



**ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**

**AGENDA  
October 10, 2012  
2:00 p.m. – 3:30 p.m.  
A140**

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE CHAIR**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES (attachment)**
  - a. September 12, 2012
- 5. ACTION ITEMS**
  - a. Approval of FAQ Revisions
- 6. REPORTS**
- 7. DISCUSSION ITEMS**
  - a. Spring Welcome Back Day
  - b. Change in Contract Due Date(s) for Adjunct Faculty
  - c. Review of Chancellor's Office FLEX Guidelines
- 8. OTHER**
  - a. Review & Approve Plans
- 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 10, 2012**  
**2:00 p.m. – 3:30 p.m.**  
**A140**

To conform to the open meeting act, the public may attend open sessions

**1. CALL TO ORDER AND ROLL CALL**

The October 10, 2012 Faculty Professional Development Committee meeting was called to order at 2:10 p.m., by Ms. Kathryn Mitchell, Chair.

Members Present

Kathryn Mitchell, Chair  
Dr. Tom O'Neil  
LaDonna Trimble  
Rona Brynin  
Dr. Magdalena Caproiu  
Dr. Richard Coffman

Rosa Fuller  
Ty Mettler  
Harish Rao  
Dr. Liette Bohler  
Jackie Lott

Members Absent

Mrs. Sharon Lowry  
Scott Tuss  
Tim Lynskey  
Mark Hoffer  
Rae Agahari

**2. OPENING COMMENTS FROM THE CHAIR**

None.

**3. OPEN COMMENTS FROM THE PUBLIC**

Vice President Shane Turner recently submitted his resignation and will be leaving Antelope Valley College (AVC) soon.

**4. APPROVAL OF MINUTES**

**a. September 26, 2012**

*A motion was made and seconded to approve the minutes of the September 26, 2012 Faculty Professional Development meeting, with corrections.*

*Motion carried.*

**5. ACTION ITEMS**

**a. Approval of FAQ Revisions**

*A motion made and seconded to approve the FAQ revisions with corrections.*

*Motion carried.*

**6. REPORTS**

None.

## 7. **DISCUSSION ITEMS**

### **a. Spring Welcome Back Day**

- Dr. Tom O'Neil suggested addressing Operational Outcomes, Institutional Learning Outcomes and Accreditation, as they are a critical focus and was addressed at a recent Dean's meeting. Ms. Kathryn Mitchell will discuss with Fredy Aviles, Student Learning Outcomes Committee Chair. Direct to Fredy Aviles.

Dr. Tom O'Neil suggested addressing integration. Dr. O'Neil stated everyone is doing a good job, but there is a disconnect with SPBC. He advised that models given need to be shared across campus.

- A suggestion was made to get faculty involved with the Second Life website and incorporating Second Life into existing classes.
- Ms. Rosa Fuller suggested a focus on connecting majors to careers in different disciplines.

Ms. Fuller suggested Google training.

Ms. Fuller suggested Linda Noteboom conduct a presentation regarding student intervention and disciplinary issues (speak to student first).

Ms. Fuller suggested fostering student connections on campus. It was suggested to enlist help from Jill Zimmerman.

- Ms. Jackie Lott suggested a technology development for a faculty break out session – Greg Krynan as possible facilitator. Ms. Lott also suggested Program Review in relation to Institutional Learning Outcomes and Budget.
- Ms. LaDonna Tremble suggested Early Alert for students. Dr. Tom O'Neil stated Terry Cleveland will be addressing Early Alert at all division meetings.
- Ms. Magdalena Caproiu suggested faculty and ASO develop student involvement within the campus. Ms. Caproiu suggested the possibility of ASO conducting a presentation at Welcome Back. Ms. LaDonna Tremble recommended developing student interaction. Ms. Jackie Lott advised contacting faculty advisors. Ms. Kathy Mitchell stated AVC Connect is currently working to develop student involvement. Dr. O'Neil proposed the idea of a Renaissance Faire – a combined day between ASO and faculty (academic disciplines across campus). Dr. O'Neil also suggested a sub-committee between faculty and students. Ms. Rosa Fuller suggested a partnership with Palmdale and Lancaster for pre-established international day events.

Ms. Kathy Mitchell stated she will email parties involved, speak with Fredy Aviles, Student Learning Outcomes Chair, and Carol Eastin, Program Review Committee Chair, and report back to the Faculty Professional Development (FPD) committee.

### **b. Change in Contract Due Date(s) for Adjunct Faculty**

Adjunct faculty previously received their final payment in February. Because the date has been moved to January 2013, all FLEX is due by December 20, 2012. After discussion, members elected November 12, 2012 as Adjunct Faculty contract due date. Ms. Kathy Mitchell will distribute emails and notify Deans and administrative assistants to remind adjunct faculty to submit their contracts in a timely manner.

### **c. Review of Chancellor's Office FLEX Guidelines**

Ms. Kathryn Mitchell outlined several guidelines of the Chancellor's office:

1. Standards for the guidelines:
  - Conform to the flexible calendar legislative purpose and intent
  - Provide faculty with choices in determining their development needs
  - Allow for faculty governance of the college program
2. Purpose of the Flex program:
  - Staff improvement
  - Student improvement
  - Instructional improvement
3. Rationale:
  - Reasonable expectation that use of this time should foster instructional improvement. However, the law provides for staff improvement and student improvement as part of instructional improvement. Personal development activities are a part of faculty/staff improvement as long as they can be connected to the improvement of performance in the workplace.
4. Activity formats:
  - in-service training
  - workshops
  - conferences
  - individual or small group planned projects
  - institutionally planned activities
5. Kinds of activities the program may include but are not limited to (outside our normal events):
  - Developing new programs (though Ms. Kathy Mitchell noted that this is part of our contractual duties so it does not apply to AVC)
  - Workshops on how to mentor students or faculty
  - Student, faculty, and staff diversity
  - Wellness activities
  - Review of learning resource materials to eliminate out-dated items and make recommendations for additions
6. Advisory committee:
  - The advisory committee is responsible for making recommendations on staff, student, and instructional improvement activities (title 5, section 55730 (e)).
  - Committee is responsible for the peer review process.

Ms. Kathy Mitchell acknowledged that the FPD committee does not generate an adequate amount of complete evaluations, stating the committee should focus making program evaluations more accessible. The committee discussed using SurveyMonkey for event evaluations as well as program evaluations due at the end of the academic year.

Ms. Kathy Mitchell reminded members the Chancellor's office language has not changed, and that we follow all guidelines well. Ms. Mitchell directed members to remind when asked, that the Chancellor's office must approve Standards 1 & 2.

**8. OTHER**

**a. Review & Approve Plans**

Committee members reviewed and approved Faculty Professional Development Plans.

**9. ADJOURNMENT**

The Faculty Professional Development meeting of October 10, 2012, was adjourned at 3:25 p.m.

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*Approved: October 24, 2012 Faculty Professional Development Meeting*