

Faculty Development Committee Meeting
Minutes for Tuesday, September 27, 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.*

Name	Abbreviation	Division
Stacey Allen* (present)	(SA)	Behavioral & Social Sciences
Dustin Black (excused)	(DB)	Behavioral & Social Sciences
Ross Durand (excused)	(RD)	Industry & Technology
Diaa Eldanaf (absent)	(DE)	Mathematics
Briita Halonen (excused)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Library & Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Claudia Striepe (excused)	(CS)	Library & Learning Resources
Lisa Mednick Takami (excused)	(LMT)	Professional Development
Evelyn Uyemura (present)	(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. Fitness and Fun for Faculty

(SA) reported that the first meeting on Thursday, September 22nd went very well. There were 12 attendees in addition to Stacey Allen and Joy Zhao. Sue Ellen Warren gave a brief presentation on nutrition, while Kimberly Jones instructed the group on simple core exercises to prevent lower back pain. The next meeting is scheduled for October 20th, from 1:00-1:50 in the TLC.

2. Outstanding Adjunct Faculty Award

(SA) reminded the committee that nomination submissions are due by October 14th. Last year's recipient, Kim Nguyen has agreed to serve on the selection committee as has (EU). (SA) has contacted Gregory Toya for recommendation of ASO student representative. The committee discussed possible deans who might like to serve on the committee which is tentatively scheduled to meet on Friday, November 4th at 10:00am, location TBD.

3. Getting the Job Workshop Series

The FDC discussed possible dates to hold Part 1: The Application. (SO) recommended December 2nd to increase the likelihood that hiring announcements will have been made public and the workshops will not conflict with final exams.

The committee discussed potential panelists. (EU) suggested including newly hired faculty who were interviewed by Dr. Maloney during the spring 2016 semester. Members agreed that the panel should also include faculty who have served on hiring committees. (SK) volunteered to serve as a panelist.

Potential dates were discussed for Part 2: The Interview. Members discussed the benefits of holding the workshops on Spring Professional Development Day.

4. Tenure Recognition

(SA) announced that 12 faculty received tenure this year. Funding is available to purchase mementos to honor newly tenured faculty. (SA) suggested a pen with the ECC logo; (MS) suggested a gift card. (SO) will inquire at the bookstore for a suitable gift.

(SA) announced that Dr. Maloney has set aside funding for a reception to honor newly tenured faculty. The committee discussed potential dates and suggested a reception on the second floor balcony of the Marsee on Spring Professional Development Day.

FDC members suggested that honorees give a brief 2 minute speech about their first four years at ECC and/or how they have impacted the college.

5. ASCCC Professional Development College Online Courses

Members reviewed the Professional Development & Categories List and suggested that ASCCC Professional Development College online courses be added to Category 3 of the flex matrix. (AV) recently completed Curriculum 101 and indicated that it was rather time consuming but suggested 4 hours of flex credit should be earned per course. (SA) will research the amount of time estimated for course completion to determine the number of flex hours to be awarded.

6. Promoting flex information/activities in division mailrooms

(SA) inquired about space available in division mailrooms to promote flex activities and suggested the use of bulletin boards to raise awareness of activities and to provide pertinent information concerning the importance of earning flex credit. (SO) suggested a monthly calendar to promote ongoing events and activities and volunteered to investigate the possibility of freeing space in the Humanities mailroom for promoting flex activities.

7. Student Retention and the Enrollment Management Plan

At the request of Dr. Shankweiler, FDC members discussed strategies for retaining students during the first two weeks of the semester.

- On the first day of the semester (MS) has students interview one another and discuss their goals for the semester. This helps to establish relationships and communication and keeps students invested in the class. She also forms study groups led by students who perform well on the first exam.
- (EU) assigns assignments on the first day and has students write an essay in class on the second day of the semester.
- (SO) stressed the importance of learning students' names. She uses a free texting program (remind.com) which she uses to send text messages to students, including an introductory text on the first day of class. In addition, she contacts students who miss two consecutive days in a row to inquire about their well-being.

- (SA) assigns an inspirational article on the first day to be read before day two. Students complete an assignment in class on the second day where they must identify the main points of the article, set goals for the semester and outline steps for completing their goals.

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 th Committee convenes early November Awards and certificates presented at December Academic Senate meeting
Getting the Job Workshop Series Part 1: The Application	November-December
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

Meeting adjourned at 1:52

SA/9.28.16