



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
AGENDA
September 26, 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. September 12, 2012
- 5. ACTION ITEMS**
 - a. FPD credit for summer move
 - b. 2012-2013 FPD goals
- 6. REPORTS**
- 7. DISCUSSION ITEMS**
 - a. FPD FAQ update
 - b. Online event listing on calendar
 - c. Web page overhaul
- 8. OTHER**
 - a. Review & approve Plans
- 9. ADJOURNMENT**

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE
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MINUTES
September 26, 2012
2:00 p.m. – 3:30 p.m.
A140

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1. CALL TO ORDER AND ROLL CALL

Ms. Kathryn Mitchell called the September 26, 2012 meeting to order at 2:04 p.m.

MEMBERS PRESENT

Kathryn Mitchell, Chair
Ms. Sharon Lowry
Dr. Tom O'Neil
Mark Hoffer
Rona Brynin
Magdalena Caproiu

Richard Coffman
Rosa Fuller
Ty Mettler
Rae Agahari
Harish Rao
Dr. Liette Bohler
Jackie Lott

MEMBERS ABSENT

LaDonna Trimble
Tim Lynskey
Ann Steinberg

2. OPENING COMMENTS FROM THE CHAIR

Ms. Kathy Mitchell informed the committee that in a discussion with Carol Eastin, it was found that some divisions have only one faculty member in charge of multiple disciplines when writing their Program Review reports. Because of this, faculty may take up to 5 hours of FPD credit per Program Review report written, up to 20 hours maximum.

3. OPENING COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. September 12, 2012

A motion was made and seconded to approve minutes of the September 12, 2012 Faculty Professional Development meeting.

Motion carried with corrections.

5. ACTION ITEMS

a. FPD Credit For Summer Move

A motion was made and seconded to approve giving credit to faculty that packed, moved, unpacked and assembled lab rooms and equipment in Summer 2012 of the Health Science building.

Ms. Sharon Lowry stated this action is very wide-reaching and will impact the entire nursing department.

Approved: October 10, 2012 Faculty Professional Development Meeting

Dr. Richard Coffman stated that in the past, equipment lost warranty for personally moving a storage unit off of an angle. If you reset equipment you cannot have student workers do that. Lab technicians were very instrumental in getting equipment working.

Dr. Richard Coffman stated there is no way three men could move the entire lab department. Ms. Kathy Mitchell stated she realizes this action will affect many people.

Ms. Mitchell reiterated the tremendous job the move entailed, and the fact it needed to be done quickly in order to begin the semester with the department in order enough for the first day of class. The official movers arrived without proper sized boxes or knowledge of proper packing of equipment. It was evident immediately that more help was needed. Ms. Mitchell stated she believes no one realized the magnitude of the job to pack, move, unpack and setup, between a few lab technicians and incompetent movers.

Ms. Mitchell stated that although the labs were opened for the first day, the second week of school there were still ladders and boxes and workers working to get the labs in order. She expressed gratitude to the faculty for having the labs ready by the start of school.

Ms. Sharon Lowry interjected that this is not a one-time thing. People move to the Palmdale campus every summer, and buildings change every summer. Ms. Lowry gave direction to be very clear on what has to be done to warrant compensation, adding that everyone works outside regular duties; i.e. Nursing.

Dr. Richard Coffman stated that Nursing deserves the same credit.

Ms. Lowry stated that there are institutional needs outside of office hours the college cannot fund, furthering the fact that student needs must be met in order for them to be successful. Ms. Lowry addressed the necessity of an agreement in place for an institutional need such as this, that people can agree on. She maintained this issue should have been addressed prior to being brought to Faculty Professional Development committee, instead of after the fact. Ms. Lowry suggested strengthening the language of the motion.

Ms. Mitchell reminded the members the FLEX committee is not present in summer, so the issue could not be addressed before the Faculty Professional Development committee prior to the move.

Dr. Richard Coffman questioned when AVC would open another building with such detail, stating no one had faith in inadequate movers caring for such analytical equipment.

Ms. Rona Brynin stated that her discipline, Nutrition, packed up and moved – not looking to claim hours.

Ms. Rosa Fuller questioned how adjuncts would feel, who have asked for credit for office hours and were denied. Ms. Kathy Mitchell stated adjunct office hours were a different issue and one that has been discussed and decided in previous meetings.

