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| **Faculty Professional Development Committee**  **Final Minutes** | | **September 8, 2021**  **2:30 p.m. to 4 p.m.**  **Location: Zoom** |
| COMMITTEE MEMBERS  Rosa Brambila Fuller, Faculty Co-chair  Isabelle Saber, Administrative Council Member - *Absent*  Kathryn Mitchell - Administrative Council Member  *VACANT* – Administrative Council Member  Walter Briggs – Faculty Member  Jane Bowers, Faculty Member  Dr. Rona Brynin, Faculty Member  Dr. Barbara Fredette, Faculty Member  Mark Hoffer, Faculty Member  Dr. Zia Nisani, Faculty Member  Tyrone Mettler – Faculty Member  Kimberly Sennett – Faculty Member  John Wanko, Faculty Member  Tracie White, Faculty Member  Tina McDermott, Tenure Evaluation Coordinator - *Absent*  Greg Krynen, Technical Liaison  Kathy Osburn, Faculty Union Rep  James Nasipak, Confidential Management/Supervisory/Administrators  Gwenn Preston, Classified Representative - *Absent*  vacant- Adjunct Representative | | |
| Items | Action | |
| 1. Opening Comments from Faculty Co-chair | i. Rosa commended Gabrielle for the “GREAT” job she did taking  notes last year.  ii. Rosa provided overview of how to take minutes.  iii. Rosa announced {FPDC} Meetings will be held remotely for the  time being due to \*COVID19\* concerns. | |
| 1. Open comments from the Public | None | |
| 1. Approval of Agenda | All approved the agenda. | |
| 1. Approval of Minutes | April 28, 2021 FPDC Meeting was approved. | |
| 1. Discussion Items | 1. Fall Opening Day went smoothly for the most part (Fuller)   i. Hy-Flex technology was challenging (Hoffer)   1. FPD 2021 -2022 Calendar and meeting schedule provided by (Fuller).   i. Spring Break meeting switched to March 2, 2021.  ii. (Fredette) provided correction for meeting time {Oct.  13th instead of Oct. 12th)   1. FPD Committee (2021-2022) Areas of Focus   \*\* Program Proposals \*\*  i. (Fuller) announces need for help with FPD Handbook.  ii. Scribe needed for processing materials for FPD  Handbook (Fuller).  iii. Committee members needed to update specific  sections of FPD Handbook, and suggests everyone on  FPD Committee take a small portion of FPD Handbook  to update/revise {will continue to discuss later at future  meetings} (Fuller).  iv. (Nisani/Brynin) offered to look at, and possibly  update/revise, FPD standards within FPD Handbook.  v. (Wanko) offered to look at, and possibly update/revise,  Committees, Field Trips, and Budgeting within FPD  Handbook.  vi. (Fredette) offered to update handout: Alternate ways  to get FPD credit.  vii. (Nasipak) offers to be the FPD Handbook “SCRIBE.”  viii. (Mitchell) offers to update/revise the Music Concert  component within the FPD Handbook.  ix. (Mettler) offered to look at, and possibly update/revise,  the section on FPD Hours within the FPD Handbook.  x. (Fuller) states: FPD Handbook does NOT have language  regarding all of the different Faculty Engagement  Programs (FEP), and that it should.  (Fuller) mentioned  all of the applicants currently wanting to participate in  the various programs, and stated that the proposals for  each program needs to be vetted by FPD Committee  members. In addition, (Fuller) asked if Standard 1  Credit should be capped for participating in several  FEPs, as there is overlap by some faculty.  \*\* Program Content \*\*  i. FPDC’s role is to help faculty with Professional  Development, but also for structuring guidelines for  accountability for State/School responsibility; while  maintaining the integrity of the FPD Program (Fuller).  ii. Committee members need to discuss/find ways to  improve the content/delivery of the FPD program and  facilitation of the FPD Contract System (Fuller).  iii. (Fuller) requests that FPD members get more involved  with Faculty Engagement Programs (FEP), as well as  with the planning of {Opening Day} activities.  iv. (Fuller) mentioned all of the applicants currently  applying to the various (FEP) programs, and  stated that the proposals for each FEP need to be  vetted by FPD Committee members. In addition,  (Fuller) stated that Standard 1 Credit may be earned by  participating in one of the Faculty Engagement  Programs.  v. (Fuller) praised (Krynen \* Wanko) for their help in  uploading and updating the FPD Online Calendar.  vi. (Nisani) suggests possible changes to the FPD contract  system to make it easier for faculty to use, and  to satisfy professional development responsibilities.  vii. (Fuller) says applications for new FPD Proposals, for  the following year (2022/23), start at the end of FALL  2021 semester (Poorman asked).  viii. (Fuller) asked: When vetting FEP program  participants, do we approve people participating  on multiple programs, as it pertains to FPD Credit?  ix. In response to (Fuller’s) question (Poorman) suggested:  YES – those participating on multiple (FEP) programs  should be allowed to earn FPD credit for “ALL”  programs that someone is participating on, so long as  their reasons for participation are legitimate.  x. (Hoffer) suggested the FPD Program needs clarity,  along with scrutiny (the program needs balance –  “BOTH” responsibility and accountability).  xi. (Poorman) reads language from previous FPD  Handbook, from years past, stating the ability to earn  full-credit for Standard 2 by participating on two (FEP)  groups. (Fuller) says the FPD Handbook has been  revised, so that language no-longer applies. FEPs were  upgraded to Standard 1. The main issue is: Should we  (FPD Committee) approve someone earning up to 60  FPD Hours for participating in multiple (FEP) programs.  xii. (Mitchell) states: (FEP’s) could possibly be used for  increase on the Salary Schedule (Faculty Academy).  (Mitchell)-- pending approval by the H.R. Office.  xiii. (Briggs) suggests tabling looking at (FEP) programs,  more in detail, until next meeting. (Wanko) seconds  that suggestion.  \*\* IT / TECHNOLOGY / Promoting Ease of Use \*\*  i. FPD event sign-in sheet process needs to be discussed  (Fuller).  ii. (Hoffer) asked: How does the process work, pertaining  to signing in to an FPD event, along with verifying that  someone attended an event.  iii. (Fuller) stated: Event Presenter is responsible for  turning in an event sign-in sheet.  iv. (Krynen) added: FPD sign-in-sheet is currently an Honor  System, with “NO” guaranteed checks and balances  pertaining to verification of attendance of events.  v. (Fredette) added: ZOOM automatically records all  participants attending FPD events online.  vi. (Fuller) asks all FPD committee members to remind  colleagues, who are facilitating an FPD event, to send  in their event sign-in sheets to (Robyn Serrano).  vii. (Hoffer) suggested that (Fuller) send an email to all  those presenting for an FPD event, and (Fuller) said she  sent email follow-ups to all those scheduled to present.   1. Chancellor Categories and AVC standards   i. Included within the (Areas of Focus)  \*\* Program Proposal \*\* section.  E. Committee Assignments  i. Included within the (Areas of Focus)  \*\* Program Proposal \*\* section.    F. Faculty Engagement Programs. Goals/Applicants/Monitor  i. Included in (Areas of Focus)  \*\* Program Content \*\* section. | |
| 1. Action Items | None | |
| VII. Information Items | 1. FPD 2021-2022 program calendar | |
| VIII. Adjournment | 4:00 pm. | |
| Next meeting 9/22/21 via zoom | Minute taker: Briggs | |

Minutes approved on: 09-13-21