



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
REVISED AGENDA
March 27, 2013
2:00 p.m. – 3:30 p.m.
A141**

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. March 13, 2013 Minutes (attachment)**
- 5. ACTION ITEMS**
 - a. Sabbatical Leave**
 - Claude Gratton, PhD**
 - b. Communication Tips for An Effective FPD Presentation Handout (attachment)**
- 6. REPORT**
 - a. FPD Evaluation Sub-Committee (attachment)**
- 7. DISCUSSION ITEMS**
 - a. Standard 3 Revision (attachment)**
 - b. Adjunct Faculty Guidelines Revision (attachment)**
 - c. Program Review Request for St. 1 Credit**
 - d. Report on the CA Community Colleges Student Success Initiative Professional Development Committee Recommendations**
- 8. OTHER**
 - Review/Approve Adjunct Faculty Flex Plans**
- 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 27, 2013
2:00 p.m. – 3:30 p.m.
A141

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The March 27, 2013 Faculty Professional Development meeting was called to order at 2:12 p.m. by Ms. Kathryn Mitchell, Chair.

2. OPENING COMMENTS FROM THE CHAIR

None.

3. OPEN COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. March 13, 2013 Minutes (attachment)

A motion was made and seconded to approve the minutes of the March 13, 2013 Faculty Professional Development meeting. Motion carried with corrections.

5. ACTION ITEMS

a. Sabbatical Leave

• Claude Gratton, PhD

A motion made and seconded to approve the updated sabbatical proposal from Dr. Claude Gratton. Members agreed that Dr. Gratton was extremely thorough in addressing the committee's concerns adequately.

Motion carried.

b. Communication Tips for An Effective FPD Presentation Handout (attachment)

*A motion was made and seconded to approve the agenda attachment - **Communication Tips for An Effective FPD Presentation.***

Members discussed the form and agreed it would be a valuable tool for FPD activity facilitators. No suggestions or changes were made.

Motion carried.

6. REPORT

a. FPD Evaluation Sub-Committee (attachment)

Members reviewed the Faculty Professional Development Program Evaluation, to discover the incorrect update was attached. Ms. Kathryn Mitchell asked Ms. Rona Brynin to distribute the correct revision, to be included for an action item at the April 10, 2013 meeting. Ms. Mitchell asked members to review the forthcoming document and report any feedback immediately to sub-committee members Rona Brynin, Rosa Fuller or Tim Lynskey. Ms. Mitchell added that Mr. Aeron Zentner will create the form for distribution via SurveyMonkey.

7. DISCUSSION ITEMS

a. Standard 3 Revision (attachment)

Members reviewed Standard 3 Revisions. Discussion was made regarding full time faculty receiving 8 hours maximum per evaluation – maximum is 10 hours total. The flex guidelines must reflect the pay scale if faculty elect to take additional pay instead of flex.

Discussion ensued regarding verification of participation on all campus shared governance committees. Ms. Mitchell stated she spoke with Academic Senate President Maria Clinton, and both agree that the FPD committee would be stepping out of bounds in requiring other committee chairs to sign off on this, because the committees are not under us. Additionally, it would require a change in the duty list of all committee chairs to include attendance verification and notification to the flex committee, something we do not have the right to insist upon. Ms. Mitchell pointed out that it is the Dean's job to verify participation, and not that of the Flex committee. She stated that most faculty report honestly and are careful to fulfill their duties as committed as planned.

It was agreed to take out the line "must be verified" and to revisit the contract. It was also agreed to include an appendix – a list of shared governance committees – for faculty to refer to when needed.

The committee also reviewed and discussed the draft of the Approval Request for FPD Credit for Non-Shared Governance Committees form. It was suggested to ask for the committee chair's name and extension/phone number and to add directions for submitting to the Academic Senate office on the form for clarification.

