



**ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**

**AGENDA  
April 22, 2015  
2:00 p.m. – 3:30 p.m.  
A-141**

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. March 25, 2015 Faculty Professional Development Committee Meeting
5. ACTION ITEMS
  - a. Faculty Leadership Conference June 11 – 13, 2015 – San Jose, CA
  - b. FPD Presentation Proposals – Greg Krynen
  - c. FPD Presentations – Late Requests:
    1. Dr. Glenn Haller
    2. Dr. Matt Rainbow
    3. Carol Eastin
    4. Palmdale Fall & Spring Opening Days
    5. Diane Flores-Kagan
6. DISCUSSION ITEMS
  - a. FPD Conference Updates – April 16 – 17, 2015
  - b. FPD Standard 1 – Grey Areas
8. ADJOURNMENT

2014-2015 FACULTY PROFESSIONAL DEVELOPMENT MEETINGS	
September 24, 2014 – A-141	March 11, 2015 – L-201
October 8, 2014 – L-201	March 25, 2015 – L-201
October 22, 2014 – L-201	<del>April 8, 2015</del> - Spring Break
November 12, 2014 – L-201	April 22, 2015 – A-141
November 19, 2014 – BE-242	May 13, 2015 – L-201
February 11, 2015 – L-201	May 27, 2015 (if needed) – L-201
February 25, 2015 – L-201	

**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  
April 22, 2015  
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 (FPD) Committee of April 22, 2015, was called to order at 2:04 p.m. by Dr. Irit Gat, Faculty Professional Development Committee Chair.

2. OPENING COMMENTS FROM THE CHAIR

- Dr. Gat reminded members to attend Faculty Recognition Day on Thursday, April 30, 2015 from 5:00 p.m. – 7:00 p.m.
- Dr. Gat congratulated Mr. Mark Hoffer and Dr. Rona Brynin on their re-appointments to the Faculty Professional Development Committee; both will serve 3-year terms ending June 30, 2018.
- Dr. Gat reported a change this year in the sabbatical process. The two sabbatical applications approved by the committee were forwarded to the Senate, and finally the President. The applications were reviewed by the Executive Board who identified some concerns and returned the applications to the Senate President to address several questions. The applications are currently with the two candidates, who will address the concerns and resubmit the applications to the Senate, who will forward them to the Executive Board.
- Dr. Gat attended a professional development conference recently in Ontario. She reported a professional development clearinghouse is being established for college and staff use. A Professional Development Clearinghouse webinar will take place on April 29, 2015 from 2:00 p.m. – 3:00 p.m. – see Dr. Gat for details.

3. OPEN COMMENTS FROM THE PUBLIC

- Ms. Darcel Jarrett-Bowles mentioned the Student Success Initiative that allows students to earn priority registration if they meet all matriculation requirements.

4. APPROVAL OF MINUTES

- a. March 25, 2015 Faculty Professional Development Committee Meeting  
*A motion was made and seconded to approve minutes of the March 25, 2015 Faculty Professional Development Committee meeting.  
Motion carried with corrections.*

5. ACTION ITEMS

- a. Faculty Leadership Conference June 11 – 13, 2015 – San Jose, CA (attachment)  
*A motion was made and seconded for Dr. Irit Gat to attend a Leadership Training Conference June 11 – 13, 2015, in San Jose, CA. The cost is approximately \$1,200 (see attachment).*

Dr. Gat reported there are funds available in the FPD conference budget.

*Motion carried.*

- b. FPD Presentation Proposals – Greg Krynen  
Dr. Gat led discussion regarding the ranking.

Highest 5.3  
Lowest 3.45

Mr. Mark Hoffer noted the absence of uniformity, and suggested requiring a maximum and a minimum number of words be required for the description. Mr. Hoffer and Ms. Bowles will work on editing the handbook. The committee will work on budget during the first meetings of the fall 2015 semester.

*A motion was made and seconded to approve all proposals that were ranked.  
Motion carried.*

Once the 2015-16 calendar is constructed, flex presenters will receive an email to note their assigned date and location; they will notify co-presenters accordingly. Changes to the calendar must be communicated to the senate coordinator in advance. It is the presenter's responsibility to put a sign on the door.

- c. FPD Presentations – Late Proposals:

1. Dr. Glenn Haller

*A motion was made and seconded to approve the late proposal for Dr. Glenn Haller.*

It was noted Dr. Haller's proposal was late due to his election.

*Motion carried unanimously.*

2. Dr. Matthew Rainbow

*A motion was made and seconded to approve Dr. Matthew Rainbow's three (3) late proposals.*

A lack of evidence was noted that Dr. Rainbow submitted his proposals prior to the deadline.

*4 yes votes; 10 no votes. Motion failed.*

Dr. Gat will notify Dr. Rainbow that his proposals were denied.

3. Carol Eastin

*A motion was made and seconded to approve the late proposal submitted by Ms. Carol Eastin.*

Consensus was Ms. Eastin's proposal would be umbrellaed under Risk Management.

