made and seconded to approve the grouped Online Safety and Health Courses. Ms. Mitchell reported that Mr. Terry Cleveland, Director of Risk Management and Environmental Health grouped the Online Safety and Health Courses in one hour segments as requested by the committee for formal approval. Any faculty wishing to obtain FPD credit will have to complete the grouped one hour segment. Motion carried.

c. Second Life Technology Training (attachment)

A motion was made and seconded to approve the Second Life Technology Training for the 2011 – 2012 Faculty Professional Development Program as an additional technology training. Motion carried.

6. DISCUSSION ITEMS

a. Adjunct Contract Evaluation Results (attachment)

Ms. Rosa Fuller reported the group completed compiling the results of fall adjunct faculty evaluations. They provided an overview of the compiled data provided in the attachments. There are two pages including adjunct faculty fall contract evaluation information. The main categories included: Online/Technology, Suggestions/Complaints, Student Focused, Positive Comments, and Complaints. Several faculty requested additional online technology training opportunities, such as courses offered through MIT, Lynda.com, iTunes, etc. In addition, there were several requests for health and fitness workshops. Ms. Fuller indicated this compiled information would be extremely helpful to faculty if distributed prior to the next proposal call for Professional Development activity submissions. Faculty would be made aware of requested or suggested topics and would potentially incorporate these suggestions in their proposal submissions. One suggestion the committee could accomplish is offering an online Faculty Professional Development Program Orientation as a podcast. This would be a real benefit for all faculty and allow adjunct faculty the opportunity to acquire additional St. #1 credit if completed.

b. Event Evaluation Result Update

The committee members are currently in the process of compiling the event evaluation results to report to the committee at a future meeting date. Ms. Rona Brynin reported she has already begun reviewing the evaluations and she will send the results to Ms. Gross and Dr. Coffman when complete.

c. Fall 2011 Welcome Back Day (attachment)

Ms. Mitchell provided a brief overview of the fall 2011 Welcome Back Day agenda. She indicated some necessary changes are needed to the current draft to move lunch up to an earlier time frame and to allow additional time for the morning General Session. Committee members engaged in discussion on the possible breakout sessions coordinated for the day based on current campus issues. Ms. Gross indicated there seems to be a need for a campus governance/leadership session. A great deal of dialogue occurs about various campus committees regarding governance committees although many faculty are unaware of the necessary steps needed for decisions to be made. It is important faculty are made aware of the governance schematic on how campus decisions are made, as well as understand the college organizational structure. In addition, there is a great deal on faculty uncertainty in volunteering for leadership positions. If there is a session detailing the importance of faculty leadership roles and a clear description of each position, faculty will be more likely understand the importance and relevance of volunteering for leadership positions. Ms. Gross emphasized the importance to coordinate the day so faculty attend pertinent sessions which address current issues the campus is facing. Some of the sessions may need to be repeated, such as campus governance and leadership. Ms. Mitchell detailed the various requests received from campus constituents wishing to present at the Fall 2011 Welcome Back Day. The topics include: SLO/PLO workshop, Campus Governance/Leadership, Financial Aid, Faculty Union: Understanding your STRS Compensation Benefits and Know Your Rights, AP&P: CurricuNet workshop, and a guest speaker presentation on Brain/Vision Processing. Ms. Gross reported the Online Course Open House was well received at the Spring 2011 Welcome Back Day and she would be happy to coordinate another open house session if the committee needs additional sessions to offer. In light of the current change in Information Technology (IT) leadership and the collaboration taking place between the IT constituency and the Distance Education Committee constituency a collaborative campus technology overview could be included prior to the showcasing of online courses. Another relevant issue facing the campus is Accreditation. The campus must be kept abreast of the current Accreditation status and issues that need to be address to meet Accreditation requirements. Ms. Mitchell stated there is an opportunity to acquire a guest speaker to present on Vision – Brain Processing. The facilitator, Leslie Peters, contacted the Academic Senate Office during the fall semester to inquire if an announcement could be distributed to faculty regarding a Vision – Brain Processing Course being offered through CSU San Bernardino's Extended Studies Program for CEUs. During the fall semester the committee was informed of the request and discussed the potentiality of contracting Ms. Peters to offer a presentation at the Spring Welcome Back Day. At the

