

**ANTELOPE VALLEY COLLEGE**  
**FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE**  
**October 12, 2011**  
**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 27, 2011 (attachment)
- 5. ACTION ITEMS**
  - a. FPD Help Desk Model
  - b. Revisions to Presenter Credit (attachment)
- 6. DISCUSSION ITEMS**
  - a. Addressing Professionalism during FPD Events
  - b. Online FPD Orientation
  - c. Review FAQ Sheet and FPD Survival Guide (attachments)
- 7. OTHER**
  - Review /Approve Plans/Contracts
- 8. ADJOURNMENT**

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**ANTELOPE VALLEY COLLEGE  
FACULTY PROFESSIONAL DEVELOPMENT  
COMMITTEE MINUTES**

**October 12, 2011  
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 October 12, 2011 FPD meeting to order at 2:07 p.m.

**2. OPENING COMMENTS FROM THE CHAIR**

- Ms. Mitchell reported she will be meeting with Ms. Susan Lowry, AVCFT President, to discuss and clarify contractual language regarding the Faculty Professional Development Program. It is important to discuss the issue the committee faces and ensure that contractual language is reflective of faculty responsibility in regards to the established program guidelines.

**3. OPEN COMMENTS FROM THE PUBLIC**

None

**4. APPROVAL OF MINUTES**

**a. September 27, 2011 (attachment)**

A motion was made and seconded to approve the September 27, 2011 FPD meeting minutes. Motion carried with one abstention.

**5. ACTION ITEMS**

**a. FPD Help Desk Model**

A motion was made and seconded to approve the FPD Help Desk model as discussed at the September 27, 2011 FPD meeting. Ms. Mitchell reported she created a shared document template that can be used by committee members to track questions and responses. She indicated there is a capability to use the MyAVC FPD group and create a subgroup strictly for committee members. There is a calendar feature to identify specifically who would be covering the Help Desk and all documents can be found in the subgroup files. Committee members would have to join the subgroup to obtain access to subgroup files and information. This is where the shared log would be housed for members to track information. It will be a good place to upload the Question and Answer sheet for members to have access to and forward information to faculty inquiring about program guidelines, etc. Ms. Mitchell indicated the committee would simply be approving the model but will need to finalize the details at future FPD Committee meetings when an email address and telephone extension are established. Committee members were in consensus the model would alleviate some of the workload in the Senate Office and facilitate an opportunity for members to understand some of the faculty issues. In addition, the model will assist in preparing for future program cycles. Motion carried.

**b. Revisions to Presenter Credit (attachment)**

A motion was made and seconded to approve the revised Presenter Credit breakdown. Ms. Mitchell indicated the committee needs to determine if an additional table and model should be added to address events that include multiple presenters. Committee members discussed how to go about including presentations with multiple presenters. There was consensus that it would be best to separate out another table and model for presentations with multiple presenters and additional verbiage was needed to ensure this added section is clear. Ms. Mitchell indicated that she would separate out another section and add the necessary verbiage for committee members to review and approve at the next FPD meeting. Motion failed.

## 6. DISCUSSION ITEMS

### a. Addressing Professionalism during FPD Events

Ms. Mitchell indicated she engaged in discussion with another faculty member regarding the issues the committee is experiencing regarding professionalism. There is no perfect solution but one way to address the lack of professionalism displayed at FPD events is for the committee to draft language on the matter and request presenters read the message at the beginning of a programmed FPD event. A public announcement is often heard before entertainment opportunities, conferences, etc. and can be incorporated in the FPD program as well. This is a way for the committee to publicly address concerns. Ms. Mitchell requested for committee members to consider the idea and engage in discussion on the matter.

Ms. Jackie Lott indicated this is more of a training issue and is a reflection of society as what was once deemed as common courtesies is becoming more uncommon.

Ms. Rosa Fuller indicated she really likes the analogy of a public announcement. A presenter is then allowed the autonomy to use the announcement in a means that best suits their presentation. They could include the announcement in a PowerPoint presentation, post it by the sign in sheets for faculty to read, or read it at the beginning of their presentation.

Dr. Richard Coffman indicated this should not be made optional but required to read at every presentation. The lack of professionalism displayed at FPD events is problematic across campus and should be addressed.

Dr. Rona Brynin indicated she is floored by the type of behavior she has seen exhibited by faculty members while attending a FPD event. This type of behavior would not be tolerated in the classroom and displays a serious lack of respect.

