



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA
October 8, 2014
2:00 p.m. – 3:30 p.m.
L-201

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. September 10, 2014 FPD Committee Meeting Minutes (attachment)
 - b. September 24, 2014 FPD Committee Meeting Minutes (attachment)
5. ACTION ITEMS
 - a. FPD Code of Conduct, Inclusion in Online Handbook – Mark Hoffer
 - b. FPD Funding for Flex Events – Melanie Parker, Rona Brynin
6. DISCUSSION ITEMS
 - a. Change(s) to FPD
 - 1) Standards – Dr. Irit Gat
 - 2) Number of Hours - Dr. Bonnie Suderman
 - b. FPD Branding Label – Vicki Mathias
 - c. Accreditation and FPD Information (Meeta Survey and article – September 24, 2014 FPD Meeting)
 - d. Spring 2015 Opening Day Speakers
8. 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 8, 2014
2:00 p.m. – 3:30 p.m.
L-201

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

1. CALL TO ORDER AND ROLL CALL

The Faculty Professional Development meeting of October 8, 2014 was called to order at 2:03 p.m. by Dr. Irit Gat, Chair.

2. OPENING COMMENTS FROM THE CHAIR

- Dr. Gat reported she, Dr. Susan Lowry and Diane Flores-Kagan are serving on the Faculty Recognition Day sub-committee. She encouraged members to considering joining the committee, and to submit ideas.
- Dr. Gat reported Mr. Rick Shaw persuaded President Knudson to fund membership to lynda.com. Faculty can participate in online activities for professional development credit. She explained activities can be set up according to division deans, so deans can verify attendance. Dr. Gat encouraged members to explore the website – login is myavc.
- Dr. Gat invited members to attend one of the California Community Colleges Professional Development Clearinghouse Summits next month. The summits work with the Student Success Center, Academic Senate, 3CSN, 4C/SD and the Online Education Initiative, to devise a tool that will make professional development efforts at AVC easier and more effective with instant access to resources, materials, experts, and technologies that are designed by and for California Community College practitioners. We'd like to hear from you what you would like the future of Professional Development to be. She encouraged members to register soon: [CCC Professional Development Clearinghouse Summit](#).

Summit dates are as follows:

November 3, 2014	8AM – 2 PM	Hilton Orange County in Costa Mesa
November 5, 2014	8AM – 2 PM	Westin Gaslamp in San Diego
November 7, 2014	8AM – 2 PM	Marina Del Ray Doubletree
November 12, 2014	8AM – 2 PM	Pasadena Westin
November 17, 2014	8AM – 2 PM	Sacramento Doubletree
November 19, 2014	8AM – 2 PM	South San Francisco Conference Center

3. OPEN COMMENTS FROM THE PUBLIC

4. APPROVAL OF MINUTES

- a. September 10, 2014 FPD Committee Meeting Minutes (attachment)
A motion was made and seconded to approve minutes of the September 20, 2014 Faculty Professional Development Committee meeting.
Motion carried with corrections and one (1) abstention.

- b. September 24, 2014 FPD Committee Meeting Minutes (attachment)
A motion was made and seconded to approve minutes of the September 24, 2014 FPD Committee meeting.
Motion carried with corrections.

5. ACTION ITEMS

- a. FPD Code of Conduct, Inclusion in Online Handbook – Mark Hoffer
A motion was made and seconded to approve the revised FPD Code of Conduct, for inclusion in the 2015-2016 FPD Handbook.
Motion carried.
- b. FPD Funding for Flex Events – Melanie Parker, Rona Brynin
Members discussed options for FPD funds. Dr. Gat will clarify the deadline to use the funds. She asked members to come back with suggestions and fees for guest speakers for Spring Welcome Back Day, on February 6, 2015. Dr. Suderman will inquire about the possibility of Dr. Chuck Wall, founder of *Random Act of Kindness* movement.

Consideration to send a representative to the FPD conference in Spring 2015 was discussed.

Item tabled until the October 22, 2014 FPD Committee meeting.

6. DISCUSSION ITEMS

- a. Change(s) to FPD
 - 1) Standards – Dr. Irit Gat
Members discussed options to simplify the standards for professional development.
The following was decided:

Standard #1 – Faculty Academy (remains the same)
Standard #2 – College Colloquia and Committees
Standard #3 – Conferences, Scholarly Work, Professional Projects
 - 2) Number of Hours - Dr. Bonnie Suderman
Dr. Suderman distributed and reviewed several examples of block schedules to determine how professional development obligations would change according to the number of instructional hours. A 24-hour schedule would mean an additional 5-10 hours in the classroom. Dr. Suderman will come back with additional models. She noted President Knudson sends the class schedule for approval to the Chancellor each February.

