



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
REVISED AGENDA
February 27, 2013
2:00 p.m. – 3:30 p.m.
A-140**

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. February 13, 2013 Minutes (attachment)
5. ACTION ITEMS
6. REPORTS
 - a. FPD Evaluation - Revision (attachment)
7. DISCUSSION ITEMS
 - a. Presenter's Tip Sheet – Tina McDermott (attachment to be provided)
 - b. FPD Standard 3 Guidelines – Revision (attachment)
 - c. FPD Proposal Ranking Process – Review (attachment)
8. OTHER
 - Review/Approve Adjunct Faculty Flex 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
February 27, 2013
2:00 p.m. – 3:30 p.m.
A-140

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

1. CALL TO ORDER AND ROLL CALL

The February 27, 2013 Faculty Professional Development Meeting was called to order at 2:06 p.m. by Ms. Kathryn Mitchell, Chair.

2. OPENING COMMENTS FROM THE CHAIR

None.

3. OPEN COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. February 13, 2013 Minutes (attachment)

A motion was made and seconded to approve the minutes of the February 13, 2013 Faculty Professional Development meeting. Motion carried with one (1) correction.

5. ACTION ITEMS

None.

6. REPORTS

a. FPD Evaluation - Revision (attachment)

Ms. Rosa Fuller reported that the FPD Evaluation Revision sub-committee met but Mr. Aeron Zentner and Mr. Tim Lysnkey were unable to attend, but met separately. Some suggestions were made including:

- do not have too many open-ended questions
- add two more questions - #5 & #6
- use one phone as opposed to another phrase

Ms. Fuller will meet with Tim Lysnkey and Aeron Zentner and bring their final draft back to the committee for discussion at the March 13, 2013 meeting. The item will then move forward as an Action item at the March 27, 2013 meeting.

Discussion was made regarding polling faculty to see how the Flex program enhances teaching. Mr. Harish Rao suggested a questionnaire (half sheet/recycled paper) in each mailbox. The idea will be addressed at the March 13, 2013 meeting.

7. DISCUSSION ITEMS

a. Presenter's Tip Sheet – Tina McDermott

Ms. Mitchell suggested implementation of a Flex Presenter's Tip Sheet created by Tina McDermott addressed the committee to discuss an Accreditation handout she will be distributing to faculty. Ms. Mitchell will ask Ms. McDermott to get together with the communications department to create the document. When ready, Ms. Mitchell will present the document to the committee for approval.

b. FPD Standard 3 Guidelines – Revision (attachment)

The committee continued the discussion on the need for revision of Standard 3 guidelines. Ms. Mitchell outlined the initial concept of committees, which was to get faculty more involved in the institution. At this time there are numerous committees for faculty to join. Ms. Mitchell will work on language and bring back to the committee at the March 13, 2013 meeting.

Approved: March 13, 2013 Faculty Professional Development Meeting

Ms. Mitchell will review the shared-governance list and update. She addressed the importance of all committee information being up-to-date on the website. Inactive committees will be removed from the list, and added again if the committee is reinstated.

c. FPD Proposal Ranking Process – Review (attachment)

The committee reviewed the FPD Proposal Ranking Process form. Awards were suggested for those who do SLOs. Ms. Mitchell stated the Chancellor’s office wants to see more staff development – HR and SLOs. She added that AVC does more with Flex hours than any other community college. Ms. Mitchell will check proposal form language with requirements of the chancellor’s office.

8. **OTHER**

- Review/Approve Adjunct Faculty Flex Plans
The committee reviewed and approved Adjunct Faculty Flex Plans for Spring 2013.

9. **ADJOURNMENT**

The Faculty Professional Development Meeting of February 27, 2013 was adjourned at 3:22 p.m. by Ms. Kathryn Mitchell, Chair.

MEMBERS PRESENT			
Kathryn Mitchell, Chair	Dr. Magdalena Caproiu	Mark Hoffer	Harish Rao
Rae Agahari	Dr. Richard Coffman	Jackie Lott	
Rosa Brynin	Rosa Fuller	Ty Mettler	
MEMBERS ABSENT			
Dr. Liette Bohler	Tim Lynskey	Dr. Tom O’Neil	LaDonna Trimble

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.

Approved: March 13, 2013 Faculty Professional Development Meeting

FPD Program Evaluation

1. Overall quality of presentations: (ratings to be determined)
2. How has your teaching improved as a result of attending a FLEX presentation?
3. Which FLEX presentation benefited you the most as far as either personal or professional growth?
4. Were there any presentations that needed improvement? Name: _____.
Explain: _____.
5. Were your needs met in regards to the offerings available in Standard I and Standard II?
If not, what more would you like to see?
6. Were the FLEX activities available at times of day or year that you could attend? Yes: _____.
No: _____. If not, please list a specific time of day/day of week that is more convenient: _____.

Standard 3 Guidelines Revision

Guidelines for Standard #3

Standard #3 may be satisfied through participation in campus shared governance committees, program review, the tenure and evaluation process, attendance at professional conferences, and the publication of scholarly work in academic and trade journals. All conference attendance or scholarly work must be verified with documentation when submitting final contract (i.e. registration confirmation, scholarly work publication notification, etc.).

Faculty must participate in shared governance committees as part of their regularly assigned duties before they may earn professional development credit for any additional campus committee work. The only exceptions are the participation in the Academic Policies and Procedures Committee and the Student Learning Outcomes Committee where members may claim up to 20 hours for the committee alone.

...

Other committee work

Faculty that participate in committee that are not designated as shared governance committees may request FPD credit if the committee meets the following criteria:

- Committee is officially organized, posting agendas and minutes that may be accessed by other campus employees, and
- The chair of the committee submits a proposal [do we create a document or allow them to informally submit?] that includes the committee's purpose, frequency and length of meetings, and current member list. The chair must submit the proposal by the 10th week of the semester for approval in order for any committee members to receive FPD credit.

FPD Proposal Ranking Process

Check all that apply:

<input type="checkbox"/>	Improves student learning and retention through focusing on instructional strategies, techniques, and support services
<input type="checkbox"/>	Encourages development of teaching and assessment methods with new educational technologies
<input type="checkbox"/>	Enhances lifelong learning skills by examining culturally diverse perspectives in the arts, sciences, and humanities
<input type="checkbox"/>	Supports the AVC mission and ILOs, which includes solving problems using oral and written communication, critical thinking, listening skills, and teamwork
<input type="checkbox"/>	Has a workshop/hands on component
<input type="checkbox"/>	Promotes faculty interaction, collegiality, and professional growth

_____ Total