



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**

**March 14, 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**
 - a. November 30, 2011 (attachment)
- 5. ACTION ITEMS**

None
- 6. REPORT**
 - a. Online FPD Orientation
 - b. FPD Help Desk Update
- 7. DISCUSSION ITEMS**
 - a. SLO Committee Revision /Credit for future training
 - b. Honors Student Promotional Project – Harish Rao
 - c. Sabbatical Letters of Intent
- 8. OTHER**
 - Review /Approve Plans/Contracts
- 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**

**March 14, 2012
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 (FPD) Chair, called the March 14, 2012 FPD meeting to order at 2:06 p.m.

A motion was made and seconded to amend the agenda to remove Discussion Item 7b. Honors Student Promotional Project. Ms. Mitchell stated this item was requested to be removed from the agenda. Motion carried.

A motion was made and seconded to amend the agenda to allow Discussion Item 7a. SLO Committee Revision/Credit for future training to be the first item of business. Ms. Mitchell stated members of the Student Learning Outcomes (SLO) Committee were present to provide support and answer any questions committee members may have in regards to the SLO Committee. Motion carried.

2. OPENING COMMENTS FROM THE CHAIR

- Ms. Kathryn Mitchell reported she has been informed that the Performing Arts Theatre cannot be used for any Faculty Professional Development (FPD) events except for Faculty Welcome Back Days, Faculty Recognition Days, and any event offered by Visual and Performing Arts Faculty that are connected to music or arts courses (i.e. Antelope Valley Symphony Orchestra and Master Chorale, Antelope Valley Concert Band, and Theatre production). Future FPD event proposal submissions that are not associated with courses are not to be approved due to the fiscal obligations required to operate the Theatre.
- Ms. Mitchell presented a copy of the FPD event proposal rubric used to rank proposal submissions. She reminded committee members the committee created the rubric during the 2010 – 2011 program year to assist and standardize the ranking process. The rubric speaks to the established criteria and language used by the Chancellor's Office. For each proposal submission, a point is awarded for each of the established criteria the proposal meets with a maximum ranking of 6. Committee members should expect to receive the proposal ranking form within the next week for review and ranking. The timeline to review and rank proposals will be quick due to the need to finalize the process of approving all proposal submissions by the end of April 2012. It is imperative that an adequate amount of time is facilitated in efforts to notify faculty sometime during the month of May prior to summer break.

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

a. November 30, 2011 (attachment)

A motion was made and seconded to approve the November 30, 2011 FPD meeting minutes. Motion carried.

5. ACTION ITEMS

None

6. REPORT

a. Online FPD Orientation

Ms. Rona Brynin reported she met with Joseph West to learn how to create a podcast using a PowerPoint presentation. She purchased the software needed to facilitate the creation of a podcast and indicated each PowerPoint slide can be accompanied with audio. The committee combined the presentation files for the Spring 2011 Welcome Back Day which can easily be converted into a podcast. Ms. Brynin stated the process of creating a podcast is relatively easy and volunteered to complete the task. Committee members were in agreement FPD tutorials are needed for the program and extended their gratitude to Ms. Brynin for facilitating this task.

b. FPD Help Desk Update

Ms. Gloria Kastner spoke with Mr. Calvin Matlock, Information Technology Services (ITS) Director, regarding the implementation of a committee email and telephone line in efforts to allow committee members to become more actively involved in responding to faculty inquiries regarding program guidelines and requirements. Mr. Matlock indicated ITS staff are actively testing Google options to address the District email and calendar needs. SCT Banner has decided to eliminate the email and calendar features in the software, therefore requiring the District to seek alternate programs to facilitate campus email and calendar needs. ITS Staff are actively testing Google for possible campus implementation. It is very likely the transition to a new email service like Google will facilitate the committee's request much easier than trying to piece together current technology available. He stated he would take the request back to ITS staff to discuss possible solutions to the committee's request.

7. DISCUSSION ITEMS

a. SLO Committee Revision/ Credit for future training

Ms. Melanie Parker offered her gratitude to the committee for allowing her the opportunity to provide an overview of some of the approved changes made to the SLO Committee. The committee has recently recommended the composition of the committee be more in line with the Academic Senate and the Academic Policies and Procedures (AP&P) Committee. Changing the committee composition has become necessary to improve SLO communication within Divisions/Areas and expand the workload. The responsibilities for SLO committee members have increased over the years, which is one of the driving forces behind the decision of expanding the committee composition. Division/Area representatives will become the primary contact within divisions/areas to answer questions, facilitate training needs, and become the conduit in which SLO information is communicated to the campus community. Given the increased responsibilities and workload, the committee is requesting the FPD Committee consider awarding SLO Committee members the same credit hours awarded to AP&P Committee members (20 hours without additional committee). Currently, there is a significant amount of time spent on training Faculty on a one-on-one basis which will become the responsibility of SLO Committee members. WEAVEonline is not difficult software to maneuver; however, faculty don't use the software on a daily basis, which makes the acquisition more difficult.

