

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, September 13, 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><u>Name</u></b>	<b><u>Abbreviation</u></b>	<b><u>Division</u></b>
Stacey Allen* (present)	(SA)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Ross Durand (present)	(RD)	Industry & Technology
Diaa Eldanaf (excused)	(DE)	Mathematics
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(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. Fall Professional Development Day**

(SA) commended the Professional Development Department for a well-organized Professional Development Day. FDC members were pleased that faculty and staff were invited to attend PD Day, (MS) noted that it provides a nice opportunity for faculty and staff to interact with one another. While (SA) reported that she had heard positive feedback from colleagues on the keynote speaker, Dr. Dana Emerson "Shifting Perspectives: Building an Ecology of Success," others had a less favorable response citing length and repetition as concerns.

FDC members were pleased with the afternoon breakout sessions; (BH) commented that there were a lot of good choices. (SA) noted that four FDC members co-facilitated breakout sessions including: Sheryl Kunisaki "The Student, Faculty, and Academic Support Connection;" Claudia Striepe "Digging into the Professional Development Network;" Ross Durand "Active Shooter Preparation;" and Stacey Allen "Planning the WGSS Major." All sessions were well-attended.

(SK) suggested that William Garcia's presentation, "Financial Aid Updates: What's New for Your Students?" be considered for Spring PD Day as a campus-wide presentation.

Information about Fall Professional Development Day is available at <http://www.elcamino.edu/administration/staffdev/fallpdday/index.asp>

(SO) expressed concern that perhaps not enough counselors were available to help students on August 25, 2016 due to PD Day activities. FDC members stressed the importance of having enough counselors available at a crucial time before the semester. (MS) noted that reminders

with detailed information should be sent to students early enough to make necessary arrangements if limited counselors are available on PD Day.

Members expressed their interest in the variety of breakout sessions and the frustration of not being able to attend more of them. (LMT) suggested increasing the number of offerings at Spring PD Day and perhaps repeating some of those that were most successful.

(SA) suggested a one day mini-conference perhaps on a Friday similar to one that was held several years ago in conjunction with CSUDH. (MS) recommended a survey to gauge faculty interest in a conference. (CS) was especially interested in a joint effort with other colleges. (BH) noted that mid-late spring would be ideal, especially for faculty who may need to earn additional flex credit. (BH) recommended that in addition to sessions concerning institutional processes, some sessions should center on best teaching practices. (DB) reported that he attended Jan Schaeffer's session, "Managing Student Behavior" which generated a lively discussion of teaching techniques.

(SA) reminded members that the Fall PD Day evaluation survey will be open until Friday, September 22<sup>nd</sup> and suggested that a reminder email be sent to the listservs to increase the response rate. (MS) inquired if facilitators receive survey results. (LMT) affirmed that all facilitators receive survey results. Results will be discussed at the next FDC meeting on September 27<sup>th</sup>.

(SA) announced that she is working with Joy Zhao to develop a monthly workshop as a follow-up to her Fall PD Day breakout session, "Teaching with Humor and Health." According to Joy her workshops will be comprised of three areas of interest: brain health, physical health, and humor. (DB) suggested "cognitive" health in place of brain health. The first meeting is scheduled for Thursday, September 22<sup>nd</sup> from 1:00-2:00 in the TLC, Library West Basement

(SA) also announced that Jan Schaeffer will hold monthly brown-bag sessions as a follow-up to her Fall PD Day breakout session, "Managing Student Behavior." Members received a flyer and were encouraged to share the information with colleagues. "Distressed and Distressing: Identify, Respond, and Connect" will meet on the 4<sup>th</sup> Tuesday of the month, 1:00-2:00, the first meeting is September 27<sup>th</sup>.

## **2. Faculty Book Club**

(SO) announced that the FBC received funding from the Student Equity Program to fund books and refreshments for this semester. She reported that the book, *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do (Issues of Our Time)* by Claude M. Steele is very interesting. Meetings will be 9/30, 10/28, 11/18 from 12:30 to 2:00 in the TLC.