The language of the motion was changed.

Motion made and seconded to approve the following:

The Faculty Development Committee, as a one-time event, approved to award credit to faculty that packed, moved, unpacked and assembled rooms, labs and equipment in order to establish functional labs before the beginning of the Fall 2012 semester in the new Health and Science building in Summer 2012.

Approved: October 10, 2012 Faculty Professional Development Meeting

Ms. Rosa Fuller opposed.
Ms. Sharon Lowry abstained.
Motion carried.

b. 2012-2013 FPD goals (handout)

A motion was made and seconded to approve the Faculty Professional Development Goals.

Dr. Tom O'Neil added to Goal #1 to 'continue to explore & implement' online professional development opportunities, and noted that in Goal #7, appropriate Deans need to be informed.

The mention of a mentorship program was questioned, and Ms. Kathy Mitchell explained we don't have one, but many people have said they want us to have one. We did in past for newcomers.

Dr. Tom O'Neil suggested credit for faculty helping faculty in a mentorship capacity for online teaching. Ms. Kathy Mitchell again stated that though there is no mentorship program in existence, the FPD committee should be pro-active and develop guidelines for when the option is brought to us.

Ms. Sharon Lowry informed the committee there was a mentorship element with the internship program, but this program is on hold.

Ms. Sharon Lowry commented that the Accreditation Liaison had suggested a goal to strengthen or enhance language about the Professional Development Committee's role in working through accreditation issues, including OOs, PLOs, SLOs. They will ask for it in the mid-term report. How does FPD support accreditation? We need a continuing dialogue regarding FPD to accreditation standards. Evidence that as a committee we are looking at it may be posted as a goal online to include in accreditation.

Ms. Kathy Mitchell noted that this is one point all California Community College professional development committees are looking at as it pertains to the Student Success Task force recommendations. The 4C is looking for language and suggestions right now but it is still in the early stage.

Motion carried.

6. REPORTS

None.

7. DISCUSSION ITEMS

a. FPD FAQ Update

Ms. Kathryn Mitchell stated the Faculty Professional Development portion of the website needs updated, to include dates and timelines. Ms. Mitchell asked the members to bring suggestions to the next meeting.

Ms. Rosa Fuller gave notes from a previous meeting to Ms. Kathy Mitchell.

b. Online Event Listing on Calendar

Ms. Mitchell stated there is a request from the union and adjuncts to identify online opportunities for FLEX. A suggestion was that a color change could help with identification. Terry Cleveland and Greg Krynan's events need to stand out on the Online Live calendar.

One suggestion was to note certain events as online opportunity, such as the EEO opportunities by putting **(online)** in parenthesis.

Ms. Mitchell stated she sent an email to Dr. Nancy Bednar asking for more online opportunities. She also suggested we request more events to be proposed as online events when we put the call out in the spring for next year's program. Use of CCC Confer is available.

Dr. Tom O'Neil has a video/dvd of Louis Lucero giving instructions to students. Ms. Mitchell stated she will inquire about posting it for future FPD credit.

Ms. Kathy Mitchell reminded the committee that evaluation forms need to be posted for events and Accreditation suggested we do it online so people can have easier access. It was suggested to use Survey monkey.

c. Web Page Overhaul

Ms. Kathy Mitchell stated that the FPD webpage needs updating. The committee needs to work on updating it this year. We will need to contact Stephen Burns, the AVC webmaster. It was asked if he provides us with a template, but this is not known.

Dr. Tom O'Neil said that the DETC is working with Stephen Burns to do this. We need suggestions from Mr. Burns, and then the committee can go from there.

Dr. Tom O'Neil also reminded the committee that all information posted on the website needs to be approved by Steve Standerfer's office.

Ms. Kathy Mitchell believes our webpage right now is not user-friendly and it is in a weird spot. Instead, the committee needs the FAQ to pop up right away. Dr. Tom O'Neil said it should be a 2-click operation and no more.

Ms. Kathy Mitchell noted that Steve Standerfer's updates have changed for the better, and that is the direction the AVC webpages need to go to look updated. Dr. Tom O'Neil said they should be revised every 6 weeks.

8. OTHER

a. Review and approve plans

9. ADJOURNMENT

Meeting adjourned at 3:16 p.m.

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Approved: October 10, 2012 Faculty Professional Development Meeting