Ms. Parker reported the SLO Committee is tasked with the responsibilities of ensuring the process for Operational Outcomes (OO), Program Learning Outcomes (PLO), and SLOs are created, documented, assessed, as well as address all issues that result from to completion of the process. One major problem the OO, PLO, and SLO process has highlighted is the need to address smaller budgetary items occurring at the classroom level. The Accreditation Commission is requiring Districts to integrate SLO, PLO, and OO data in the planning and budgeting processes. Faculty leaders quickly realized the smaller budgetary issues not relating to Personnel were not adequately being addressed and were often overlooked. It was determined that WEAVEonline can assist in addressing this issue by becoming the depository for these smaller budgetary items occurring at the classroom level. The software can generate reports which Division/Area Administrators can use and present at respective Dean's meetings. All large budgetary would be forwarded to the Strategic Planning and Budget Council (SPBC) for review, discussion, and funding decision. There will be a standardized process implemented to address smaller budgetary issues which will operate independently of SPBC, as to not overwhelm the committee, but will adequately address and communicate budgetary needs at the classroom level.

Another decision approved by the committee was the recalculation of Faculty WEAVE Facilitator credit awarded to faculty. The committee discussed the appropriate credit amount Faculty Facilitators should be awarded for entering course data into WEAVE and determined the best and easiest method to award credit is by instituting a fixed formula of 1 course x 1 section = .5 credit. Committee members determined this would adequately award sufficient credit for Faculty WEAVE Facilitators and simplify the process in awarding credit.

Ms. Jackie Lott inquired on the SLO Committee's stance on discipline faculty outside of a division assisting with the SLO process. Ms. Parker responded the committee is moving to a process similar to AP&P. The appointed division representative will be the primary facilitator for facilitating the SLO process. There is some value with having cross disciplines dialogue about established SLOs and assessment methods although it is not the role of a faculty in another division to work with other discipline faculty. The responsibility to ensure the process is completed should be performed at the division/discipline level.

Ms. Mitchell requested committee members discuss the request of awarding SLO Faculty Facilitators 20 hours credit for serving on the SLO Committee without requiring a second committee. Committee members were in consensus that due to the increase in responsibility and workload the credit amount would be justified. Ms. Mitchell indicated the approval of 20 hours credit for SLO Committee Members will be placed on a future agenda for formal approval. In addition, she reported she has had conversations with Ms. Maria Clinton, AP&P Faculty Co-Chair, regarding reducing the amount of FPD credit awarded to AP&P Committee members due to the automation of the Course Outline of Record (COR) process due to the implementation of CurricUNET.

b. Honors Student Promotional Project – Harish Rao

This discussion item was removed from the agenda.

c. Sabbatical Letters of Intent

Ms. Mitchell reported the committee has received three sabbatical letters of intent from Dr. Claude Gratton, Ms. Christine Mugnolo, and Ms. Kristine Oliviera. She presented committee members a copy of the Sabbatical Application required for submission and advised committee members to thoroughly familiarize themselves with the application categories and criteria in preparation for review of application submissions. Ms. Sharon Lowry, Executive Vice President of Academic Affairs and Student Services will attend the next FPD meeting to participate in the review, discussion, and selection process.

8. OTHER

- There has been some conversation occurring regarding the possibility of the Calendar Committee changing the established academic year for fall and spring semesters. Faculty are hearing that in efforts to reduce the time between semesters and increase the time for summer the Calendar Committee is discussing altering the established academic calendar. This could possibly impact the scheduling of 2012 – 2013 FPD events. Ms. Mitchell indicated the academic calendar is a negotiated item which has to be approved by the Faculty Union. Based on her knowledge, the academic calendar for the 2012 – 2013 academic year has already been approved by the Calendar Committee and any revisions would have to be approved by the Faculty Union. She stated prior to establishing the 2012 – 2013 FPD Program she would ensure that the approved calendar is not subject to change.
- Review / Approve Plans and/or Contracts
Committee members reviewed and approved submitted Adjunct Faculty Plans and Contracts.

9. ADJOURNMENT

A motion was made and seconded to adjourn the March 14, 2012 Faculty Professional Development (Flex) Committee meeting at 3:15 p.m. Motion carried.

MEMBERS PRESENT			ABSENT MEMBERS
Rae Agahari	Jack Halliday	Tom O'Neil	Cindy Lehman
Rona Brynin	Mark Hoffer	Linda Noteboom	Scott Tuss
Magdalena Caproiu	Jackie Lott	Harish Rao	LaDonna Trimble
Richard Coffman	Tim Lynskey		Ty Mettler
Rosa Fuller	Kathryn Mitchell		Vacant ASO Rep.
GUEST PRESENT			Vacant Tenure Evaluation Coordinator
Maggie Drake	Melanie Parker	Ted Younglove	Aaron Voelcker