Ms. Mitchell will agendize the update for the April 10, 2013 meeting.

b. Adjunct Faculty Guidelines Revision (attachment)

Ms. Mitchell reported that in the list of activities approved for adjunct faculty to claim Standard 1 credit in the guidelines, regarding campus and committee work, Program Review was not listed. She suggested the committee revise the guidelines to include Program Review. The committee agreed. It will be an action item for the April 10, 2013 meeting.

c. Program Review Request for St. 1 Credit

Ms. Mitchell reported the following request from Ms. Carol Eastin, Program Review Coordinator:

From: **Carol Eastin** <ceastin@avc.edu>
Date: Mon, Mar 11, 2013 at 2:15 PM
Subject: program review and FPD hours
To: Kathryn Mitchell <kmitchell18@avc.edu>, Irit Gat <igat@avc.edu>
Cc: Tyrone Mettler <tmettler@avc.edu>

Hi Kathryn and Irit,
As you establish 2013 policies for FPD, please consider offering people up to 10 hours for comprehensive reports and up to 5 hours for annual update reports in Standard 1. (We currently offer the hours in Standard 3 but Standard 1 seems more appropriate.) I think those who work with the student achievement data and outcomes data, as is required when writing program review reports, meet the criteria for Standard 1. Looking at the data has been a real eye-opener for most people!

It would be a great way to encourage adjuncts to get involved in district planning. We are currently missing Econ and Educ reports because there are no FT faculty in those areas. Other reports were written by FT faculty who do not teach in the discipline because there was no FT faculty.

Ty is on the Program Review Committee and can give you info if needed. Thanks for thinking about applying program review hours to Standard 1.

Mr. Mark Hoffer advised to continue to allow Standard 3 credit. Ms. Jackie Lott stated any credit granted should be minimal. Ms. Mitchell explained that program review is part of faculty duties, and warned that if the committee approves the request, all committees will request it. The consensus was to deny Ms. Eastin's request. Ms. Mitchell will contact Ms. Eastin to advise.

d. Report on the CA Community Colleges Student Success Initiative Professional Development Committee Recommendations

Ms. Mitchell reviewed the following Summary Report she received regarding the California Community Colleges Student Success Initiative Professional Development Committee Recommendations (March 2013) –

Background:

Report addresses recommendation #6 of the Student Success Task Force report. The Chancellor's Office Student Success Initiative included thirty members for the Professional Development Committee (PDC). The committee has produced eight recommendations and will be presented to the Board of Governors in May 2013.

Recommendation 6.1 (CCC Student Success Task Force Report):

Community colleges will create a continuum of strategic professional development opportunities, for all faculty, staff, and administrators to be better prepared to respond to the evolving student needs and measures of student success.

Recommendation 6.2 (CCC Student Success Task Force Report):

Community colleges will direct professional development resources for both faculty and staff toward improving basic skills instruction and support services.

- Opening statement of the report noted "ongoing professional development is a fundamental component of supporting the systemic change that will improve student success."

Professional Development Committee's Recommendations:

Recommendation #1—Adopt a CA Community College Professional Development Vision Statement

~Suggested: *To support the mission of the CCCs and to promote an inclusive statewide and local learning culture, all personnel will have ongoing opportunities to develop and expand the skills and practices that influence student learning and support students in achieving their educational goals.*

Recommendation #2—Change the name of the CCC Flexible Calendar Program to the CCC Professional Development Program

~Will only impact us if we need to change our name from Faculty Professional Development to simply Professional Development

Recommendation #3—Require all colleges in the CCC System to participate in the CCC Professional Development Program for a minimum of 5 days that will be distributed in a manner determined through local collegial consultation

~Will not impact us as we have 10 flex days/year

Recommendation #4—Include all employees: faculty, staff, and administrators in the CCC Professional Development Program

~Will broaden our program from faculty-based to all employees

Recommendation #5—Establish a CCC PD Fund to support local colleges in the planning, coordination and implementation of professional development activities

~Will possibly give us more money for the program

~Plans for funding of “state-wide” projects, such as a “state-wise virtual professional development resource center where any college could go to help plan, coordinate, and evaluate local professional development activities.”

Recommendation #6—Establish a system-wide PD Advisory Committee to work in conjunction with the Chancellor’s Office in providing leadership for professional development in the CCC System

~Unsure of the impact of this recommendation on us

~The committee’s purpose would be to

1. develop guidelines detailing research-based standards for professional development
2. develop practices and procedures for evaluating and assessing professional development activities, and
3. advocate for effective professional development programs that advance student success

~All policies, guidelines, or priorities will still be subject to consultation with the Academic Senate for CA Community Colleges

Recommendation #7—Establish a strong leadership role for professional development in the Chancellor’s Office

~Chancellor’s Office will be “assuming a role of leadership in the implementation of the CCC PD Program”

~Will possibly allow us access to more resources as they will be working with the Foundation for CCC

~Unsure of impact of this aspect of the recommendation: “the Chancellor’s Office should provide regional coordination that will be used to connect people on shared local agendas and to *institutionalize* professional development on each campus.”

