



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
December 1, 2010
2:00 p.m. – A140

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE CHAIR**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. November 17, 2010 (attachment)
- 6. ACTION ITEMS**
 - a. Budget Request – Dr. Matthew Rainbow (attachment)
 - b. FPD Proposal Form Revisions (attachment)
 - c. Spring Welcome Back Day descriptions (attachment)
- 7. DISCUSSION ITEMS**
 - a. College Success Mentor Program (attachment)
 - b. Honor's Committee Request on Honor's Option
- 8. REPORTS**
 - a. Spring Welcome Back Update
- 9. OTHER**
 - Review / Approve Plans / Contracts
- 10. ADJOURNMENT**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT
COMMITTEE MINUTES**

**December 1, 2010
2:00 p.m. – A140**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

Kathryn Mitchell, Faculty Professional Development Chair, called the meeting to order at 2:10 p.m.

2. OPENING COMMENTS FROM THE CHAIR

Kathryn informed the committee that a request from the community has been made regarding a “Faith and Fitness” event to be held on campus in February. This would be a community event which faculty are invited to attend for Standard 4 credit. The speaker is a personal trainer at a local gym who speaks to groups about finding balance in one’s life through physical exercise, diet, and one’s own spirituality. Kathryn reported to the committee that she was assured the speaker did not “preach” a specific religion or promote his work place. Instead, the focus of the presentation is on finding one’s own balance through healthy choices. The committee agreed to make this an action item at the next meeting. The proposal is to allow the event on campus and welcome the community and college to participate.

3. OPEN COMMENTS FROM THE PUBLIC

None.

4. APPROVAL OF MINUTES

a. November 17, 2010 (attachment)

A motion was made and seconded to approve the November 17, 2010 FPD Committee minutes. Motion carried.

A motion was made and seconded to amend the FPD agenda and move Discussion Item 6a. College Success Mentorship Program as the first item of business prior to other FPD Business. Motion carried.

5. ACTION ITEMS

a. Budget Request – Dr. Matthew Rainbow (attachment)

Dr. Rainbow requested reimbursement for a slide production for a flex presentation for the amount of \$30. 65. A motion was made and seconded to approve the request. Motion carried.

b. FPD Proposal Form Revisions (attachment)

Motion was made and seconded to approve proposal form. Committee reviewed the proposal forms for next year and deleted the line item on transportation requests and to insert a line on funds being unavailable for transportation and field trips under the College Colloquia and Field Trip section of the form. Motion carried as corrected.

c. Spring Welcome Back Day descriptions (attachment)

Motion was made and seconded to approve the descriptions for the Spring Welcome Back Day sessions. Motion carried.

6. DISCUSSION ITEMS

a. College Success Mentor Program (attachment)

Dr. Rosa Hall presented on AVC mentorship program, with a pilot proposal to start in spring 2011, with ten faculty and students. Faculty can receive up to 10 hours of standard 1 credit. Faculty must have at least 10 hours of contact with the student they are mentoring a month during the semester. The committee discussed requirements and eligibility for students and faculty in program and were told that there will be limits on the student eligibility with the aim of recruiting students that do not already have a mentor available. Students and faculty in the program must file monthly reports and log meeting

hours to satisfy reporting guidelines. The hope is to get Title 5 funding with data obtained from the success of this program. Committee members expressed concern regarding faculty mentoring students in their current classes and it was agreed that a faculty member should not take a student currently enrolled to ensure there is no favoritism in terms of grading. Another concern of the committee's was that the faculty member would be meeting with the student during office hours and Dr. Hall agreed that this aspect of the program would need to be discussed further. It was emphasized that faculty cannot meet during office hours and claim that credit since we are already paid for those hours.

b. Honor's Committee Request on Honor's Option

Kathryn reported that she attended an Honor's Committee meeting at their request to discuss gaining flex hours for faculty members that provide an honor's option to students. This request was rejected, citing that the honor's option includes work that is considered part of faculty's normal teaching duties and not professional development.

7. REPORTS

a. Spring Welcome Back Update

Kathryn requested two more committee members to help with the FPD Committee Round Table. Erin Stein volunteered to work on the evaluation guidelines and process section of the presentation, though she requested help from a committee member that has been on the committee for a while as she is a new member. No other committee member volunteered and Kathryn agreed to ask Santi Tafarella if he would be willing to help.