Mr. Harish Rao inquired on how the committee would characterize the professionalism problem, either dire or rampant or problematic. Ms. Mitchell stated rampant. Mr. Rao indicated it seems reasonable for the committee to draft a brief statement that could be read at the beginning, and middle (after break) of a presentation.

Ms. Rae Agahari indicated the issue should also be addressed on the proposal approval letter with the public announcement language and suggestions on how to address during presentations.

Ms. Mitchell inquired if any committee member would be willing to volunteer to work on drafting a public announcement statement. The following committee members agreed to work on drafting language to use in addressing professionalism: Mr. Harish Rao, Dr. Cindy Lehman, Dr. Rona Brynin, and Dr. Rich Coffman.

### b. Online FPD Orientation

Ms. Mitchell stated the committee has discussed establishing an online FPD orientation last year and there is still a need to establish some type of FPD Program Orientation. She would like to obtain some suggestions on the matter. Committee members were in consensus that an Online Orientation would assist new faculty and address some of the questions they may have regarding the program.

Ms. Lott stated the committee should utilize the FPD groups and create a folder specifically for new faculty. The folder would contain the online orientation and other pertinent information (i.e FAQ, and Survival Guide). In addition, the committee could create a Faculty checklist with detailed items faculty are responsible to complete throughout the semester/academic year (i.e. census sheets, flex plan/contracts, etc.). There are so many important deadlines faculty are responsible to meet which are inadvertently missed. A checklist would make these deadlines clearly visible on one sheet of paper.

Ms. Fuller stated for the Spring 2011 Faculty Welcome Back Day the committee created a detailed PowerPoint which can be modified to use as part of the online orientation process. It would also be good if the committee would incentivize faculty by awarding credit for any new faculty participating in the orientation process.

Dr. Lehman suggested using Survey Monkey for the Online Orientation to allow an interactive orientation process. The orientation could include Q&A in efforts to obtain an assessment of a faculty members understanding and knowledge of the program.

Ms. Mitchell stated the committee also discussed creating a podcast for the FPD Online Orientation which is another option. There is a need to have a presence for new faculty to alleviate some of the

questions regarding program requirements. This could be something that the committee could award credit but would have to ensure completion could be tracked. She will continue to research the idea to engage in discussion at future FPD meetings. Any new ideas or suggestions should be forwarded to Ms. Mitchell.

**c. Review FAQ Sheet and FPD Survival Guide (attachments)**

Ms. Mitchell stated she collaborated with Mr. Harish Rao to be the committee volunteer to determine if the FAQ is addressing faculty inquiries. Mr. Rao has not reviewed the FAQ sheet and will present questions based on faculty discussions. This will provide insight on what additional information should be included on the FAQ sheet. Mr. Rao presented several questions many of which were answered on the FAQ sheet. There were a few questions that should be included to provide more clarity on program requirements such as:

- “Why is the FPD (Flex) Program so complicated when it use to be so easy?”
- “Why do I have to complete so many hours for flex?”

Committee members reviewed the established FAQ sheet and were in consensus that the responses should be brief. In addition, it would be helpful for faculty to see a completed proposal, plan, and contract with brief narratives. There was some concern expressed with allowing faculty to claim committee work for credit when contractually faculty are required to complete five hours of campus governance work a week. This issue would need AVCFT involvement for faculty to understand their obligations.

Ms. Mitchell indicated the FPD Survival Guide was created as a reference sheet for faculty when the program changed to four standards. It was developed to assist faculty in understanding the new requirements. She inquired if the committee sees the need to continue using the established guide as a reference sheet. Committee members reviewed the form and were in consensus the guide includes pertinent information that would be helpful to faculty but would need to be updated. Ms. Mitchell stated she would update the form for committee review and approval at the next FPD meeting. Upon approval the guide will be posted it to the public FPD website.

