

Faculty Development Committee: Minutes from the October 8, 2013 meeting

Present: Lynnette Beers-McCormick, Esther Odegard, Tiffany Gause, Elizabeth Baez, Anita Varela and Martin Stringer and Nahla El-Said

Absent: None

Note-taker: Nahla El-Said

- 1- Martin collected information from the committee to help write a response to accreditation standard regarding professional development.
 - a. How does the college assess its professional development needs?

The committee sends out a survey to all faculty and staff to assess their needs. Nooshan had sent out the surveys in the past. Nahla will contact Nooshan for copies of the survey and survey results.

The committee collects attendance sheets and survey feedback for each flex session. Attendance is analyzed and faculty comments are taken into consideration.

Informal discussions with other faculty members are conducted by all committee members to determine their needs and their thoughts on professional development workshops.
 - b. The committee does not have any funds for professional development. The committee should request funds from PIE committee to be allocated for speakers, conferences and other professional development activities. Classified staff professional activities should also be college funded. Training is conducted for staff members on topics of their interest that relates to their jobs.
 - c. The committee regularly evaluates the credibility and the value of the offered workshops to the college community. Anita will request copies of the newsletter that was published in earlier years.
 - d. A request for funds for professional development will need to be forwarded to PIE committee.
- 2- Discussion of the change in time of potluck and faculty forum. The committee got feedback from various departments. The decision was to move the potluck and faculty forum to Thursday 12 noon-3 pm. Staff development sessions will be scheduled during that time.
- 3- Nahla reported on progress for the website. Alfonso has set up the committee website. Both Lynnette and Nahla have editing privileges. Several committee websites were examined. We will need to include our mission statement, composition, meeting times and meeting minutes. Anita, Tiffany and Nahla will work on designing the main frame with all the tabs. Old files will be converted to PDF and posted. Work will be completed during winter break.
- 4- Anita reported on the new version of the mission statement which reads as follows

“The mission of the Professional Development Committee is to provide professional growth opportunities to faculty and staff to support instruction, support services and enhance student success.”

- 5- Anita will draft a new resolution for the senate to change the name of the committee, approve the mission statement and change the committee's composition. We are thinking of having the following as members:

6 full-time faculty
1 part-time faculty
3 classified staff
1 administrator

Lynnette will contact Corinna for the resolution format.

Esther will try to promote the committee membership during classified hawks meetings.

- 6- Lynnette started putting the calendar together. Some sessions already came in and got scheduled.
- “The Eyes and Ears” by psychological services
 - “Power Point” by Lynnette and Cindy Swift
 - “Best practices in Mathematics” by Anne Hauscarriague
 - “Task Stream” by office of institutional effectiveness
 - “ParScore” by office of institutional effectiveness
 - “Safe Space” with Corinna Evett
 - “Teaching Strategies” with Leah Freidenrich

- 7- Second call for proposals will be out on October 21st.

- 8- Timeline:

Week	Activity
5 (Sep 23 rd)	Send email for repeat sessions (Done)
7 (October 7 th)	First general call for proposals (Done)
9 (October 21 st)	Second general call for proposals
11(November 4 th)	All proposals are due and finalized
	Put calendar together
13 (November 18 th)	Senate approval (depends on meeting schedule)
14 (November 25 th)	Send an all faculty email with calendar