ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
October 13, 2010
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**

2. **OPENING COMMENTS FROM THE CHAIR**

3. **OPEN COMMENTS FROM THE PUBLIC**

4. **APPROVAL OF MINUTES**
   a. September 22, 2010 (attachment)

5. **DISCUSSION**
   a. Spring Welcome Back Day (attachment)
   b. Chancellor's Office Event List (attachment)
   c. Committee Member Roles & Responsibilities – Draft (attachment)
   d. California Community College Council for Staff and Organizational Development Membership

6. **ACTION ITEMS**
   None

7. **REPORTS**
   None

8. **OTHER**
   - Review / Approve Plans

9. **ADJOURNMENT**

ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT
COMMITTEE MEETING
October 13, 2010

1. **CALL TO ORDER AND ROLL CALL**
   Kathryn Mitchell, Faculty Professional Development Chair, called the meeting to order at 2:14 p.m.

2. **OPEN COMMENTS FROM THE CHAIR**
   - Kathryn introduced and welcomed the student representative, Tatiana Konovalav.

3. **OPEN COMMENTS FROM THE PUBLIC**
   None

4. **APPROVAL OF MINUTES**
   a. **September 22, 2010 (attachment)**
      A motion was made and seconded to approve the September 22, 2010 FPD Committee minutes.
      Motion carried as corrected.

5. **DISCUSSION ITEMS**
   a. **Spring Welcome Back Day (attachment)**
      Kathryn presented a tentative schedule and suggestions for breakout sessions for
      review/discussion. The tentative date for the day is Friday, February 4, 2011. Committee
      members reviewed the proposed draft and engaged in a lengthy discussion regarding which
      events would most benefit campus constituencies and generate a positive attendance for the day
      being that the Spring Welcome Back Day is not a mandatory participatory event. Kathryn stated
      due to this being an optional professional development day, division meetings cannot be
      included as a scheduled activity. She reported that she has not engaged in discussion with
      Administration about the morning general session but is allotting 45 minutes for a brief welcome
      from Administration. In evaluating the total hours for the day she proposed three (ninety minute)
      breakout sessions with an option to choose from two breakouts during the first and second
      sessions. The third breakout session will include only one breakout session, the FPD Roundtable.
      Committee members discussed the various potential session topics and were in consensus to
      follow the three ninety minute session format with one break out in the last session to allow the
      FPD Committee to address ranking process, guideline overview, Chancellor's Office
      requirements, provide an overview of other college programs, detail the uniqueness of AVC's
      program, and include a Question and Answer period. The committee agreed to work on
      coordinating with the identified presenters to finalize the following proposed schedule:

      Session #1: AVC Online Course Open House; and Scholar in Residence
      Session #2: SLO & SLO Assessment; and Race, Gender and Globalization Follow Up
      Session #3: Faculty Professional Development (FLEX) Committee Roundtable

      Kathryn indicated there is still a great deal of work required to coordinate the Welcome Back
      Day and will be requesting committee members to assist in contacting potential presenters,
      equipment needed, etc. When all potential presenters are contacted and confirmed, a finalized
      Spring Welcome Back Day schedule will be presented for approval.

   b. **Chancellor's Office Event List (attachment)**
      Kathryn presented a copy of a page of the Chancellor's Office Proposed Activity Form including
      the legend for activity category. She explained this is a new form and wanted to display to the
      committee the activity categories that the Chancellor's Office uses to approve proposed events.

All approved AVC proposal are itemized and categorized based on the Chancellor's Office legend for activity categories. This is one of the primary reasons the program was divided into categories. This year the committee needs to thoroughly review the standards to reflect changes made at the state level. It is becoming increasingly difficult to justify events that don't specifically speak to the state requirements. This activity category list must be built into the proposal process so faculty are aware that their events must meet the Chancellor's Office requirements.

c. **Committee Member Roles & Responsibilities – Draft (attachment)**
Kathryn provided a draft of FPD Duties of Committee Members. She indicated the draft was shared with Ms. Sharon Lowry for her review and input. Ms. Lowry requested an additional item be included with language speaking to the necessity of members becoming familiar with the Chancellor's Office regulations. Committee members were reminded that the creation of this document is to institute accountability measures for all committee appointees. Committee members engaged in a brief discussion and requested to include minor language revisions.

1. Attend bi-monthly committee meetings.
2. Survey faculty annually to determine more critical needs and interests in regards to professional development.
3. Develop a series of presentations to address those needs and interests.
   a. Request presentation proposals from faculty and staff.
   b. Approve/develop presentations for FPD program each academic year.
4. Peer review and approval of faculty plans and contracts.
5. Evaluate annually the effectiveness of the program and participant accountability.
   a. Address concerns and suggestions noted from evaluations.
6. Report to constituents, if applicable.
7. Assist FPD Committee Chair in the tasks necessary for implementation of the flexible calendar program.

