

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, May 12, 2015, in Library 102, 1-1:50 pm**

<u>Name</u>	<u>Abbreviation</u>	<u>Division</u>
Florence Baker (present)	(FB)	Behavioral & Social Sciences
Rose Ann Cerofeci (present)	(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 (excused)	(MS)	Natural Sciences
Lisa Mednick Takami (present)	(LMT)	Professional Development
Evelyn Uyemura (present)	(EU)	Humanities
Andree Valdry (excused)	(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.

**Spring 2015 Meetings:** February 10 & 24, March 10 & 24, April 14 ~~& 28~~, and May 12 (if needed).

## **AGENDA**

### **1. Fall Professional Development (Flex) Day:**

**a. Demonstration of Poll Everywhere Audience-Response System.** The meeting location was changed to Library 102 and Elana Azose was invited as a guest of the FDC so that the team could pilot the Poll Everywhere® Audience-Response System. Ms. Azose provided a variety of models for presenting an audience-response survey at the general session. A number of considerations were identified.

What is the best way to ensure faculty understand how to utilize the response system? Faculty who don't use text messaging frequently may need directions for locating that function on their phone. Initially, there was confusion regarding where to input the contact details and question answers. It will be important to provide enough information without wasting time on a lengthy orientation and detracting from the content and learning objectives for the session.

Learning objectives. The purpose of the session is to raise faculty awareness of state-mandated changes and to generate interest in the afternoon breakout sessions. (SK) noted that in, *Make It Stick: The Science of Successful Learning* (Brown, Roediger, and McDaniel, 2014) the authors provide evidence that learning occurs when you talk about what you're doing. She suggested a think-pair-share activity would be useful. The team decided that, before opening the survey for polling, the question would be posted and time allowed for faculty to discuss their answers with a partner.

Survey format. The team discussed the advantages and disadvantages of different formats, including those requiring faculty to enroll with Poll Everywhere and those for which the answers were 5-digit randomized numbers. Some team members expressed concern that faculty may choose not to participate in the survey if enrollment is required. Ms. Azose was able to increase font sizes and simplify the survey questions to enhance clarity.

Image quality. Consideration will need to be given to the resolution of the screen in Marsee and to lighting to ensure all faculty, even those seated in the back, are able to view the questions.

Cellular reception. The Professional Development team will test cell reception in the Marsee. Members of the FDC team who are available during the summer may be invited to participate in the test.

**b. Update on Call for Proposals.** The team reviewed the 20 proposals submitted, organized by relevance to the theme. Minor suggestions were made regarding session titles. Several sessions require minor revisions to align with the theme. By adding faculty co-presenters and active learning strategies, the sessions will meet the criteria that sessions showcase effective academic/student support collaborations and engage attendees.

**c. Format for General Session.** (KDD) discussed the components of the general session:

- Brief videos of students discussing their college experiences and showcasing effective academic/student support collaborations.
- Key questions about state-mandated changes, interspersed with brief discussions of how these changes impact our college and our students.

Information regarding educational planning, college success and retention rates and the strategic initiatives will also be included. She suggested that someone from Student Services co-present with her in the general session. All attendees will receive printed information about campus resources and emergency contact information. A variety of formats have been discussed, including a reference guide posted in every classroom. A brief, user-friendly tool – such as a one-page laminated document – will be the focus for Fall PD Day.

Meeting adjourned at 1:55 p.m.