



Faculty Professional Development Committee Agenda

Wednesday, December 9, 2015
2:00 p.m. – 3:00 p.m.
L-201

COMMITTEE MEMBERS

- Kathryn Mitchell, Faculty Co-Chair
- Dr. Bonnie Suderman, Co-Chair
- LaDonna Trimble, Administrative Member
- Dr. Tom O’Neil, Administrative Member
- Leslie Baker, Faculty Member
- Dr. Rona Brynin, Faculty Member
- Dr. Magdalena Caproiu, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member
- Darcel Jarrett-Bowles, Faculty Member
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison
- Jackie Lott, Faculty Union Rep
- Ty Mettler, Faculty Member
- Melanie Parker, Faculty Member
- Susan Snyder, Faculty Member
- Dr. Darcy Wiewall, Faculty Member

Items	Person	Action
I. Opening Comments from the Co-Chair	K Mitchell	
II. Open Comments from the Public		
III. Approval of Minutes	All	a. October 28, 2015 FPDC Meeting (attachment)
IV. Discussion Items	B Suderman K Mitchell K Mitchell K Mitchell K Mitchell	a. AVC2CSU Work – Flex Credit b. FPDC Possible Hour Change c. Timeline d. Research on Other College Programs e. Survey
V. Action Items	K Mitchell K Mitchell K Mitchell K Mitchell	a. 2015-16 4C/SD Membership Invoice (attachment) b. Request for Funding Process & Form c. Opening Day Tentative Schedule d. Language Clarification for Guideline
VI. Adjournment		



ANTELOPE VALLEY COLLEGE

MEETING DATES

September 9, 2015

September 23, 2015

October 14, 2015

October 28, 2015

~~November 11, 2015~~ HOLIDAY

November 25, 2015

February 10, 2016

February 24, 2016

March 9, 2016

March 25, 2016

~~April 8, 2016~~ SPRING BREAK

May 13, 2016

May 27, 2015 (if needed)



Faculty Professional Development Committee Minutes

Wednesday, December 9, 2015
2:00 p.m. – 3:00 p.m.
L-201

COMMITTEE MEMBERS

- Kathryn Mitchell, Faculty Co-Chair
- Dr. Bonnie Suderman, Co-Chair
- LaDonna Trimble, Administrative Member
- Dr. Tom O’Neil, Administrative Member - ABSENT
- Leslie Baker, Faculty Member
- Dr. Rona Brynin, Faculty Member - ABSENT
- Dr. Magdalena Caproiu, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member
- Darcel Jarrett-Bowles, Faculty Member - ABSENT
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison - ABSENT
- Jackie Lott, Faculty Union Rep
- Ty Mettler, Faculty Member
- Melanie Parker, Faculty Member
- Susan Snyder, Faculty Member – PROXY (Debra Dickinson)
- Dr. Darcy Wiewall, Faculty Member

Items	Person	Action
I. Opening Comments from the Co-Chair	K Mitchell	Terry Cleveland will be offering Emergency Management training in spring 2016 for faculty. Up to 8 hours credit may be earned.
II. Open Comments from the Public		
III. Approval of Minutes	All	a. October 28, 2015 FPDC Meeting (attachment) <i>A motion was made and seconded to approve minutes of the October 28, 2015 FPDC meeting. Motion carried with one (1) correction.</i>
IV. Discussion Items	B Suderman	a. AVC2CSU Work – Flex Credit Dr. Suderman explained the AVC2CSU project is a 2-year pathway to graduation for qualifying students. Students who are accepted will be handed their schedule and earn their diploma in two years. Faculty working on preparation and scheduling during intersession have requested the choice of a stipend or professional development credit. They will work up to 24



ANTELOPE VALLEY COLLEGE

	K Mitchell	<p>hours. Members agreed professional development credit should be offered: Standard 3 – up to 20 hours (maximum for one project).</p> <p>The item will be agendized for action at the February 10, 2016 meeting.</p> <p>b. FPDC Possible Hour Change Members reviewed a FPDC possible hour change timeline created by Kathy Mitchell and Dr. Ed Beyer, Senate President. The timeline includes research on other college FPD programs, a survey on what professional development faculty believe is most helpful, and faculty forums. Kathryn has spoken with Dr. Beyer and Susan Lowry, Union President, and has requested the MOU be extended one year. She explained the time is necessary to do all that is needed to form a recommendation, and the timeline is based on the assumption the MOU will be extended.</p> <p>Dr. Suderman suggested the FPDC discuss how to quantify the 12 hours faculty are to be using for assessment. This will be a discussion item at the next FPD meeting.</p>
	K Mitchell	<p>c. Timeline</p> <ul style="list-style-type: none">• February – March 2016: Research of other college FPD programs• March 2016: FPDC Faculty Survey; review survey results• April 20, 2016: FPDC Faculty Forum• May 2016: FPDC reports to Senate; Senate begins discussion• August 2015: (Opening Day) Senate FPDC Breakout Session• September 2015: Senate discussion• October 2015: Senate vote; recommendation forwarded to the union
	K Mitchell	<p>d. Research on Other College Programs Members volunteered to research professional development programs at community colleges who serve approximately the same number of</p>



