Minutes of Faculty Professional Development Meeting of February 6, 2015

Meeting called to order at 10:30 am

Members Present: Jim Andrews, Andy Bloom, Alex Wolpe, Geoff Hirsch, Carol Morodomi, Shyam Sundar

Absent Members: Sandra Ammons, William Wong

Approval of minutes from December 5, 2014 – Minutes were approved.

1. **Learning College Week:**

   Feedback for Learning College Week was positive. The Science, Engineering, and Math department made very positive comments during division meetings and faculty who had attended various workshops encouraged other faculty to attend workshops in the future. Geoff Hirsch agreed but did encourage future scheduling that limited the number of workshop timing conflicts. Attendance is limited by competition between workshops that faculty want to attend but are scheduled at the same time or overlapping times.

   The continuation of the faculty inquiry workshop was discussed. It was agreed that the workshop is worth continuing but needs to be better publicized. In the future it could be improved with smaller group work and with pre-registration to ensure cross-discipline discussion. Other problems were identified: LCW was conducted on multiple campuses and the long break between discussion and sharing was too long. Faculty could not easily get from one workshop to another if they were held on different campuses.

   What about creating a day in the fall that would be a faculty focused day and the faculty inquiry workshop would be the cornerstone event? This would be similar to Get It Done Day with its cornerstone faculty event that then breaks into various opportunities to work on department tasks. This was presented as an option for the spring, but the limitations created by the Martin Luther King Jr holiday make spring LCW one day shorter. This should be considered for the fall when LCW is one day longer.

   In trying to improve faculty participation and the value of the conversation it was proposed that:
   - A pre-workshop survey be conducted to generate topics
   - Faculty are given a prompt in advance to encourage a deeper reflection on topics
   - Workshops are conducted around a text that is current and focused on relevant issues in community college education. Possible texts were presented and will be further investigated:
     - *The Adult Learner* – Malcolm Knowles
     - *What the Best College Teachers Do* – Ken Bain
     - *The College Fear Factor* – Rebecca Cox

2. **Budget:**

   Jim Andrews has created a Google doc spreadsheet that gives up to date information regarding the budget based on approvals. The spreadsheet does not reflect the actual balance
of the account because there is a delay while faculty put together the relevant receipts in order to be paid. The spreadsheet does not include the donation given by Jim Wright.

Alex Wolpe asked if we should investigate the possibility of increasing the payout if the budget increases as well. This should be investigated. Faculty have not applied for as much professional development money this year as last year. Jim Andrews sent an email to faculty encouraging them to submit documents prior to the winter break and will send another out in the next few weeks to encouraging them again.

3. **Short Form Reporting:**

Shyam Sundar presented the short form for reporting professional development activities above and beyond the required 24 hours of Flex that is mandated by contract. The purpose of the short form is to make the reporting of activities easier for faculty who do not want Flex credit for the activity. We report professional development activities conducted by faculty in multiple reports, including accreditation reports. Having a document that is quick to fill out and does not require the signatures of deans or the chair of FPDC will allow our reporting to highlight all the activities undertaken by faculty.

The proposed form lists out acceptable professional development activities and provides space for a description of the activity to justify that this qualifies as professional development. The committee agreed in principle with the form but asked that the list include a tick-box for faculty to check which PD criteria their activity falls under, a spot for the date and location of the activity, and a short description of the activity.

4. **Other:**

Carol Morodomi asked that an employee of the month parking spot be created at the Newark campus for FOM winners who work at that campus.

Meeting adjourned at 11:50. The next meeting will be on March 6, 2015.