**7. OTHER**

- Review / Approve Plans and/or Contracts

**8. ADJOURNMENT**

A motion was made and seconded to adjourn the October 12, 2011 Faculty Professional Development (Flex) Committee meeting at 3:28 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rae Agahari	Jackie Lott	Jennifer Gross	Scott Tuss
Rona Brynin	Ty Mettler	Mark Hoffer	<i>Vacant ASO Rep.</i>
Magdalena Caproiu	Kathryn Mitchell	Sharon Lowry	<i>Vacant Confidential Mngmt. Union Rep.</i>
Richard Coffman	Linda Noteboom	Tim Lynskey	
Rosa Fuller	Harish Rao		
Jack Halliday	LaDonna Trimble		
Cindy Lehman			

## PROFESSIONAL DEVELOPMENT HOURS FOR PRESENTERS AND COORDINATORS

The following formulas should be used to determine professional development credit for presenters and coordinators. Formula one should be used when the coordinator of a professional development activity is also the presenter. It should also be used for multiple coordinators and presenters. Formula two should be used when a faculty member is the coordinator of a professional development presentation, but not a presenter. Formula three should be used for a coordinator of a film, music, or similar event. If additional clarification is required, please contact the Professional Development Chair.

### 1. Coordinator and presenter

#### Initial Presentation

##### FORMULA

3 hours of development credit for each hour of an initial campus presentation.

##### EXAMPLE

(3 hours credit x 2 hour presentation = 6 credit hours)

#### Repeat Presentation

##### FORMULA

2 hours of development credit for each one hour of a campus presentation.

##### EXAMPLE

(2 hours credit x 2 hour presentation = 4 credit hours)

### 2. Coordinator of a professional development presentation but not a presenter

##### FORMULA

2 hours of development credit for coordinating an outside speaker, trip, or similar event + the length of the event

##### EXAMPLE

(2 hours credit + 3 hour trip = 5 total credit hours)

All events require a minimum of a 30 minute lecture/presentation. If the coordinator feels that additional professional development credit should be given, a written request detailing the activity and the additional time spent should be submitted to the Faculty Professional Development Committee at least one month before the scheduled event.

### 3. Facilitator of a film, athletic, musical, or other cultural event

#### Initial Presentation

##### FORMULA

Triple credit for each lecture hour + the length of the cultural event

##### EXAMPLE

(3 hours credit x 1/2 hour presentation = 1.5 + 2 hour film = 3.5 total credit hours)

#### Repeat Presentation

##### FORMULA

Double credit for each lecture hour + the length of the cultural event

##### EXAMPLE

(2 hours credit x 1/2 hour presentation = 1 + 2 hour film = 3 total credit hours)

All cultural events require at least a 30-minute lecture or presentation in order to qualify as a professional development activity. Professional development credit will be provided for the lecture presentation using the initial or repeat presentation formulas.

**PLEASE NOTE:** A maximum number of 20 hours can be applied to any single activity.

## Faculty Professional Development FAQ

**Q: What is Faculty Professional Development (FPD)?**

A: AVC shortens the instructional calendar by 10 days so that faculty may engage in an institutionally-sponsored professional development program. Through a carefully designed program, FPD provides professional development and resources for faculty in teaching methods, learning styles, curriculum development, student retention, educational technology, and other related areas.

**Q: Who is required to participate in the FPD program?**

A: All faculty must participate in professional development activities. Administrative and classified employees are not required to participate but are encouraged to do so.

**Q: Why am I required to participate in the FPD program? Do I get paid to participate in the FPD program?**

A: FPD hours are included in the AVC faculty contract, which means that faculty members are paid for completing their FPD obligation. It is assumed that faculty members will complete the required hours, and therefore, the pay is already incorporated into faculty salaries.

**Q: I am an adjunct faculty member; how many hours do I have to complete?**

A: For instructional adjunct faculty, the number of hours spent in class during a normal instructional week per semester equals the number of professional development hours required for that semester. Adjunct faculty must complete their first 3 hours in Standard 1, Faculty Academy. All remaining hours may be satisfied in Standards 2-4 as outlined in the FPD guidelines.

**Q: I am a full-time faculty member; how many hours do I have to complete?**

A: Full-time faculty must complete 60 hours. Tenured faculty must complete a minimum of 10 hours in Standard 1, Faculty Academy, 15 hours in Standard 2, College Colloquia, and the remaining hours within Standards 1-4; non-tenured faculty must complete a minimum of 15 hours in Standard 1, Faculty Academy, 20 hours in Standard 2, College Colloquia, and the remaining hours within Standards 1-4 as outlined in the FPD guidelines. Additional hours may be required if the full-time faculty member is teaching overload hours.

