

Faculty Development Committee Meeting
Agenda for Tuesday, November 24, 2015, in Teaching and Learning Center,
Library Basement, 1-1:50 pm

<u>Name</u>	<u>Abbreviation</u>	<u>Division</u>
Florence Baker (present)	(FB)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Rose Ann Cerofeci (absent)	(RC)	Humanities
Kristie Daniel-DiGregorio* (present)	(KDD)	Behavioral & Social Sciences
Ross Durand (present)	(RD)	Industry & Technology
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Lisa Mednick Takami (present)	(LMT)	Professional Development
Evelyn Uyemura (present)	(EU)	Humanities
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

*Committee Chair

Mission Statement: The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.

Fall 2015 Meetings: September 8 & 22, October 13 & 27, November 10 & 24, December 8 (if needed).

Spring 2016 Meetings: January 26, February 9 & 23, March 8, April 12 & 26, May 10 (if needed).

(KDD) suggested that the team wrap up some recent projects to prevent the need for a December meeting of the FDC.

- Brief Status Reports on Fall FDC/PD Initiatives:** (KDD) encouraged the team to attend the presentation of the adjunct faculty awards at the next Academic Senate meeting, Tuesday December 1st at approximately 1 p.m. in the Alondra Room. Kim Nguyen, nominated by the FDC's (DB) is the recipient of the 2015 Outstanding Adjunct Faculty Award. Recipients of the Achievement Award for Distinguished Teaching include: Dustin Black (BSS), Rebecca Donegan (NATS), Hiroko Hojo (F.ARTS), Gary Kohutsu (HUM), Fariba Sadeghi-Tabrizi (F.ARTS), and Margarita Talavera-Hoferer (HUM). VPAA Jean Shankweiler will join Senate leadership in congratulating those being recognized.
- Making Decisions at El Camino College: Follow-Up:** (KDD) noted that, at the previous meeting, the team received copies of the updated FDC Mission and Purpose. This statement was discussed during 2014-2015 but never finalized. The Senate presidents have requested an updated and comprehensive statement of the FDC Mission and Purpose for inclusion in the Academic Senate Handbook. In reviewing the updated draft, the team made suggestions to clarify terminology related to the Professional Development and Learning Department and flex credit. There was strong support from the team for the statement to include specific events such as the Getting the Job workshop series and the Outstanding Adjunct Faculty Award as a means of institutionalizing these events. (FB) suggested that advertisement for flex-eligible events include mention of the relevant category for which the event qualifies. An updated and approved version of the statement is included with these minutes and will be added to the Academic Senate Handbook.

(MS) asked for clarification regarding the roles of the FDC, the Professional Development and Learning Department, and the Professional Development Committee. (KDD) recalled that questions and concerns had been expressed at the previous meeting regarding the structure of the Professional Development Committee. She reported that, since the last FDC meeting, Senate leaders met with (LMT), Jean Shankweiler and Linda Beam to discuss the Professional Development Committee. The Senate leadership felt there were many areas of agreement, including the benefits for the college and faculty to collaborate on professional development with classified and managers. Greater collaboration promises more effective coordination, cooperation, sharing of ideas, long-range planning. (LMT) explained that the organizational structure will be revised. She reported that the PDC would meet 1-2 times each semester and will include student representatives.

3. **Sample Syllabus Statements:** Fall PD Day Follow-Up: The team reviewed a document that would be sent to faculty before the end of the semester, encouraging them to consider including on their syllabi statements related to Title IX, SSSP, and campus resources. (KDD) will incorporate all suggestions and seek input from Jaynie Ishikawa (Title IX) and SSSP representatives before asking Brian Hayden to polish it into a newsletter to be distributed via the listserv.

The newsletter is designed to provide a follow-up to the Fall Professional Development Day topics and to help address faculty concerns about the new reporting requirements for gender-based and sexual misconduct. (EU) pointed out that the requirement places faculty in an awkward position with their students. The team concurred and (RD) noted that he appreciates and values when students trust him to talk about their lives and experiences. Having to report some of what has been shared violates a sense of trust between student and instructor. (DB) reached out to Jaynie Ishikawa, Director for the Office of Staff and Student Diversity to learn more about the big picture, what faculty are mandated to do and what options they have. Key messages are that the reporting requirement is not restricted by FERPA requirements. Faculty can let their students know they need to contact the Title IX Coordinator and that her office will reach out to the student. After this point, the student will have choices and options about whether to cooperate. The team agreed that faculty would appreciate having guidance and suggestions for how to manage these requirements. (LMT) will reach out to Jaynie Ishikawa regarding presenting at Spring PD Day and/or the Equity Summit. (RD) learned from a colleague that the Title IX training at Santa Ana was effective and useful, so their program may provide a model for ECC.

(BH) shared that the Humanities division has been in discussions about “trigger warnings” or disclaimers for syllabi, cautioning students that course content may include information, ideas or topics that could trigger survivors of traumas. She suggested that the distribution of the sample syllabus statements being developed by the FDC be coordinated with Humanities so faculty don’t feel inundated with similar resources. (DB) agreed, suggesting it could be beneficial to address these potentially challenging issues at the same time. He shared that he has at least one student each semester approach him on the topic of trigger warnings. His approach is to acknowledge and empathize with the student and to assure them that he would address the issue. If material or topics may be disturbing, (DB) provides a warning at the start of class. Members of the team commented on the importance of protecting our students as well as academic freedom and freedom of speech.

4. **Spring Initiatives:** (KDD) provided a draft of the Spring PD Day schedule and asked the team to watch their email for updates or queries that may need their input. The plan for the day includes the tradition pancake breakfast (during which ASO representatives will be selling ASB stickers), the general session, division/department meetings and optional afternoon workshops. A workshop on Intergroup Dialogue is being offered to those involved in the SEP efforts on campus. Additional, proposed workshops include Janet Madden speaking about “To Warn or Not to Warn: Disclaimers, Trigger Warnings and Syllabi,” and a possible workshop by Jaynie Ishikawa. The general session will include a farewell for President Fallo and a presentation on the Student Equity Program.

Additional spring initiatives include:

- Getting the Job: Part II: The Interview, January 29, 12:30-3, Alondra Room. Panelists: Dr. Virginia Rapp (Business), Yun Chu (HDEV), Rhea Lewitzki (English), Danielle Roman (Kinesiology).
- FDC Team to Review Flex Reporting Tool(s)
- Pilot Faculty Professional Development Plans
- Equity Summit
- Strengthening Partnerships to Support Student Success Mini-Conference
- 3csn: Threshold Concepts (Jason Suarez, March 25th?)

(LMT) reported that the FDC Advisory has been reviewing the matrix for flex credit and that faculty should watch for an updated version of the list to be distributed in the near future.

Meeting was adjourned at 1:55 p.m.