

Faculty Development Committee Meeting
Minutes for Tuesday, April 25, 2017
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 (Present)	(DB)	Behavioral & Social Sciences
Anna Brochet (Excused)	(AB)	Counseling
Ross Durand (Excused)	(RD)	Industry & Technology
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 (Present)	(CS)	Library & Learning Resources
Lisa Mednick Takami (Present)	(LMT)	Professional Development
Evelyn Uyemura (Excused)	(EU)	Humanities
Carolee Vakil-Jessop (Excused)	(CVJ)	Federation
Andree Valdry (Excused)	(AV)	Learning Resources/Compton Center

*Committee Chair

Spring 2017 Meetings: February 14, February 28, March 14 & 28, April 25, May 9 & 23, June 6 (if needed).

AGENDA

1. **New member:** SA announced that **Anna Brochet, Counseling**, has agreed to serve on the FDC and will attend the May 23rd meeting. The committee is thrilled to have her and noted the importance of having someone on the committee to represent Counseling.

2. **Informed and Inspired (I & I): Lunchtime Faculty Development Series**
 (CS) reported that the April sessions were very successful and well-attended. Dr. Victoria Kwon, Student Health Center Psychologist, provided valuable information regarding Autism Spectrum Disorder (ASD). (CS) noted that Dr. Kwon is very knowledgeable and eager to assist faculty. It was especially helpful that several folks from the SRC were present at both sessions to provide additional information on working with students with ASD. (SA) agreed and suggested we offer a flex breakout session to make this information available to more faculty.

 (SO) and (SK) provided an update on the May sessions (May 4th, 18th) which will include a tour of various tutoring centers on campus (Session 1) and a panel of tutoring center coordinators (Session 2). (SA) suggested postponing the first session in order to avoid conflicting with the Distinguished Faculty & Staff Awards Reception on May 4th. (SK) and (SO) agreed and confirmed the new date with tutoring center coordinators. (SK) provided sample flyers and a campus map to the FDC which will be provided during the May I & I sessions. (MS) and (LMT) reflected on the popularity of a previous flex breakout session and anticipated that this series will be particularly appealing and useful to faculty.

3. **Flex credit for webinars**
 (LMT) reported that there have been fewer issues this year regarding flex and that communication between her office and faculty has been flowing well. She suggested the FDC review the matrix and consider revising the maximum hours of flex credit for webinars to be more consistent with similar flex activities and inquired if the FDC would like to adopt a policy to encourage faculty to complete flex obligations with a variety of activities. (LMT) noted that a few situations have occurred in which

faculty have earned all of their required flex hours outside of PD Day by completing webinars. Currently the matrix indicates 2 hours per day may be earned by completing a webinar, yet completing an activity on Lynda.com is 2 hours per year. (DB) proposed that it would be more reasonable to allow 2 hours per semester for webinars and Lynda.com. (MS) stated it would be helpful to clearly delineate for faculty the difference between a webinar and other online professional development activities. (CS) reported that at the recent ASCCC Spring Plenary she learned that Lynda.com has been further developed to offer a wider variety of useful learning opportunities for faculty. (SK) noted the value in exposure to a variety of modalities to maximize professional development. The FDC agreed to draft a statement urging faculty to use a variety of modalities to complete flex obligations. (SA) stated she will bring these issues to the Flexible Calendar Committee for further discussion.

4. Sample syllabus statement proposed by Certificates Task Force (CTF)

The FDC reviewed a sample statement proposed by the CTF that encourages students to investigate if they are close to or have completed requirements for certificates or degrees. The FDC supports the proposed statement in addition to providing a link to the Chancellor's Office Salary Surfer Data. The committee feels strongly that this particular message, as well as the Salary Surfer Data, is especially important to our students and should be provided in a number of venues, not just on a course syllabus.

5. Fall Professional Development Day

(SA) reported that (CVJ) has indicated the Federation does not have funds available to contribute towards an outside speaker for the Fall PD Day general session. (SA) will draft a Fall PD Day proposal for the FDC to review.

Meeting adjourned at 1:50 p.m.

SA/4.27.17