Ms. Jackie Lott expressed the importance to take a hard look at the program, reminding members a significant amount of faculty voted, designating a change. She stated the committee is obligated to look at the program in consideration of all faculty.

It was noted overload, summer school or overtime was not considered.

Discussion was tabled until the October 22, 2014 meeting.

- b. FPD Branding Label – Vicki Mathias
Members discussed options with Ms. Vicki Mathias, Public & Government Relations Graphic Artist, for a professional development label. It was decided in spite of possible mandates from the state making professional development campuswide, it was decided Faculty Professional Development would have our own label. Mr. Greg Krynen will work with Ms. Mathias and report back at the November 12, 2014 FPD meeting.

c. Accreditation and FPD Information (Meeta Survey and article – September 24, 2014 FPD Meeting)
Item tabled.

d. Spring 2015 Opening Day Speakers
 Dr. Gat asked members to consider possible guest speakers for Spring 2015 Opening Day. She reported suggestions of Diane Flores-Kagan, Dr. Ed Beyer, and Dr. Susan Lowry.

7. ADJOURNMENT

The Faculty Professional Development Committee meeting of October 8, 2014, was adjourned at 3:27 p.m. by Dr. Irit Gat, Chair.

MEMBERS PRESENT			
Dr. Irit Gat	Rona Brynin	Mark Hoffer	Ty Mettler
Dr. Bonnie Suderman	Dr. Magdalena Caproiu	Greg Krynen	Melanie Parker
Leslie Baker	Jack Halliday	Jackie Lott	
MEMBERS ABSENT			
Dr. Liette Bohler	Darcel Jarett-Bowles	Dr. Tom O'Neil	LaDonna Trimble

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Approved: October 22, 2014 Faculty Professional Development Committee Meeting

Antelope Valley College

Faculty Professional Development

Code of Conduct

Faculty Professional Development involves more than improvement of instruction. It symbolizes the power of faculty voice, the protocol of faculty action, and the purview of faculty choice. Not only are faculty presenters and participants in the program expected to abide by the Antelope Valley College Code of Conduct, and to enter into any professional development arena with the anticipation of collaborative learning and with a spirit of collegial exchange, but the program itself must embody, promote, and protect the following qualities:

Fortitude

Unlike professional development programs at many other community colleges, Antelope Valley College's FPD program is faculty-based, faculty-run, and faculty-supported. Its committee annually develops a series of presentations to address the most critical faculty, student, and instructional needs of the college. The program features a thriving and diverse College Colloquia element and encourages professional development via off-campus conference attendance and participation, based on a philosophy of faculty interaction and focus. Any examples of faculty losing their voice or influence in regards to FPD must be confronted and addressed by the committee.

Professionalism

The FPD Committee's attention to professionalism must extend beyond the conduct of its members (at meetings, but also as they serve as active participants on subcommittees and as representatives of the program) to include all interactions with the entire campus community. Respectful and honest communication should typify such exchanges. FPD Committee members should expect the same courtesy directed toward them and their efforts, as they seek to maintain the high standards of the program. All materials representing the committee (websites, handbooks, etc.) should be clear, accurate, user-friendly, and professional-looking.

Diligence

Professional development is a responsibility. The FPD Committee receives approval from the Chancellor's Office in part because the committee agrees to maintain an account of the number of faculty, staff, and/or students participating in the program, as well as accurate records of the type and number of presentations scheduled and of the faculty contracts indicating a planned program. Adequate clerical support must be maintained to ensure accurate recordkeeping. Any electronic archiving of records must be systematically monitored and linked to hard copies of attendance records. Otherwise, the college is making itself vulnerable to scenarios of fraud and illegal reporting practices. The FPD program is an asset to the college and should be safeguarded.

The Antelope Valley College Faculty Professional Development Committee is pleased to announce that a reimbursement budget is now available for costs incurred in the presentation of 2014-2015 FPD events. All funds will be distributed on a first come, first served basis. Once funding is exhausted for the year, eligible requests will be denied. Reimbursement requests will be reviewed and approved by the FPD Committee.

Submit a memo to the FPD Committee containing the following information:

- 1- List the materials/services and projected costs, not to exceed **\$XXX.XX**.
- 2- Describe how these materials/services facilitate the objectives/outcomes of the event.
- 3- First priority will be given to Standard I and II events presented on campus.
- 4- Second priority will be given to costs associated with Standard I and II events presented off campus. (Entrance fees, transportation, etc.)
- 5- Costs for refreshments/food will not be reimbursed unless necessary to facilitate the objectives and outcomes of the event.

Facilitators will be notified of acceptance/denial within two weeks of committee review. Once the FPD event has been completed, submit a reimbursement form with receipts attached. Forms are available at: **Provide link to appropriate form-Revolving Cash Fund Voucher? Doublecheck to make certain this is the correct form and to whom it will be submitted.**