time the committee did not have sufficient time or information needed to complete the necessary coordination and process the formal paperwork for this presentation to occur at the Spring Welcome Back Day. Ms. Mitchell has recently contacted Ms. Peters via email to inquire whether she could facilitate a ninety minute presentation for the Fall Welcome Back Day. Ms. Peters indicated she is willing to facilitate the request and the final details are being arranged. If all details are coordinated and the paperwork is completed, the presentation will provide a pedagogical understanding of the importance of student vision and brain processing. Committee members were in consensus to include sessions on Campus Technology, Campus Governance/Leadership, Accreditation, Faculty Union, AP&P: CurricuNET /SB 1440 Transfer Degree Update, Vision – Brain Processing, Financial, Aid, and SLO/PLO Discipline Division workshop. All of the tentative session will provide faculty with pertinent information and address specific campus issues. Committee members suggested taping the Campus Governance/Leadership presentation for future viewing as well as repeating the presentation in Session II to allow faculty the opportunity to participate in this presentation in either Session I or II, given the important nature of the topic. In addition, committee members were in consensus to combine the Faculty Union presentations of: Understanding Your STRS Compensation Benefits and Know Your Rights provided that the presentation timeframe will be ninety minutes in length. The committee engaged in further discussion regarding the formal agenda layout of the Fall 2011 Welcome Back Day draft and were in agreement to the proposed agenda draft and breakout sessions:

- 8:00 a.m. – 8:15 a.m. Sign In / Meet and Greet**
- 8:15 a.m. – 9:30 a.m. General Session – Administration**
- 9:45 a.m. – 11:15 a.m. Session I**
 - a. Campus Governance and Leadership
 - b. Faculty Union: Understanding Your STRS Compensation Benefits and Know Your Rights
 - c. AP&P: CurricuNet Process Requirements / SB 1440 Transfer Degree Update
 - d. Campus Technology
- 11:15 p.m. – 12:15 p.m. LUNCH**
- 12:30 p.m. – 2:00 p.m. Session II**
 - a. Vision – Brain Processing (Leslie Peters – Guest Speaker)
 - b. Financial Aid
 - c. Campus Governance and Leadership
 - d. Accreditation
- 2:15 p.m. – 3:45 p.m. Session III**
 - a. SLO/PLO Discipline Division Workshop
- 4:00 p.m. – 5:00 p.m. Division Meetings**

7. OTHER

- Review/Approve Plans/Contracts
- Ms. Mitchell received an email request from Ms. Melanie Parker, Student Learning Outcomes (SLOs) Co-Chair, inquiring if FPD credit could be awarded to faculty working on establishing Program Learning Outcomes (PLO). Ms. Parker indicated faculty are working to establish PLO information in WEAVE which is above and beyond current SLO work. She is suggesting faculty be awarded five hours of St. #1 credit for completing this project for their divisions. Mr. Ty Mettler stated this seems like a one time project and having deferred to the SLO Co-Chair in awarding credit the additional hours seem reasonable. Committee members were in consensus to allow faculty to claim five hours credit for PLO development work and will ask Ms. Parker to specifically identify faculty working on PLOs.
- Committee members were asked to review the current language of the proposal denial memo and provide input on revisions. Committee members reviewed the memo and were in consensus to strike out two sentences that are no longer relevant to the process.

8. ADJOURNMENT

A motion was made and seconded to adjourn the April 27, 2011 Faculty Professional Development (Flex) Committee meeting at 3:15 p.m. Motion carried.

Approved: May 11, 2011 FPD Meeting

MEMBERS PRESENT		ABSENT MEMBERS	
Rona Brynin	Cindy Lehman	Rae Agahari	Scott Tuss
Magdalena Caproiu	Ty Mettler	Tatiana Konovalav	Sharon Lowry
Richard Coffman	Kathryn Mitchell	Santi Tafarella	<i>Vacant Confidential Mngmt. Union Rep.</i>
Rosa Fuller	Linda Noteboom		
Jennifer Gross	Dr. Tom O'Neil		
Jack Halliday	Casey Scudmore		
Mark Hoffer	Erin Stein		

April 13, 2011

Hi Gloria,

The groupings of the on-line safety and health classes that will place the instruction into modules of one hour each are as follows:

GROUP 1 = "Slips, Trips, Falls" (35 minutes) + "Back Injury & Lifting" (10 minutes) + "Material Safety Data Sheets" (15 minutes) = One Hour

GROUP 2 = "Injury & Illness Prevention Program" (15 minutes) + "Bloodborne Pathogen Exposure Prevention" (30 minutes) + "Fire Extinguisher Safety" (15 minutes) = One Hour

GROUP 3 = "Office Ergonomics" (20 minutes) + "Hazard Communication" (20 minutes) + "Electrical Safety" (20 minutes) = One Hour.

