

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, November 8, 2016**  
**Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm**

**Mission Statement:** *The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.*

<b>Name</b>	<b>Abbreviation</b>	<b>Division</b>
Stacey Allen* (present)	(SA)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Ross Durand (absent)	(RD)	Industry & Technology
Diaa Eldanaf (present)	(DE)	Mathematics
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Library & Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (excused)	(MS)	Natural Sciences
Claudia Striepe (present)	(CS)	Library & Learning Resources
Lisa Mednick Takami (present)	(LMT)	Professional Development
Evelyn Uyemura (excused)	(EU)	Humanities
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

\*Committee Chair

**Fall 2016 Meetings:** September 13 & 27, October 11 & 25, November 8 & 22, December 13 (if needed).

**Spring 2017 Meetings:** February 14 & 28, March 14 & 28, April 25, May 9 & 23, June 6 (if needed).

**AGENDA**

**1. Outstanding Adjunct Faculty Award**

(SA) congratulated Dustin Black for being honored with the 2016 Outstanding Adjunct Faculty Award. In addition, Brandi Marsh (Counseling), Sanda Oswald (Biology), Malinni Roenun (Mathematics), and Karl Striepe (Political Science) will receive the Achievement Award for Distinguished Teaching at the Academic Senate meeting on December 6<sup>th</sup>.

**2. Getting the Job Workshop Series**

(SA) reminded the FDC that Part 1: The Application will take place on Friday, December 2<sup>nd</sup> 12:30-3:00, in the Alondra Room. The panel will include Sheryl Kunisaki, Briita Halonen, Melissa Fujiwara, Diaa Eldanaf, and Martha Lopez.

The FDC reviewed folders distributed at the 2015 GTJ, Part 1 workshop including sample CVs and relevant articles. (SA) asked if (SK), (BH), and (DE) would be willing to provide copies of their CV to be included in this year's folders. (BH) noted the value of having a variety of CVs available in order to provide diverse perspectives. (DB) inquired about the disciplines typically represented as attendees, echoing the sentiment that a variety of CVs is ideal. (BH) recommended the inclusion of CVs for math, English, and counseling.

(CS) confirmed that the library is requesting a full-time position for the fall, as well as Natural Sciences and some CTE programs.

The committee discussed the need to update and distribute the GTJ flyer, in addition to the timing of flyer distribution in order to optimize recruitment. (BH) noted that if a "Save the Date" announcement was to be sent, it should be a simple email, rather than the actual flyer.

(LM) noted that last semester approximately 50% of registrants did not attend the workshop. To address this problem, the registration period will be shorter this year. The committee agreed that Mondays are the ideal date to send emails and determined that GTJ announcements should go to the listservs on November 18<sup>th</sup> and 21<sup>st</sup>.

The committee discussed the format of the workshops and topics to be discussed by the panelists. (BH) suggested that Martha Lopez discuss iGreentree first and then the panelists discuss tips for preparing a good CV. A CV review session will follow the panel, to include peer reviews and reviews by panelists.

(SA) announced that Part 2: The Interview will take place on Friday, January 27<sup>th</sup> 12:30-3:00, in the Distance Education Center (DEC) and thanked (SK) for verifying with Donna Baldwin that light refreshments will be permitted in the DEC. (DB) reported that due to his depth and breadth of teaching experience, he invited John Baranski (History) to participate on the GTJ, Part 2 panel. Baranski has expressed interest and will confirm participation by the end of the week. (SA) will extend invitations to participate on the panel to those faculty that were suggested at the last FDC meeting.

### **3. Faculty Handbook**

(DB) is working with Chris Gold on the Faculty Handbook to include input from adjunct faculty. (DB) and Karl Striepe will organize informational forums to share information relevant to adjuncts and/or collect feedback to help guide handbook revisions.

(LM) noted that the informational forums would provide an excellent opportunity to gather feedback to help plan the next new adjunct faculty orientation. She mentioned the likelihood of inviting Sal Valencia to demonstrate Smart Classroom technology. (DB) noted that he has drafted a proposal already concerning new adjunct faculty orientation.

### **4. Faculty Book Club**

(SO) reported a successful turnout of approximately 20 attendees at the October 28<sup>th</sup> meeting. Attendees included faculty, counselors, and librarians, about half of whom were from the Compton Center. (SO) reported tremendous support for the book (Whistling Vivaldi by Claude Steele) and a desire to use it again next semester. (BH) suggest that (SO) consider contacting Debra Breckheimer to arrange speakers such as Melissa Fujiwara to speak about diversity and equity in these choose to use the same book in the spring.

### **5. Tenure Recognition**

(SA) confirmed with Joanna Nacheff that the reception will take place on Spring PD Day – February 9, 2017, in the Art Gallery. (SA) will make arrangements for light refreshments (CS) suggested live music, perhaps a guitar. (BH) recommended that deans be invited to speak briefly about each newly tenured faculty during the reception. (SO) reported that Julie from the bookstore is continuing to work with vendors to purchase mementos.

## **6. Brown Bag Series/Workshops**

During the 10/25/16 meeting, the FDC discussed coordinating a twice monthly series devoted to pedagogy and learning more about college programs/operations to take place in the spring. The new series will be titled:

### **Informed and Inspired: Lunchtime Professional Development Series**

Tentative dates include:

- March 2<sup>nd</sup>, 16<sup>th</sup>
- April 6<sup>th</sup>, 20<sup>th</sup>
- May 4<sup>th</sup>, 18<sup>th</sup>

(SA) suggested that two FDC members volunteer each month to coordinate Informed and Inspired sessions. (CS) noted the importance of this new series as it shows the committee's responsiveness to the needs of faculty.

(SA) announced that she will be meeting with Linda Clowers (Associate Dean of Academic Affairs) on Wednesday, November 16<sup>th</sup> to discuss the role of the FDC in the Enrollment Management Plan. Dr. Shankweiler has asked that the FDC work to develop strategies that faculty can implement within the first two weeks of the semester to increase retention. It is likely that the new Informed and Inspired series will provide an appropriate venue to develop such strategies.

**SA/11.9.16**