Minutes of Faculty Professional Development Meeting of November 14, 2014

Meeting called to order at 10:30 am

Members Present: Jim Andrews, Andrew Bloom, William Wong, Carol Morodomi, Geoff Hirsch, Shyam Sundar

Members Absent: Alex Wolpe, Sandra Ammons

Approval of minutes from October 2014: Minutes approved

1. Learning College Week – Spring 2015
   Fall schedule was rolled into spring with some notable changes. Due to Martin Luther King Jr holiday, there is no Monday for LCW. The schedule relates a time on Tuesday and Wednesday dedicated to small group discussion and learning communities. The time or discussion should be between 90 minutes and 2 hours. The committee discussed whether there should be one topic addressed in all rooms, or if each room should have its own break out topic. We also talked about how to pick a topic. It was proposed that this could be done by asking the faculty or by working with the deans to find a topic that will elicit valuable cross curricular conversation. Jim Andrews commented that he would prefer to see a more formal conversation revolving around a specific topic. Various topics were proposed:
   a. Academic Integrity (cheating/plagiarism)
   b. Math and English Skills (particularly as it relates to classes without prerequisites)
   c. Grading Standards
      i. Retention
      ii. Integrity of Grading Standards
      iii. Success of Ohlone Students upon Transfer

   It was determined that topic (c) would elicit particularly strong conversations that touch on every corner of the college. Shyam suggested that a survey could be used to “stoke” the conversation. There was some discussion as to whether the survey should be done online prior to Get It Done Day or would be more effective if done on paper as faculty arrive for the day. The committee agreed that the best scheduling would be a 10 minute introduction to be given by an administrator followed by a 90 minute work group.

   Further conversation focused on whether there should be time for sharing of ideas on Get It Done Day or on Wednesday. A few options were discussed. One possibility was 10-12 small groups of 8-10 people that were selected to be cross-disciplinary. The other possibility was smaller groups of 6-7. The committee discussed the mode of share-out following the small group work. It was agreed that sharing out on the same day seemed more reasonable and that it would be effective to have a working lunch share-out.
2. Faculty Professional Development Budget-

We are down to half of the budget. This is slightly behind the pace of last year. Jim Andrews will send an email to faculty reminding them of the availability of funding and the need to get paperwork in on time.

3. Work Flow –

Is it possible to use a work flow system to streamline the process of applying for funding? Geoff Hirsch commented that at this time nothing is done electronically but, rather, forms are filled out by hand and then scanned and emailed for the appropriate signatures. Often, this means the same form is printed out multiple times to be signed and then scanned again. It would be in line with the college’s goal of sustainability to update the process to allow for online signatures. Jim will work on a solution and we will look at this again in February.

4. Short Form –

Shyam presented the short form reporting form he developed. It was noted by Hirsch that the number of hours of the activity needed to be included. The form will be updated.

Meeting Adjourned at 12:05. Next meeting will be February 6, 2015

Meeting adjourned at 12:15pm

Next meeting November 14, 2014