**Q: What is the difference between Standard 1, Faculty Academy (FA), and Standard 2, College Colloquia?**

A: Faculty Academy events are dedicated to improving student learning and retention through the enhancement of instructional strategies, techniques, and support services by developing new methods of teaching and

assessment to address diverse learning styles, embracing new educational technologies, and supporting the Antelope Valley College mission and institutional learning outcomes. College Colloquia events promote faculty interaction, collegiality, and professional growth through the intellectual exchange of ideas across various disciplines and enhance lifelong learning skills by examining culturally diverse perspectives in the arts, sciences, and humanities.

Q: [Where do I find the forms for FPD plans and contracts?](#)

A: All forms are online at <http://www.avc.edu/administration/organizations/fpd/documents.html>

Q: [Why do I have to turn in a plan and then a contract?](#)

A: Faculty members are accountable to both the district and the Chancellor's Office for their time. The plan offers a record of faculty members' commitment to fulfill their FPD obligation. The contract offers a record of faculty members' actual fulfillment of their FPD obligation.

Q: [When does my plan have to be turned in?](#)

A: All faculty must submit a completed Faculty Professional Development Plan. Full-Time faculty need only submit a plan prior to the fall deadline date. Adjunct faculty must submit a plan for each semester they are employed. Deadline dates to submit Professional Development Plans is no later than the fifth Monday of instruction. For the 2009 – 2010 program year the deadline dates are Monday, September 20, 2010 for the fall semester and Monday, March 7, 2011 for the spring semester.

Q: [When does my contract have to be turned in?](#)

A: All faculty must submit a completed Faculty Professional Development Contract. Full-Time faculty need only submit a contract prior to the spring deadline date. Adjunct faculty must submit a contract for each semester they are employed. Contracts must be submitted no later than the fourteenth Monday of Instruction: November 22, 2010 for the fall semester, and Monday, May 16, 2011 for the spring semester.

Q: [How/where do I submit my plan/contract?](#)

A: Plans and contracts need to be submitted to the Academic Senate Office. They may be placed in the Academic Senate mailbox in the mailroom.

Q: [What happens if I do not complete my FPD obligation?](#)

A: If you fail to fulfill your professional development obligations, you will be subject to the same policies and procedures that apply to all working obligations under the present contract, which may include docking or withholding pay. If you miss a professional development presentation due to illness and cannot make it up, be sure to claim this as a sick day on your time card.

Q: Are any activities mandatory for full-time faculty?

A: Full-time faculty members are required to attend the Welcome Back day that is scheduled at the beginning of the fall semester. Adjunct faculty members are not required but are welcome to attend. Eight hours of Standard 1, FA, credit is applicable for attending.

Q: What happens if I can't make the mandatory day?

A: If you miss the mandatory day, you must claim a personal or sick day.

Q: What activities do not satisfy FPD hours?

A: The following activities may not be counted for professional development credit: activities or projects that are considered an on-going part of your normal teaching or workload responsibilities, including office hours; activities clearly related to classroom duties (i.e., preparing course syllabi, grading, etc.); regularly scheduled division meetings if full-time (adjunct faculty may claim FPD credit for attending division meetings); activities for which you receive compensation; attendance at conferences or presentations during normal teaching or assigned working hours; travel time to and from conferences or meetings; or activities that contribute to advancement on the salary schedule.

Q: How do I submit a proposal for FPD?

A: Each academic year during the winter intersession and the beginning of the spring semester, a call goes out for proposals for the FPD program for the following academic year. Proposal forms are available on the FPD website: <http://www.avc.edu/administration/organizations/fpd/>

Q: How do I find out if an event has been cancelled or rescheduled?

A: All calendar changes and/or date confirmations to the FPD schedule will be announced on the FPD web page. An attempt to send an announcement via e-mail will also be made, but it is ultimately the faculty member's responsibility to always check the web page and confirm scheduled events before attending.

Q: Can I claim FPD credit if I show up to an event that has been cancelled or rescheduled?

A: No, faculty will not receive credit for showing up to an event that has been previously cancelled or rescheduled. Faculty are responsible for checking the website for updates on the schedule of events.

Q: Why did the FPD program change?

A: In concurrence with the Chancellor's Office, the administration wanted to combine Faculty Academy with the professional development program. The Faculty Professional Development committee is an Academic Senate sub-committee, and it was charged with the task of combining the two



programs into one strong program. With input from the campus faculty via the Academic Senate and the AVC Federation of Teachers, following Ed. Code, the current program evolved.

