

Faculty Development Committee Meeting
Minutes for Tuesday, September 12, 2017
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
Anna Brochet (Present)	(AB)	Counseling
Briita Halonen (Excused)	(BH)	Humanities
Sheryl Kunisaki (Present)	(SK)	Library & Learning Resources
Sumino Otsuji (Present)	(SO)	Humanities
Margaret Steinberg (Excused)	(MS)	Natural Sciences
Claudia Striepe (Excused)	(CS)	Library & Learning Resources
Lisa Mednick Takami (Present)	(LMT)	Professional Development
Evelyn Uyemura (Present)	(EU)	Humanities
Carolee Vakil-Jessop (Excused)	(CVJ)	Federation
Andree Valdry (Excused)	(AV)	Learning Resources/Compton Center

*Committee Chair

Fall 2017 Meetings: September 12 & 26, October 10 & 24, November 14 & 28, December 12 (if needed)

Spring 2018 Meetings: February 27, March 13 & 27, April 24, May 8 & 22 (if needed)

AGENDA

1. Welcome back! ☺

(SA) welcomed the committee to the start of the fall semester and reported that due to scheduling conflicts, Dustin Black, Ross Durand, and Andree Valdry are unable to serve on the FDC at this time. (DB) intends to return in the spring. (AV) has offered to look for a replacement. (LM) noted that importance of having someone from Compton serve on the FDC, especially during this time of transition. (SA) highlighted the need to recruit new members, especially from underrepresented divisions: Business, Fine Arts, Health Sciences & Athletics, Industry & Technology, and Math. An email will be sent to these divisions inviting faculty to join the FDC.

2. Review 2016-17 Summary of Activities

(SA) provided a summary of FDC activities completed last year and asked the committee to review. (LM) suggested including the Sexual Assault Awareness & Prevention Panel that took place last April.

3. Fall Professional Development Day

(SA) announced that the Professional Development & Learning Department is currently preparing evaluation survey results which will be reviewed by the FDC when they are available. (LM) reported an unusually high response rate this year, with 277 responses. Based on feedback from the FDC, the evaluation survey was sent to the listservs earlier this year (within a day or so of PD Day) along with several reminders. This proved to be very effective.

(EU) noted an adjunct instructor in her division reported feeling unwelcomed when he arrived to the general session, in part because there did not seem to be an official sign-in sheet for adjunct instructors. (LM) suggested we provide a blank sign-in sheet for each division to allow adjunct instructors to sign in on PD Day.

4. Faculty Book Club (FBC)

(SO) announced she will be coordinating the FBC with Sue Ellen Warren again this semester. With funding provided again by the Student Equity Program, the FBC will be reading *Street Life: Poverty, Gangs, and a PhD* by Dr. Victor Rios. (SO) reported the focus this semester will be on gaining a better understanding of Hispanic students. Dr. Rios earned a PhD from UC Berkeley; in his book, he shares stories of gang life and incarceration and his personal transformation. Meetings will take place: 9/29, 10/20, 12/1 from 12:30 to 2:00 in the TLC.

5. Informed and Inspired (I&I): Lunchtime Faculty Development Series

September series (9/7 & 9/21): A Day in the Life of an ECC Student

Coordinators: Sheryl Kunisaki & Sumino Otsuji

(SK) and (SO) reported the first session on 9/7 was outstanding! (SO) reported the student panelists were well-prepared and shared moving personal stories. She noted one student said "I would be dead if it wasn't for El Camino." (SK) similarly reported that one student declared "faculty just don't understand the power they have over us."

The committee discussed the importance of hearing specifically from our DACA students at this particular time and voted to revise this month's I&I format. In lieu of a roundtable discussion next week, we will host a panel of DACA students. (SA) noted the timing of this topic is especially relevant given that Rene Lozano and Cynthia Mosqueda have been invited to speak at next week's Senate meeting about issues pertaining to DACA students.

(EU) volunteered to coordinate the October series. She will invite faculty in her department, such as Allison Carr, to co-present on issues relevant to our ESL student population. She recommended conducting a roundtable discussion on 10/5 (which happens to be World Teachers Day!) and a panel of ESL students on 10/19.

(SA) and (BO) reported that they have been in communication with Shaun Cook to develop November's theme – Getting to know our Veteran Students. The sessions will take place on 11/2 & 11/16.

6. Outstanding Adjunct Faculty Award (OFA)

(SA) announced the call for OFA nominations will be sent later this week or early next week. Nominations will be due by October 13th.

7. Getting the Job Workshop Series

(SA) reported that dates have been set for Part 1: The Application – Friday, December 1st and Part 2: The Interview – Friday, January 26th. Unfortunately, the Alondra Room is already booked for these dates; therefore, alternative locations are being explored. (LM) noted that some rooms like the Alondra Room have already been booked two years in advance. (SA) has contacted HR for the faculty hiring timeline and will report back to the FDC when that information becomes available.

8. Retiree Celebration

(SA) announced that Dr. Maloney will be hosting an event to honor faculty retirees through 6/30/17 and staff and manager retirees through 12/31/17. (SO) volunteered to serve on the planning committee which will be chaired by Tuan Hua of Professional Development. (LM) noted the event is scheduled to take place on Tuesday, October 24th in the East Dining Room.

9. Discuss “El Camino College Flex Credit” – Flex Approval Processes

(SA) provided “El Camino College Flex Credit” for the committee to review. The document highlights concerns raised by faculty at the 5/30/17 Senate meeting concerning flex policies and procedures. In summer 2017, a team from Academic Affairs, Professional Development, and Academic Senate, met to discuss suggested improvements and to develop strategies, these are also included in the document.

(SA) recommended the formation of a subcommittee to review and revise the flex matrix and FAQs and to develop a faculty-based review process. (SA) will send an email inquiry to gauge FDC member interest in serving on the subcommittee.

(LM) noted that due to many limitations with PD Reporter, newer flex reporting systems will be reviewed this year. One feature that seems to be absent from all available systems is a digital signature feature. PD is currently working with ITS to develop something that could be implemented in the future. This would eliminate the need for paper sign-in sheets for large meetings such as Professional Development Day.

Fall 2017 FDC Initiatives

Wellness Warriors	August-December
Informed & Inspired	Sept 7 th & 21 st ; Oct 5 th & 19 th ; Nov 2 nd & 16 th
Faculty Book Club	Sept 29 th , Oct 20 th , Dec 1 st
Academic Rank Certificates	Distribute in September
Outstanding Adjunct Faculty Award	Nomination deadline October 13 th , selection committee convenes early November, awards and certificates presented at December 5 th Academic Senate meeting
Getting the Job Workshop Series Part 1: The Application	December 1st
Planning for Spring PD Day	November-December

Meeting adjourned at 1:49