## **3. Faculty Handbook**

(SA) announced that Chris Gold is working to update the Faculty Handbook which was last revised in 1987. At C. Gold's request, (SA) asked for feedback concerning the preferred format of the handbook (online, hardcopy, hybrid). FDC members agreed that a printable, easy to navigate online version would be ideal with limited availability of hard copies. (DB) suggested they be available in division offices and/or by request. (RD) stressed the importance of making it easy to search for information in an online version of the handbook. (CS) noted that the college has just hired a webmaster who may be able to update the handbook when needed.

The FDC expressed confidence that Chris Gold should lead the project under the advisement of the Academic Senate and AS subcommittees.

#### **4. Outstanding Adjunct Faculty Award**

(SA) announced that the call for nominations will go out to the listservs next week and nomination submissions will be due by October 14<sup>th</sup>. Last year's recipient, Kim Nguyen has agreed to serve on the selection committee. FDC members were asked to consider suggesting an additional faculty member as well as an academic dean to serve on the committee. To be discussed further at next FDC meeting on September 27<sup>th</sup>.

#### **5. Getting the Job Workshop Series**

(SA) announced that full-time faculty positions will be decided on Tuesday, November 15<sup>th</sup> and suggested that the GTJ Part 1 workshop be scheduled after the positions are announced. FDC members were asked to consider possible dates as well as suggestions for panel participants. To be discussed further at next FDC meeting on September 27<sup>th</sup>.

#### **6. ASCCC Professional Development College Online Courses**

FDC members received a handout about ASCCC Professional Development College Online Courses. (SA) asked members to read over the handout as well as the Professional Development Categories and Activities List provided by (LMT). Adding the courses to the flex matrix will be discussed at the next FDC meeting as well as the number of hours faculty may earn for completing the courses.

(AV) explained that she has recently completed the Curriculum 101 course, noting that a score of 100% on each quiz is required before advancing to the next unit. This can be particularly frustrating when the courses cover extensive material.

#### **7. Tenure Reception/Gift**

(SA) announced that Dr. Maloney would like to recognize faculty who receive tenure with a small memento such as a pen with an ECC seal and/or a reception. Discussion followed as to whether the reception should be combined with the spring faculty and staff appreciation luncheon or be a stand-alone reception.

Several members reminisced of the joy felt when receiving notification of tenure. (MS) noted she still has her notification hanging on her refrigerator. (DB) noted that a combined reception may be financially more efficient, but may also shift the "spotlight" in a way that diminishes the significance of the reception. (BH) noted that the college typically hires 20 to 40 faculty per year, indicating that a stand-alone reception might be more ideal. (RD) pointed out that since faculty officially receive tenure at the start of their fourth year, it makes more sense for the recognition to take place in the fall. He suggested that faculty be honored at Fall Professional Development day as they were this year during the General Session by Dr. Shankweiler, and then be honored with a gift at the afternoon division meeting. (BH) expressed that a small gift is a great idea, but the campus-wide recognition is more important and rewarding. (RD) concurred by expressing his gratitude for the certificate he received in honor of his academic rank.

#### **8. Leadership Program**

(SA) announced that Dr. Maloney is developing a new leadership program on campus. More details will be provided at the next meeting and the FDC may be asked to provide input on the design of the new program.

### Fall 2016 FDC Initiatives

Faculty Book Club	9/30, 10/28, 11/18
Academic Rank Certificates	Distribute in September
Outstanding Adjunct Faculty Award	Nomination deadline October 14 <sup>th</sup> Committee convenes early November, awards and certificates presented at December Academic Senate meeting
Getting the Job Workshop Series Part 1: The Application	November 18 <sup>th</sup>
Planning for Spring PD Day	November-December

**Other:**

- Tenure Reception/Gift
- Fall PD Day Follow-Up Workshops/Mini-conference
- Assist Chris Gold with Faculty Handbook update
- Leadership Program

Meeting adjourned at 1:51

**SA/9.14.16**