4. Palmdale Fall & Spring Opening Days

*A motion was made and seconded to approve Palmdale Opening Day for fall and spring 2015-16.*

Members agreed Palmdale Opening Day should be considered as an ongoing approval

*Motion carried.*

5. Diane Flores-Kagan  
*A motion was made and seconded to approve the late Turn-it-In proposal from Ms. Diane Flores-Kagan, as an ongoing approval all year.*

*Zero yes votes. Motion failed unanimously.*

6. DISCUSSION ITEMS

- a. FPD Conference Update – April 16 – 17, 2015

Dr. Gat gave members an update regarding a professional development conference she attended in April where she met over 100 professional development committee chairs. Dr. LeBaron Woodyard, Dean, Instructional Programs and Services at California Community Colleges Chancellor’s Office, presented an update on AB 2558 and its impact on professional developers. State money is not available yet, as AB 2558 was recently approved with recommended changes. It is being determined how to divide and disperse funds, and whether benefactors will include administrators and all employees.

Dr. Gat reported that 112 campuses participate in faculty professional development; the majority require a 20 hour obligation; a few require 30 hours; 9 colleges do not participate at all.

Dr. Gat will be sharing new ideas for professional development including mentoring and other innovative programs. She hopes to establish subcommittees next year and offer incentives and award credit for mentoring.

- b. FPD Standard 1 – Grey Areas

Dr. Gat led reported discussion with Dr. Suderman regarding grey areas for granting professional development credit:

- 1) Attending flex events that are cancelled at the last minute. Members were divided as to whether credit should be given – as faculty are clearing their schedule and many are commuting from great distance to find the event was cancelled.
- 2) Credit for updating coursework or textbooks during summer. Dr. Gat clarified credit may not be given in this instance.

7. ADJOURNMENT

The Faculty Professional Development meeting of April 22, 2015 was adjourned at 3:10 p.m. by Dr. Irit Gat, Chair.

MEMBERS PRESENT		
Dr. Irit Gat	Yesenia Cota	Dr. Tom O’Neil
Leslie Baker	Jack Halliday	Melanie Parker
Dr. Liette Bohler	Mark Hoffer	Susan Snyder
Rona Brynin	Jackie Lott	Dr. Darcy Wiewall
Dr. Magdalena Caproiu	Ty Mettler	
MEMBERS ABSENT		
Greg Krynen	Dr. Bonnie Suderman	LaDonna Trimble

2014-2015 FACULTY PROFESSIONAL DEVELOPMENT MEETINGS	
September 24, 2014 – A-141	March 11, 2015 – L-201
October 8, 2014 – L-201	March 25, 2015 – L-201
October 22, 2014 – L-201	<del>April 8, 2015</del> - Spring Break
November 12, 2014 – L-201	April 22, 2015 – L-201
November 19, 2014 – BE-242	May 13, 2015 – L-201
February 11, 2015 – L-201	May 27, 2015 (if needed) – L-201
February 25, 2015 – L-201	

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.

# TRIP REQUEST

Contact Jack Fry Travel for a quote on Airfare, Hotel, and Car Reservations as they will be booking these items for the District. Attach 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, <http://www.avc.edu/administration/busserv/travel.html>.

Person Taking Trip: <u>Irit Gat</u>	Date(s) of Trip: <u>6/10/2015</u>
Destination: <u>San Jose, CA</u>	Departure Time: <u>6/13/2015</u>
Purpose of Trip: <u>Faculty Leadership Conference</u>	Return Time: _____
Trip Justification Statement: <u>Chair, Faculty Professional Development Committee</u> (continue on additional paper if necessary)	
Others Taking Trip: _____	
Title of Class (for field trips): _____	# of Students: _____

**Transportation:** (check one)

**District Vehicle** Vehicle Assigned \_\_\_\_\_ Disable Vehicle Requested: Yes No

**Personal Vehicle** (\*have each driver initial and print names below)

\_\_\_\_\_ 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).  
\*initials      \*Name(s): \_\_\_\_\_  
(note names **and** mileage amount if more than one personal vehicle being driven)

\_\_\_\_\_ I certify that I have valid automobile insurance for the vehicle that will be used for the dates listed above (for personal vehicle).  
\*initials

**Off Campus Notice Only**       **No Cost to District**

ESTIMATED EXPENSE OF TRIP				Subtotals
<b>Personal Auto Mileage:</b>	<b>Miles:</b> _____	<b>X</b>	<b>Rate:</b> <u>\$0.56</u>	\$0.00
<b>Airfare:</b> 250				\$250.00
<b>Car Rental:</b>				
<b>Transportation:</b>	<b>*Shuttle:</b> _____	<b>Taxi:</b> _____	<b>Parking:</b> _____	\$0.00
<b>Lodging:</b>	<b>Nights:</b> <u>3</u>	<b>X</b>	<b>Rate:</b> <u>\$125.00</u>	\$375.00
<b>Conference/Registration Fee:</b> \$525				\$525.00
<b>Meals:</b>	<b>Breakfast:</b> _____	<b>Lunch:</b> _____	<b>Dinner:</b> _____	\$0.00
<b>Jack Fry Travel Booking Fee:</b>	<b>Total # of Airline Reservations (\$25 each):</b> _____			\$0.00
	<b>Total # of Car Rental and Hotel Reservations (\$5 each):</b> _____			
<b>Other Expenses:</b>				
*Contact Campus Events for transportation to airport. If they are unavailable, the district will reimburse shuttle expenses to the traveler up to the cost of Super Shuttle.				<b>TOTAL EXPENSES</b>
				<b>\$1,150.00</b>

**Account Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

Signature of Person Requesting Trip: _____	Date: _____
<b>Approvals</b>	
Dean/Director: _____	Date: _____
Program Coordinator (if applicable): _____	Date: _____
Vice President/President: _____	Date: _____
Executive Director of Business Services: _____	Date: _____