Recommendation #8—Establish a professional development virtual resource center through the Chancellor’s Office that will enable colleges to access high quality resources easily and cost efficiently.

~Will offer us a new resource center to help in the development of our program

Ms. Mitchell explained that these recommendations will be presented to the Board of Governors in May 2013. The recommendations will affect Faculty Professional Development down the road. She addressed several concerns regarding the recommendations as noted in the above summary.

8. OTHER

- **Review/Approve Adjunct Faculty Flex Plans**

Committee members reviewed and approved Adjunct Faculty Plans.

9. ADJOURNMENT

The Faculty Professional Development meeting of March 27, 2013 was adjourned at 3:35 p.m. by Ms. Kathryn Mitchell, Chair.

MEMBERS PRESENT			
Kathryn Mitchell, Chair	Dr. Magdalena Caproiu	Dr. Irit Gat	Harish Rao
Rae Agahari	Dr. Richard Coffman	Mark Hoffer	LaDonna Trimble
Dr. Liette Bohler	Rosa Fuller	Tim Lynskey	
Rona Brynin	Jackie Lott	Dr. Tom O'Neil	
MEMBERS ABSENT			
Ty Mettler			

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Approved: April 10, 2013 Faculty Professional Development Meeting

COMMUNICATION TIPS FOR AN EFFECTIVE FPD PRESENTATION!

CONTENT:

- Introduce the topic and purpose to begin presentation
- Give concrete examples throughout
- Tell stories
- Focus on depth and substance rather than breadth - quality over quantity!

CONSTRUCTION:

- Organize by thematic main points or chronology of events to stay on track.
- Allow audience time for questions and robust discussion
- Intersperse your talk with small group activities and discussions
- Give audience break halfway through

COMMUNICATION:

- Maintain good eye contact and purposeful movement
- Don't rush
- Speak with energy and enthusiasm

POWER POINT TIPS:

- Use sparingly!
- Suggested viewing: Death by Power Point by Don McMillan
<http://www.youtube.com/watch?v=lpvgfmEU2Ck>
- 3-5 bullet points per slide - no more
- Don't put a whole paragraph in Power Point and never read a paragraph to the audience
- Use Power Point for visuals (photos, graphs, etc.) rather than text
- Speak to the audience, not the screen

Guidelines for Standard #3

Standard #3 may be satisfied through participation in campus shared governance committees, program review, the tenure and evaluation process, attendance at professional conferences, and the publication of scholarly work in academic and trade journals. All conference attendance or scholarly work must be verified with documentation when submitting final FPD contract (i.e. registration confirmation, scholarly work publication notification, etc.).

Faculty must participate in shared governance committees as part of their regularly assigned duties before they may earn professional development credit for any additional campus committee work. The only exceptions are the participation in the Academic Policies and Procedures Committee and the Student Learning Outcomes Committee where members may claim up to 20 hours for the committee alone. Participation in all campus shared governance committees must be verified.

Faculty must participate in shared governance committees as part of their regularly assigned duties before they may earn professional development credit for any additional campus committee work. The only exceptions are the participation in the Academic Policies and Procedures Committee and the Student Learning Outcomes Committee where members may claim 20 hours for the committee alone.

Faculty members earning reassigned time for committee work may not claim those hours toward fulfillment of their professional development obligation. Faculty claiming compensation for conducting evaluations may not use the same hours toward fulfillment of their professional development obligation.

The following activities are eligible in this standard:

2nd Shared Governance Campus Committee.....Up to 20 hours

Accreditation Standard Faculty Co-Chair.....20 hours

Accreditation Team Member.....10 hours

Program Review Peer Team Member.....10 hours

Program Review Self-Study Team Member.....20 hours

Program Review Annual Report work.....5 hours

Tenure Team Member of Probationary Faculty (1st-3rd year)... 10 hours per committee

Tenure Team Member of Probationary Faculty (4th year).....5 hours per committee

Tenure Team Member of Tenured Faculty.....5 hours per committee

Tenure Chair of Tenured Faculty.....10 hours per committee

Attendance at Professional Conference*.....up to 20 hours

Publication of Scholarly Work in Academic/Trade Journals*....up to 20 hours

Club Advisor.....up to 20 hours

SLO WEAVE Database Managers.....(.5 hours/section)—Max of 20 hrs.