ANTELOPE VALLEY COLLEGE

		<p>students, to see what programs are working and why. Volunteers will send feedback to Kathy Mitchell who will report feedback, trends, etc. at the February 10, 2016 meeting.</p> <p>Melanie Parker: Alan Hancock College Butte College Cabrillo College Chabot College Chaffey College</p> <p>Ty Mettler: Citrus College Cypress College Foothill College Golden West College Grossmont College</p> <p>Darcy Wiewall: Hartnell College Irvine Valley College LA Valley College Laney College Mira Costa College</p> <p>Rona Brynin: Modesto Junior College Mt. San Jacinto College Reedley College Riverside City College San Bernardino Valley College</p> <p>Magdalena Capriou: San Diego City College San Joaquin Delta College Santiago Canyon College Sierra College Ventura College</p>
--	--	--



ANTELOPE VALLEY COLLEGE

	K Mitchell	e. Survey – put together wording for survey Kathy Mitchell is putting together a faculty survey to collect feedback regarding the faculty perception in professional development of obligation hours. The survey will be distributed in spring 2016.
V. Action Items	K Mitchell	a. 2015-16 4C/SD Membership Invoice (attachment) <i>A motion was made and seconded to approve to pay the invoice for the 2015-16 4C/SD membership invoice (see attachment). Discounts for conferences may be available. Motion carried.</i>
	K Mitchell	b. Request for Funding Process & Form <i>A motion was made and seconded to approve the Request for Funding Process and form.</i> It was suggested to include a connection to the Education Master Plan.
	K Mitchell	c. Opening Day Tentative Schedule <i>A motion was made and seconded to approve the tentative schedule for Opening Day.</i> Members reviewed the tentative schedule and discussed offering a professional development event(s) using a guest speaker. Newleaf would be free. Kevin Walsh will provide an assessment for faculty to take followed by a workshop Communication Styles. Kathy will finalize the agenda after speaking to Kevin Walsh. <i>Motion carried.</i>
	K Mitchell	d. Language Clarification for Guideline <i>A motion was made and seconded to approve the updated guideline language. Motion carried.</i>
VI. Adjournment	The Faculty Professional Development Meeting of December 9, 2015 was adjourned at 3:03 p.m. by Kathryn Mitchell, Co-Chair.	



ANTELOPE VALLEY COLLEGE

MEETING DATES

September 9, 2015
September 23, 2015
October 14, 2015
October 28, 2015
~~November 11, 2015 HOLIDAY~~
~~November 25, 2015 CANCELLED~~
December 9, 2015
February 10, 2016
February 24, 2016
March 9, 2016
March 25, 2016
~~April 8, 2016 SPRING BREAK~~
May 13, 2016
May 27, 2015 (if needed)

Contact Hour and Schedule Calculation

For purposes of this calculation, we will assume-

- The class is a WCH course (meets the full fall or spring semester on a regular basis)
- The class is 3 units
- It meets a target goal of 54 contact hours per semester
- Each class must be scheduled on 5 minute increments-
OK- Class starts at 8a.m. and ends at 9:25a.m.
NOT OK- Class starts at 8:01 and ends at 9:27a.m.

1. To determine the length of the class in a compressed schedule (less than 18 weeks), you must determine the **Term Length Multiplier, or TLM**. The TLM includes all days of instruction, final exam days, and approved FLEX days. Below are the TLM for a range of FLEX requirements:

5 days (60 hours) of FLEX – 17.0 TLM

4 days (48 hours) of FLEX = 16.8 TLM

2 days (24 hours) of FLEX = 16.4 TLM

2. To determine the amount of time a class needs to meet weekly based upon the FLEX requirement, divide 54 hours by the TLM:

(60 hours of FLEX) 54 divided by 17.0 = 3.176

(48 hours of FLEX) 54 divided by 16.8 = 3.210

(24 hours of FLEX) 54 divided by 16.4 = 3.290

3. In order to make the classes above end on 5 minute increments, the classes that meet 2 days a week with a 48 hour or 60 hour FLEX requirement are rounded to **1.6 or 3.3** contact hours per week. A class that has a 24 hour FLEX requirement that meets 2 times a week is rounded to **1.7 or 3.4** contact hours per week.

These contact hours are then input into the common start times and Carnegie contact hour calculations to develop the AVC schedule.

What would the difference be for a 3 unit, 2 day a week class?

48 or 60 hr. FLEX requirement: **8am-9:20am**

24 hour FLEX requirement: **8am-9:25am**