Kathryn indicated she will include the language additions requested by the committee and Ms. Lowry for final review and approval at an upcoming FPD meeting. She requested committee members to continue to review the draft to determine if additional language is needed. The draft will be brought forward for final approval at the November 10, 2010 FPD meeting, but committee members must be aware that this is a fluid document and changes will be made as deemed necessary by the committee as a whole.

d. **California Community College Council for Staff and Organizational Development Membership**
Kathryn reported the office has received a 4C/SD (California Community College Council for Staff and Organizational Development Members) for the 2010-2011 academic year. The institutional membership fee is $125.00. The 4C/SD group offers various conference sessions regarding Professional Development which Kathryn indicated she would like to attend if time permits and the FPD budget allows. In addition, membership benefits also include immediate connection with other community college FPD Program Coordinators. Committee members were in consensus to recommend formally approving the institutional membership for 4C/SD at the next FPD meeting.

6. **ACTION ITEMS**
None

7. **REPORT**
   None

8. **OTHER**
   - Committee members engaged in a brief discussion regarding the need to review and possibly revise the event/program evaluation process in efforts to become more proficient in the usage of data collection. Kathryn indicated she would try to see if Aaron Voelcker and/or Aeron Zetner from the Department of Institutional and Advancement are available to participate in the discussions in efforts to automate the current process. All members were tasked with reviewing the current event/program evaluation forms to determine possible changes to include in an automated program like Survey Monkey.
   - Review/Approve Plans

9. **ADJOURNMENT**
   A motion was made and seconded to adjourn the October 13, 2010 Faculty Professional Development (Flex) Committee meeting at 3:30 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rae Agahari	Tatiana Konovalov – ASO	Jennifer Gross	Erin Stein
Rona Brynin	Cindy Lehman	Jack Halliday	*Vacant Admin. Council Member*
Magdalena Caproiu	Kathryn Mitchell	Sharon Lowry	*Vacant Classified Union Representative*
Richard Coffman	Dr. Tom O'Neil	Ty Mettler	*Vacant Confidential Mngmt. Union Rep.*
Rosa Fuller	Santi Tafarella	Casey Scudmore	
Mark Hoffer			

Approved: October 27, 2010 FPD Meeting

Faculty Professional Development Committee

Spring Welcome Back Day
Drafting Ideas

*Tentative Schedule:
      8:00 – 8:45   Welcome (Administration)
      9:00 – 10:30   Session I
      10:45 – 12:15 Session II
               Lunch
      1:30 – 3:00   Session III

*Suggestions for Sessions:
- Mid-Year Budget Report   Deb Wallace
- Accreditation Update   Patricia
- FPD Committee Round Table   FPD Committee
- Converting/Creating Online Courses   Various Faculty (Bb Open House idea)
- Scholar in Residence

- Honor's Program   Karen Lubick
- SLO & SLO Assessment, Division Specified
- Race & Gender Follow-Up   Mark Hoffer
- Globalization   Kristine Oliveria

Flexible Calendar Proposed Activity Form

Antelope Valley College

Antelope Valley Community College District

Date: 6/7/10

California Community College Chancellor's Office

Proposed Activity Category	Proposed Activity
2	First Aid and CPR
6	The Honors Program Overview
6	Boots to Books - Vets Coming Home
4	Bridging the Gap - Building Relationships
5	On Course Highlights
3	CurricUNET Software Training
3	Basic Skills Forum
3	Basic Skills Symposium
2	Fair Use and Copyright
7	Accreditation Visit: What to expect.
1	Online Teaching Strategies Using Blackboard and other Educational Technologies
2	Active Learning Strategies I

Legend for Activity Category
1. Course instruction and evaluation
2. Staff development, in-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation
4. Student personnel services
5. Learning resource services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
7. Departmental or division meetings, conferences and workshops, and institutional research
8. Other duties as assigned by the district

Flexible Calendar Proposed Activity Form

	Antelope Valley College	
	Antelope Valley Community College District	
	Date: 6/7/10	
California Community College Chancellor's Office		

2	Active Learning Strategies II
1	Classroom Assessment Techniques (CATs) I
1	Classroom Assessment Techniques (CATs) II

Legend for Activity Category
1.   Course instruction and evaluation
2.   Staff development, in-service training and instructional improvement
3.   Program and course curriculum or learning resource development and evaluation
4.   Student personnel services
5.   Learning resource services
6.   Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
7.   Departmental or division meetings, conferences and workshops, and institutional research
8.   Other duties as assigned by the district

Faculty Professional Development Committee

Duties of FPD Committee Members
Draft

1. Attend bi-monthly committee meetings.

2. Survey faculty annually to determine more critical needs in regards to professional development.

3. Develop a series of presentations to address those needs.

    a. Request presentation proposals from faculty and staff.

    b. Approve/develop presentations for FPD program each academic year.

4. Peer review and approval of faculty plans and contracts.

5. Evaluate annually the effectiveness of the program.

    a. Address concerns and suggestions noted from evaluations.

6. Report to constituents, if applicable.

7. Assist FPD Committee Chair in the tasks necessary for implementation of the flexible calendar program.