**All conference attendance or scholarly work must be verified with documentation when submitting final contract (i.e. registration confirmation, scholarly work publication notification, etc.).*

The following activities are also eligible in this standard in **lieu of being paid**:

Tenure Chair of Probationary Faculty (1st-3rd year).....20 hours per committee
Tenure Chair of Probationary Faculty (4th year).....10 hours per committee

Adjunct Faculty Evaluations.....8 hours maximum per evaluation, 10 hours
maximum FPD credit

Other Committee Work

Faculty members who participate in committees that are not designated as shared governance committees may request FPD credit if the committee meets the following criteria:

1. The committee is officially organized, posting agendas and minutes that may be accessed by other campus employees, *and*
2. The chair of the committee submits a committee proposal form that includes the committee's purpose, frequency and length of meetings, and current member list. The chair must submit the proposal by the 8th week of the semester for approval in order for committee members to be considered eligible for FPD credit. The Approval Request for Non-Shared Governance Committees may be found on the FPD web page.

FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES FOR ADJUNCT FACULTY

With approval from the Chancellor's Office and the AVC Board of Trustees, Antelope Valley College shortens the instructional calendar by 10 days (5 days each semester) so that faculty may engage in an institutionally sponsored professional development program. While the state's guidelines allow for each campus to create its own calendar and program, two provisions must be followed: 1) flexible time and activities are "in-lieu" of classroom time; and 2) professional development obligations must be met within a single academic year (i.e., no carry-overs from one academic year to another).

Although many adjunct faculty have professional obligations to schools and businesses other than AVC, they too deserve the benefit of being involved in programs that promote professional growth related to their disciplines or the needs of the campus. Adjunct faculty must adhere to the following professional development guidelines in order to fulfill their contractual obligations to the district.

Professional Development Requirement

According to the certificated contract 8.5.1, classes that are not weekly census classes do not include a professional development obligation as the baseline number of instructional hours is not reduced through scheduling. Classes typically exempt from flex obligations are summer session and intersession classes and all classes held during fall/spring semester that do not meet for the full term and are not condensed courses. Those adjunct faculty teaching only short-term courses or community-service courses do not need to participate in the professional development program but are welcome to attend any of the presentations listed in this book. Contact the Senate Office at x6306 if there is any uncertainty of professional development obligation.

Adjunct faculty must complete a minimum of three (3) hours in Standard #1 – Faculty Academy per semester. This requirement may be completed through any of the identified Standard #1 – Faculty Academy training events listed in the book. Adjuncts may also obtain Standard #1 – Faculty Academy credit for attending Division/Discipline Meetings, faculty orientation, serving on campus committees, or writing CORs, SLOs, or Program Review. Attendees of Division/Discipline meetings must provide attendance verification by including a copy of the Division/Discipline meeting minutes. Adjunct faculty may also gain credit by participating in live monthly webinars presented on www.nisod.org in addition to program events specified as Standard #1. All participants of the online opportunity must attach a completed Online Supplemental Form with submitted Professional Development Contract.

Professional Development Hours for Classroom Adjunct Faculty

For instructional adjunct faculty, the professional development obligation per semester is equal to Lecture Hour Equivalent (LHEs). This information can be found on provided load sheets. **Adjunct Faculty must complete their first three (3) hours in Standard #1. All remaining hours may be satisfied in Standards #2 - #4 as outlined in the Guidelines for Full-time Faculty.**

Professional Development Hours for Non-Classroom Adjunct Faculty

Non-classroom adjunct faculty are required to perform a minimum of three (3) professional development hours per semester from Standard #1 – Faculty Academy training events. Additional hours are optional (compensated development hours may not exceed the average number of hours worked per week or a total of 21 hours per semester, whichever is less). Non-Classroom Adjunct Faculty completing their full obligation for the semester must submit compensation requests on the final time card of the semester.

Failure to Complete Professional Development Obligations

Failure to meet this contractual obligation may result in the docking of pay for incomplete hours. Part of this obligation is to submit all required documentation by the posted due dates. Failure to do so constitutes a violation of the Certificated Contract (Section 8.0), and may result in disciplinary action by the district.

**Approval Request for FPD Credit for
Non-Shared Governance Committees**

Date: _____

Committee: _____

Frequency of Meetings: _____ Length of Meetings: _____

Committee's Purpose: _____

Current Member List: _____

**Please attach a copy of the most recent agenda and minutes.*