



ACADEMIC SENATE

Faculty Development Committee

Agenda

September 6, 2018 - 12:30 – 1:50 PM

Barker Nursing Center Conference Room

Call to Order and Presence of a Quorum (8)

II. Public Comments *Please inform the Chair before the meeting of your intent to speak and complete a request to speak form. Guests are welcome and invited to contribute to discussion on agenda items (3 minute limit per person).*

III. Approval of Agenda – Will be approved as submitted if there are no changes. Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Committee (10), or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the Committee subsequent to the agenda being posted as specified.

IV. Approval of Minutes – Minutes, August 20, 2018. Minutes will be approved as submitted (if there are no corrections)

V. Reports

- A. Sabbatical Sub-Committee
- B. Professional Advancement Sub-Committee
- C. Travel Budget/Expenditures – Bob Holmes

VI. Action Items

- A. Funding Requests
- B. Sabbatical Applications
- C. Professional Advancement Applications
- D. Assessment Workshops

VII. Discussion Items

- A. FDC Mission, Goals and Objectives 18/19 (see attached draft)
- B. New Faculty Orientation
- C. Professional Advancement
- D. Fall Flex
- E. Faculty Development Coordinator
- F. Calendar of Ongoing Faculty Development Activities on the Portal

VIII. Information Items

IX. Good of the Order

X. Adjournment

Next Meeting – October 4, 2018

12:30 – 1:50 PM

Barker Nursing Center Conference Room

i. Faculty Development Committee (Donna Greene, Chair)

Mission:

With a continuing goal of fostering student engagement and success, our mission is to provide faculty with activities and experiences that translate into successful learning for our diverse student population.

Goals and Objectives:

In order to support such an environment, the Faculty Development Committee is charged with designing the FLEXIBLE Calendar Schedule, promoting professional development activities, and responsibly overseeing the distribution of the Academic Enrichment Fund in support of these opportunities for faculty learning and toward the goal of fostering student success.

Faculty Development is also responsible for Professional Advancement and Sabbaticals.

ii. Products 2017/18

- Fall and Spring Flex Calendar Schedules and Satisfaction Surveys
- New Faculty Orientation Schedule
- Review and Approval of Professional Advancement Submissions (Forward to HR)
- Review and Approval of Sabbatical Request Submissions (Forward to College President)
- Track Faculty Academic Enrichment Fund Expenditures

iii. Goals 2018/2019

- Revision of Mission and Goals to reference Chancellor's Office Flex Guidelines.
- Update COD Policy on Flex Activities
- Create a Policies and Procedure Manual for Academic Enrichment Fund Requests including timeline for submission of requests and reimbursement.
- Update Policy and Procedure for submission of Professional Advancement
- Update Policy and Procedure for submission of Sabbatical Leave Requests
- Advocate for the creation of a Faculty/Professional Development Coordinator to assist with:
 - Clerical duties for both the Flex Schedule and New Faculty Orientation
 - Tracking Academic Enrichment Fund Expenditures
 - Reporting of Flex Hours to the Chancellor's Office
 - Advertising Fall, Spring and ongoing Flex Activities
 - Creating Forms for tracking and reporting Flex Activities
 - Coordinating Professional Development Activities for both Faculty and Staff
- Embed the Fall, Spring, and ongoing Flex Activities into the COD website to automate Flex Tracking and Submission to the Chancellor's Office.