8. OTHER

- Review / Approve Plans / Contracts—committee did not have time to review and approve adjunct contracts; Kathryn requested that as committee members have time they go to the Academic Senate Office and review contracts over the next week.

9. ADJOURNMENT

A motion was made and seconded to adjourn the December 1, 2010 Faculty Professional Development (Flex) Committee meeting at 3:30 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rae Agahari	Cindy Lehman	Jack Halliday	Casey Scudmore
Rona Brynin	Ty Mettler	Tatiana Konovalav	Santi Tafarella
Magdalena Caproiu	Kathryn Mitchell	Sharon Lowry	<i>Vacant Confidential Mngmt. Union Rep</i>
Richard Coffman	Linda Noteboom		
Rosa Fuller	Dr. Tom O'Neil		
Jennifer Gross	Erin Stein		
Mark Hoffer	Scott Tuss		

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TUESDAY, OCT 19, 2010

FLEX COMMITTEE:

FOR THE BIOLOGY OF AGING AND DEATH FLEX

ON OCT 15 I SHOT AND DEVELOPED TWO ROLLS OF
EKTACHROME 35mm SLIDE FILM.

KING PHOTO

\$10.92 for
developing
35mm
slides
for
Biology
of Aging
and Death

10-15 10 10
2 5.95 6
1.4
1.27 8+

10.72 8

42037
14-31

2 rolls
Ektachrome
35mm
slide
film
for
Biology
of Aging
and Death
Flex

1 9-10
28 #02-360
8.99 1
8.99 1
17.98 8
1.75 1K
19.73 8
28.70 8
0.27 8
1 #
1-09-10
0281#03-220

WOULD IT BE POSSIBLE TO BE REIMBURSED \$30.65 FOR THIS? PLEASE NOTE THAT ALL THESE SLIDES CAN AND WILL BE USED IN MY BIOLOGY 101 AND BIOLOGY 110 LECTURES, AS THEY ALWAYS ARE. (I TRY TO ^{DO} FLEX'S THAT ENHANCE MY ABILITY TO TEACH MY REGULAR CLASSES, WHICH IS I GUESS WHAT FLEX IS ALL ABOUT!)

THANK YOU FOR CONSIDERING THIS.

— MATT RAINBOW



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT PROGRAM
PROPOSAL FORM GUIDELINES & DIRECTIONS**

The Faculty Professional Development Committee seeks proposals for the 2011-2012 academic year. The committee plans to select approximately 300 hours of activities, roughly half of which will be Faculty Academy. A limited number of Faculty Academy events may be offered online. If you are interested in facilitating one of these online training events, please contact Faculty Professional Development Chair Kathryn Mitchell at kmitchell18@avc.edu.

This year's proposals may be submitted electronically to gkastner@avc.edu. The deadline is Monday, February 28, 2011.

***FACULTY ACADEMY ACTIVITIES**

Faculty Academy events are strictly designed to improve student learning outcomes and retention and enhance the quality of instruction and support services at Antelope Valley College. Academy activities should offer training in teaching and assessment methods, divergent learning styles, curriculum development, educational technology, and support the Antelope Valley College mission and institutional learning outcomes. **Priority consideration will be given to activities that offer participants hands-on training and direct interaction with the facilitator.**

***COLLEGE COLLOQUIA AND FIELD TRIPS**

College colloquia and field trips are designed to encourage faculty interaction through the exchange of ideas across various disciplines. Colloquia activities enhance lifelong learning skills and promote dialogue by examining culturally diverse perspectives in the arts, sciences, and humanities. **Priority consideration will be given to activities that offer interdisciplinary perspectives.**

DIRECTIONS FOR COMPLETING THE PROPOSAL FORM

- Descriptions should provide a brief overview of the proposed activity and its direct benefit to participants in relation to the requirements listed for Faculty Academy or College Colloquia activities.
- Descriptions should be limited to 4-5 sentences and be approximately 150 words in length.
- **A digital still promoting your proposal would be greatly appreciated.** JPEG attachments should be **300KB** or smaller.

Due to the current budget crisis, the Faculty Professional Development Committee is unable to approve funding for the 2011-2012 academic year at this time. The Committee will consider budget requests in the fall semester on a one-on-one basis.