All "Faculty Professional Development Program Proposal Forms" for each of the 9 classes are attached. Please call me if you have any questions.

Thank You,

Terry

Technology Training Event Proposal – Second Life

In this 4-hour training session, participants will create an avatar in Second Life. Participants will also develop an understanding of the basics for managing and controlling an avatar, and will be exposed to the basic functions available in Second Life. Participants must be able to access an active email account from the computer lab.

Online/Tech Requests

Sugg/Complaints

Student Focused

Positive comments

Requests

More Blackboard requested - 4

offer more early in semester

Students with disabilities

tr training day foro prof dance
network fun

HS 4.0 recognition dinner

Blackboard later in semester - 1
tutorials or comp programs - 15
Programs: powerpoint, excel,
facebook, twitter, ipod, skype, etc

object to program = 3

motivating students

Love flex

credit for live performing arts
activities

more regarding online security

videotape flex presentations and
allow later viewing

more on student services - 2
(census/ drop dates ?)

great opp for development - 3

Where's online German series?

more St #1 on weekends or T-R
nights - 4

classroom mgt and student
engagt strategies

cool program.

Make performances Stan #1

use MIT open courseware as FLEX

more freedom to use Stan #4
(make discipline relevant)

info on student retention - 3

enjoyed 1st division meeting

categorize student or faculty
performances at Stand #1 --
disrespectful not to

more Stan #1 online activities - 3

don't understand why need? - 2

Learning techniques:
collaborative wkshop inquiry
based and project based

Liked Back Day--Continue: - 3

online flex orientation

how to take classes online

Divide Biology of aging into two 3hr
sessions

age appropriate instructional
techniques

give credit for attending student
performances and helping clubs

Second life

More Stand #1 for adjuncts

teaching basic skills courses
- 2

present on student code of
conduct

Other Suggested Workshops

- 1 science and math based subjects - 5 (math pedagogy, biology..)
- 2 speakers on acting and acting workshops and character development class - 2
- 3 historical topics - 6 (WWII + Grt Depr)
- 4 literary workshops and short stories w/guest lecturers - 3
- 5 Health: fitness, alternative health and health care professions - 7
- 6 Deaf studies presentations - 2
- 7 School policies and facilities
- 8 Career Info: Reps from Aerospace field or employers on careers (voc) - 3
- 9 Privacy and Trade Secrets Webinar
- 10 Early childhood development
- 11 More nursing flex offerings
- 12 Higher education: 1970 vs 2000 or changes in higher ed?
- 13 What is American Culture?
- 14 art and art museum trips/pottery - 4
- 15 psychology topics
- 16 History of jazz concert
- 17 info on ESL (Stand #1)
- 18 self improvement motivational workshops
- 19 mediation from Linda Hughes
- 20 philosophy ancient - 2
- 21 music programs + Beetlemania
- 22 Film Noir festival or films on race from 30's and 40's
- 23 foreign language instruction
- 24 Bible pres by Pastor Wayne Wilson to counter Dr. Rainbow
- 25 weight training
- 26 econ and poli sci -insiders scoop/dirt on american politics
- 27 hear from students and student body reps
- 28 Follow UP to ON COURSE seminar
- 29 How to develop courses
- 30 comparative education strategies--hear more from teaching peers in latin america
- 31 multicultural issues
- 32 more info on CSUB/AV
- 33 athletic seminars
- 34 business topics in Stand#1
- 35 social: domes violence, gangs, child abuse, mandated reporting
- 36 instructors from various disciplines re: instructional characteristics and challenges of their field

**Fall 2011 Welcome Back Day
Draft**

8:00 a.m. – 8:30 a.m.	Sign in / Meet and Greet
8:30 a.m. – 9:30 a.m.	General Session – Administration
9:45 a.m. – 11:15 a.m.	Session I a. b. c. d.
11:30 a.m. – 1:00 p.m.	Session II a. b. c. d.
1:00 p.m. – 2:00 p.m.	Lunch Break
2:00 p.m. – 3:30 p.m.	Session III – SLO/PLO Division Workshop
3:45 p.m. – 5:00 p.m.	Division Meetings