Q: [Can I bring my class to a FPD event?](#)

A: Yes, you may bring your class to a FPD event. Events are open to the public. However, you may not claim FPD credit if it is during your normal class time.

Q: [Can I obtain credit for FPD attendance if I bring my class?](#)

A: No, you may not claim FPD credit if you bring your class during the regularly scheduled class time as you are already being paid for performing your contractual duties (teaching).

Q: [How do I evaluate an event I recently attended?](#)

A: You can find evaluation forms on the FPD web page.

Q: [How can I get on the FPD committee?](#)

A: When committee member terms are ending, a call goes out from the Academic Senate office, requesting letters of interest from those faculty members interested in becoming a member of the committee.

# Survival Guide: Faculty Professional Development Program

<p><b><u>Faculty Academy (Standard #1):</u></b></p> <p>Activities/presentations that are noted as Faculty Academy Eligible (FAE) qualify for this standard.</p> <ul style="list-style-type: none"> <li>• Tenured faculty are required to complete 10 hours minimum in this standard.</li> <li>• Non-tenured faculty are required to complete 15 hours minimum in this standard.</li> <li>• Adjunct faculty are required to complete 3 hours minimum in this standard.</li> </ul> <p><i>Note: The Welcome Back Day, if attended, qualifies for up to 8 hours in this standard.</i></p>	<p><b><u>College Colloquia (Standard #2):</u></b></p> <p>All activities/presentations that are listed in the Faculty Professional Development book qualify for this standard.</p> <ul style="list-style-type: none"> <li>• Tenured faculty are required to complete 15 hours minimum in this standard.</li> <li>• Non-tenured faculty are required to complete 20 hours minimum in this standard.</li> </ul>	<p><b><u>College Governance and Operations (Standard #3):</u></b></p> <p>Campus-wide committee work beyond the contractual obligation, program review, tenure and evaluation committees, professional conferences, and scholarly work qualify for this standard.</p> <ul style="list-style-type: none"> <li>• Faculty who serve on 2 or more bi-weekly campus-wide committees may claim up to 20 hours for each committee beyond the initial committee.</li> <li>• Additional campus-wide committees with less frequent meetings are eligible for up to 10 hours of professional development credit.</li> <li>• Tenured faculty are required to complete 15 hours minimum in this standard</li> <li>• Non-tenured faculty are required to complete 10 hours minimum in this standard.</li> </ul>
<p><b><u>Professional Projects and Activities (Standard #4):</u></b></p> <p>Professional projects and activities that directly relate to one's assigned duties qualify for this standard.</p> <ul style="list-style-type: none"> <li>• These projects/activities must be clearly outside normally assigned duties, responsibilities, and working hours.</li> <li>• Both tenured and non-tenured faculty must complete 20 hours in this standard (if needed).</li> </ul>	<p><b><u>Where to Find Information:</u></b></p> <ul style="list-style-type: none"> <li>• All official guidelines, forms, documentation, and events are posted on the AVC website: <a href="http://www.avc.edu/organizations/flex/index.htm">http://www.avc.edu/organizations/flex/index.htm</a></li> <li>• Login to MyAVC; click Employee Services; click Faculty Professional Development; click on Forms and Documents to find the program/plans/contracts all faculty need to fill out and submit to the Academic Senate office.</li> <li>• <u>All</u> rescheduling and cancellations will be noted <u>online</u>, though we are hopeful that presenters and coordinators will be able to adhere to the originally scheduled dates. <a href="http://www.avc.edu/organizations/flex/EventsataGlance.htm">http://www.avc.edu/organizations/flex/EventsataGlance.htm</a></li> </ul>	<p><b><u>Notes:</u></b></p> <ul style="list-style-type: none"> <li>• After minimum hours have been met, additional hours from Standard 1 may be rolled into Standard 2, and additional hours from Standard 2, 3, and 4 may be rolled into Overload hours.</li> <li>• Faculty must sign-in at the beginning of an event and sign-out upon leaving the event for credit.</li> <li>• Sign-ups for field trips and limited participation events will be open one month in advance of the scheduled event date.</li> <li>• Adjunct faculty can complete the remainder of their Professional Development obligation with any identified activity listed in the book or any other discipline specific event. <b><i>Office hours are no longer eligible as a Professional Development activity.</i></b></li> </ul>