The Professional Development Committee reserves the right to edit all program copy prior to publication. All proposals are due by **Monday, February 28, 2011.**

***NOTE** – all proposed activities must allow a minimum of 20 participants to be considered in the approval process.



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT PROGRAM
2009 – 2010 PROPOSAL**

- Faculty Academy College Colloquia Field Trip/Off Campus
 Online Online

Event Title:

Coordinator(s)/Presenter(s):

Contact Information – Telephone #:

E-mail Address:

EVENT DESCRIPTION

(refer to specific instructional aspects; not to exceed 150 words)

Activity Category for the Chancellor’s Office

(check one box only)

- | | |
|--|--|
| <input type="checkbox"/> Course instruction and evaluation | <input type="checkbox"/> Learning resource services |
| <input type="checkbox"/> Staff development, in-service training and instructional improvement | <input type="checkbox"/> Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity |
| <input type="checkbox"/> Student personnel services | <input type="checkbox"/> Instructional workshops and institutional research |
| <input type="checkbox"/> Program and course curriculum or learning resource development and evaluation | |
| <input type="checkbox"/> Other duties as assigned by the district (must provide justification): | |

Preferred Date *(must submit dates for consideration)*: 1st - 2nd - 3rd -

Preferred Time Range: 8 am – 12 pm 12 -5 pm 5-10 pm Anytime

of Hours:

Preferred Location:

Maximum # of Participants:

Transportation Request: Yes No

Departure Time:

Return Time:

Additional Information or Special Request

Submitted by:

Date:

Proposals should be submitted electronically to gkastner@avc.edu no later than **Monday, February 2, 2011**. Please include a digital still (if available) that can be used to promote the event. JPEG attachments should be **300KB** or smaller.

Spring Faculty Welcome Back Day 2011

Breakout Session Descriptions –

Online Teaching Open House

This Open House will showcase online courses developed by several of our instructors. Attendees will be able to see the "inside" of a virtual classroom, discuss the pedagogical implications of shifting from the traditional classroom setting to a virtual one, see first hand how various strategies can be used to successfully deliver online content, and talk one-on-one with those who teach in cyberspace. Participants include Mr. Rick Balogh, Co-chair of the Distance Education Committee, Dr. Nancy Bednar, Dr. Ed Beyer, Jennifer Gross, Priscilla Jenison, Heidi Preschler, and Ken Shafer.

Outstanding Adjunct – David Earle

SLO/PLO Assessment and Analysis (*not sure what the title should be?*)

Race & Gender (& Globalization) Follow-up

Faculty Professional Development Committee Roundtable

Do you wonder why faculty are required to complete professional development hours? Are you curious about the proposal process? If so, you're in luck—the Faculty Professional Development Committee will explain all during our FPD Committee Round Table. The committee will discuss our guidelines in relation to the new guidelines set down from the Chancellor's Office, as well as explain the proposal process and faculty involvement. Additionally, the FPD Committee will offer examples of other college programs for comparison purposes and conduct a brief Question and Answer session.



ANTELOPE VALLEY COLLEGE

***PROGRAM OUTCOMES FOR COLLEGE SUCCESS MENTOR PROGRAM**

1. Mentee (student) will develop a greater satisfaction with the college experience as assessed through a **satisfaction survey**.
2. Mentee (student) will demonstrate an increase in success, retention, and persistence assessed through **transcript verification**.
3. Mentor (student) will develop a realistic view of the future goals assessed through **satisfaction survey** and faculty monthly logs (suggested by Office of Institutional Research).
4. Mentor (student) will develop an informal network of contacts of his/her chosen career assessed through program **satisfaction survey**.

(*Extracted from original proposal of Patricia Marquez presented to Matriculation in fall 2009; reviewed by team of counselors/staff in Summer 2010 in anticipation of Welcome Back presentation; presented by Dr. Rosa Hall and faculty/staff team at Faculty Welcome Back in fall 2010; reviewed at Counselor Faculty Meeting on August 23, 2010; reviewed in November 2010 by faculty/staff team, Office of Institutional Research staff, Dr. Rosa Hall; reviewed again along with key forms at November 17, 2010 Matriculation meeting.)

Note: Student Eligibility for College Success Mentor Program

All students must be enrolled full time to be eligible to participate in this program. They may not be considered if they participate in special programs where they already receive special services: EOPS, STAR, Honors, CalWorks, and Office of Students with Disabilities.



