

Faculty Development Committee: Minutes from the October 22, 2013 meeting

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

Absent: None

Guest: Scott James

Note-taker: Nahla El-Said

- 1- Scott James was a guest at the meeting to discuss how the instructional technology department can collaborate with faculty development committee.
He presented a series of 8 workshops he is planning to run for spring flex week. Scott also indicated his intent to offer bimonthly instructional technology workshops on Fridays 9-noon. These workshops will cover social media, podcasting, video production, more specified topics in BB and wikis (to promote student to student contact).
Scott James wanted to make sure that the committee would consider these sessions as flex sessions and faculty can get flex credit for them. The committee will add these sessions and will support them as part of flex activities.
Scott will announce workshops to faculty and staff. Sign-in sheets will be provided so faculty can get flex credit.
- 2- Scott also discussed how the instructional technology department is working to help meet accreditation standards by making sure that all student services areas accessible online as well for online classes. Faculty and staff training will be crucial is getting everybody ready to offering resources online.
- 3- Scott is considering joining the committee as it will serve both of our goals to have him part of the discussion to help shape flex week.
- 4- We will need to send a survey to faculty in spring 2014 to help steer the committee's offerings towards what the faculty need.
- 5- The new mission statement was discussed and approved.
"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."
- 6- Anita discussed the need to revise the responsibilities and the make-up of the committee as well so we can include it in one resolution.
Responsibilities of the committee were discussed
 - a- Determine the budget and recommend policy for allocation of faculty development resources
 - b- Assist in planning flex activities
 - c- Review, recommend and evaluate flex activities
 - d- Maintain record and data for flex activities**Membership** was discussed as well. We have decided to have the following.
 - 6 faculty
 - 2 staff
 - 1 administrator

- 7- Anita, Tiffany and Nahla will work on the website during winter break.
- 8- Lynnette is working on inputting all flex proposals as they come in. The second call for proposals went out this week. The calendar should be ready by November 18th for senate approval.
- 9- Anita will follow up with articulation for their flex activity.
- 10- Next meeting will be on Nov 12th.

11- 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 (Done)
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

SCC's mission statement: Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13)