ANTELOPE VALLEY COLLEGE

COLLEGE SUCCESS MENTOR PROGRAM IDEAS FOR ACTIVITIES

Each mentor/mentee relationship will be unique and consist of activities that interest each party. Ideally, they should inspire students, promote a college-going culture, and empower them to seek out resources, connections, and training that will lead toward academic or professional success. Here are ideas for possible mentor/mentee activities:

Ways to Mentor Students

- Attend a campus event;
- Participate in a campus club activity;
- Provide support to students leading a club or organizing an activity;
- Interact with community events (Example: council meeting, cultural event, literary or artistic event, or professional group meeting);
- Introduce to personal or professional network;
- Develop a personal connection over a meal or coffee;
- Attend a conference;
- Visit a four-year university or workplace site;
- Help navigate college;
- Introduce to and help access community resources such as a community support group;
- Promote scholarly interest and exploration in to a discipline;
- Explore career fields and resources;
- Introduce to positive role models;
- Offer personal, career, or academic guidance;
- Help develop communication skills;
- Suggest/promote professional, scholarly, and academic opportunities; and
- **Promote critical thinking and an expectation of college success!**



ANTELOPE VALLEY COLLEGE

COLLEGE SUCCESS MENTOR PROGRAM FACULTY AGREEMENT

I, _____ agree to serve as a College Success Mentor as documented in my log and monthly reports.

I agree to:

- Conduct pre- and post- student satisfaction surveys with student.
- Submit a copy of log monthly (Keep a running total throughout the semester on one sheet.)
- Submit a complete log at the end of term.
- Complete a brief monthly report.
- Remind student to submit monthly reports.

All documents will be submitted to the mail box of College Success Mentor Liaison, Rosa Fuller, for 2010-2011, no later than May 27, 2011.

SIGNED: _____

DATED: _____

Student Name: _____

ID Number: _____



ANTELOPE VALLEY COLLEGE

COLLEGE SUCCESS MENTOR PROGRAM MENTEE AGREEMENT

I, _____ agree to participate in the
College Success Mentor Program as a mentee for the _____ (year)
during the fall or spring semesters (circle one)

I agree to:

- Complete assessment, orientation, counseling/ed plan within the first month of starting the College Success Mentor Program.
- Participate in a one-hour initial meeting with Mentor to complete Student Engagement and Satisfaction Survey, discuss academic, personal and career goals, and to discuss and complete a mentee agreement.
- Complete the Student Engagement and Satisfaction Survey at the end of term.
- Meet with my mentor a total of eight (8) hours distributed throughout the semester (at least two (2) contacts per month).
- Submit a brief report to mentor monthly.
- Maintain full-time (12 units) status.
- Maintain a 2.0 GPA.
- Attend all scheduled classes with no more than three (3) absences.
- Demonstrate progress in all courses scheduled for the semester.
- Submit all required information and conclude all required activities no later than May 27, 2010.

Student's Name: _____

Student's Signature: _____

Student's Contact Information: _____

Mentor's Contact Information: _____



Date Due: _____

Submit To: _____

ANTELOPE VALLEY COLLEGE

COLLEGE SUCCESS MENTOR PROGRAM LOG

Name of Mentor: _____ Name of Mentee: _____

	Date	Time	Duration of Meeting	Method of Contact *	Topics Discussed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

*Contact methods may include such possibilities as face-to-face meeting; on-line meeting; e-mail communication, phone conversation, discussion after class, etc. Include time to conduct pre- and post- test for mentee and any time spent introducing student to those in other areas.

Completed log to be submitted no later than May 27, 2011 for Professional Development Credit. Copies of logs are due monthly throughout the semester. Place in mail box of College Success Liaison, Rosa Fuller, or sent it electronically to rfuller@avc.edu



Date Due: _____

Submit To: _____

ANTELOPE VALLEY COLLEGE

BRIEF REPORT FORM – FACULTY MENTOR

(Please Briefly Answer Each Question Below)

1. Major issues addressed in mentorship meetings.

2. Major accomplishments of mentorship meetings.

3. Referrals facilitated through mentorship meetings.

4. Progress of relationship with student.

5. Your level of satisfaction with the program so far (circle one)

Excellent Above Average Average Below Average Dissatisfied

8. Your suggestions, concerns (if any) for changes or improvements to the *College Success Mentor Program*

Name of Faculty Mentor: _____

Contact Info for Faculty Mentor: _____

Name of Student Mentor:: _____



Date Due: _____

Submit To: _____

ANTELOPE VALLEY COLLEGE

BRIEF REPORT FORM – STUDENT MENTEE

(Please Briefly Answer Each Question Below)

1. Number of times contacted by faculty mentor.

2. Major topics/issues raised in mentorship meeting.

3. Most helpful suggestions from faculty mentor.

4. Referrals or new experiences suggested by faculty mentor.

5. Your level of satisfaction with mentor relationship so far (circle one)

Excellent Above Average Average Below Average Dissatisfied

8. Your suggestions, concerns (if any) for changes or improvements to the *College Success Mentor Program*

Name of Faculty Mentor: _____

Your Name: _____

Your Contact Information: _____

Student Name: _____

ID Number: _____



- Assessment (Required)
- Orientation (Required)
- Counseling Ed. Plan (Required)

ANTELOPE VALLEY COLLEGE

STUDENT ENGAGEMENT AND SATISFACTION SURVEY

Have you identified your major? Yes No If so, what? _____

How many courses have you taken in your chosen major?

- (0) (1-2) (3-4) (5+) (Complete all this term)

Have you established a career goal? If so, what? _____

Have you created a timeline for completion of your career goals?

- Yes No

Given your life situation, financial resources, and grades in courses in your proposed career field, how realistic do you feel your career goals are? Rate on a scale of 1-5, with 1 the most realistic and 5 the least realistic.

- (1/least) (2) (3) (4) (5/ most)

College services in which you have previously or currently participate:

- | | | |
|---|---|--|
| <input type="checkbox"/> Assessment Center | <input type="checkbox"/> Counseling (Personal Issues) | <input type="checkbox"/> Office of Students/w Disabilities |
| <input type="checkbox"/> Athletic Competition | <input type="checkbox"/> Counseling Student Ed. Plan | <input type="checkbox"/> Reserve Book Collection (Lib.) |
| <input type="checkbox"/> Bookstore | <input type="checkbox"/> Forensics | <input type="checkbox"/> Transfer Center |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Honors | <input type="checkbox"/> Workshops in Career Center |
| <input type="checkbox"/> CARE-A-VAN | <input type="checkbox"/> Instructional Media Center | <input type="checkbox"/> Workshops in Counseling |
| <input type="checkbox"/> Career Center | <input type="checkbox"/> Job Placement Center | <input type="checkbox"/> Workshops in Financial Aid |
| <input type="checkbox"/> Clubs/Organizations | <input type="checkbox"/> Learning Center | <input type="checkbox"/> Workshops in Job Placement Ctr. |
| <input type="checkbox"/> Computer Open Labs | <input type="checkbox"/> Library | <input type="checkbox"/> Workshops in Learning Center |
| <input type="checkbox"/> Counseling (Career Advisement) | <input type="checkbox"/> Model United Nations (MUN) | <input type="checkbox"/> Other _____ |

Have you attended college exhibits, cultural events, sporting events within the last year?

- Yes No

How many friendships have you developed from being on campus and enrolled in classes?

- (0) (1-2) (3-4) (5-9) (10+)

How do you stay in touch with faculty members outside of class? (Select all that apply)

- (Email) (Phone) (Blackboard) (Meeting) (Not at all)

Have you consulted with at least one faculty member during office hours?

- Yes No

Do you talk to any staff or faculty at college when you have a bad day or need help?

- Yes No If so, who? _____

Check any of the following you have consulted for information or assistance:

- | | | |
|--|--|---|
| <input type="checkbox"/> Career Specialist | <input type="checkbox"/> Faculty in Learning Center | <input type="checkbox"/> Student Handbook |
| <input type="checkbox"/> College Catalog | <input type="checkbox"/> Friend | <input type="checkbox"/> Tutor/SI Leader in Learning Center |
| <input type="checkbox"/> DegreeWorks | <input type="checkbox"/> Financial Aid Staff or Web | <input type="checkbox"/> AVC Website |
| <input type="checkbox"/> Disability Svcs. Cnslr. or Ed Advisor | <input type="checkbox"/> Parent or Significant Other | <input type="checkbox"/> Other _____ |

How many people have you spoken with in your proposed career field thus far?

- (0) (1-2) (3-4) (5-9) (10+)

When you are having trouble with your coursework what do you do? Explain

What is your level of satisfaction with your experience at AVC so far? Comments

- (1/least) (2) (3) (4) (5/ most)

