

Faculty Development Committee Meeting

Minutes for Tuesday, November 14, 2023

Location: Library 202, 1:15-2:15 pm

	Name		Division	Present
1	Taryn Bailey	TB	Academic Affairs	
2	Anna Brochet*	AB	Counseling	X
3	Linda Cooks	LC	Library & Learning Resources	X
4	Amy Herrschaft	AH	Counseling	X
5	Amy Himsel	AJH	Behavioral & Social Sciences	X
6	Lars Kjeseth	LK	Mathematical Sciences	X
7	Crystle Martin	CM	Library & Learning Resources	X
8	David Moyer	DM	Fine Arts	X
9	Jackie Nolasco	JN	Library & Learning Resources	X
10	Polly Parks	PP	Natural Sciences	Ex
11	Evelyn Uyemura	EU	Humanities	X

*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 2023 Meetings: September 12, October 10, November 14, December 12 (tentative)

Spring 2024 Meetings: February 27, March 26, April 23, May 28

AGENDA

1. Course Proposals for Salary Advancement

- **Article 10**, section 6 (page 4-5): New language in the faculty contract stipulates that the VP of FDC will review course proposals from faculty and submit recommendations for salary advancement to the Vice President of Human Resources.
- Jane Miyashiro (JM) presented to the FDC the “How to Review Course Proposals for Salary Advancement” document which is a rubric/guide for the criteria used to determine which courses qualify for salary advancement. One question was brought up about the rubric about the statement “Coursework must be for faculty teaching at the collegiate level.” JM explained the rationale for this criterion: since we work with adult learners, K-12 geared coursework (as an example: courses such as creating bulletin boards, clearly meant for elementary school educators) should not count for salary advancement. FDC members felt that in certain instances, some coursework that are for K-12 educators are valuable for college faculty and should be considered for salary advancement. Some examples that were brought up included: many courses on pedagogy are for K-12 educators but can be very informative for instructors in college, high school students are sometimes enrolled in ECC courses, ECC has many Dual Enrollment courses taught at high schools, and understanding K-12 information can be helpful in contextualizing where our students are coming from. JM understood that some courses could be considered if there is strong

rational provided by the FDC but underscored the importance of being consistent in reviewing courses. EU suggested perhaps creating another rubric for this specific criterion to ensure consistency. AB will try to draft a process that would strive to make the process of review consistent for future VPs of FDC and FDC members. For now, AB will bring any course proposals that do not seem to qualify to the FDC for consultation prior to submitting a formal recommendation to the VP of HR. LK suggested keeping a detailed log of approvals/denials for consistency and record keeping as well.

- FDC reviewed a proposal that did not seem to qualify based on the rubric and unanimously decided none of the courses would qualify for salary advancement since they were all introductory-type courses and not at the rigor of graduate-level coursework.

2. Spring 2024 PD planning

- Call out for PD Power up month proposals are out and due Dec 1st
 - PD power up Month: January 22nd- February 7th
 - AB asked LC if she could connect with Gary Greco about offering a session about students with disabilities.
- Tentative schedule approved by FDC—will be reviewed by the PDAC on 11/17/23:
 - 9-9:45 Campus Gathering
 - 9:45-10:45: Open House
 - 11:00-12 Division Activities
 - 11:30-1:30pm: Lunch
 - 12:45-1:45: Tenure reception
 - 1-3pm: Self-care fair
 - 2-4pm: UndocuAdvocate Training
- b. Division Meetings will be unstructured so deans/departments can use the time for necessary activities. Renamed time “Division Activities” to encourage productive, effective and engaging use of time. CM may work on drafting best practices or provide models of effective use of “Division Activities” time to provide to deans.

3. Getting the Job workshop Planning

- Part 1: Friday December 8th, 12:30-2pm via Zoom
- Part 2: Friday January 26th, 12:30-2pm via Zoom
 - AB is recruiting for panelists that recently went through the hiring process or sat on a hiring committee. Please let her know if you have any suggestions!

4. Announcements/Reminders:

- College Book Club:
 - December 1 (11-12pm)
- Informed and Inspired Planning: Faculty Panel

- December 1 (10-11am) via zoom
- FDC members interested in discussing I&I ideas for spring can log onto a short zoom meeting on Dec 12th.

Rubric for Course Proposals for Salary Advancement

Criteria	Excellent course for salary advancement	Possible course for salary advancement	Course not eligible for salary advancement	Notes
Credits are being taken for a Master's degree	Yes, if related to field of expertise.			Verify coursework is part of the college/university's Master's program.
Credits are being taken for a Doctoral degree	Yes, if related to field of expertise.			Verify coursework is part of the college/university's Doctoral program.
Course being taken for a non-degree		Possible if in conjunction with other relevant factors.		
Course being taken for non-credit			Not eligible for salary advancement.	Courses for salary advancement should be taken for a letter grade.
Course is a graduate-level certificate program	Yes, if related to field of expertise.			
Course is being offered through a for-profit institution			Not eligible for salary advancement.	For-profit institutions are not accredited.
Course is being offered through an accredited university or college	Yes, in conjunction with other relevant factors.	Yes, in conjunction with other relevant factors.		Verify accreditation status via URL provided for listed college or university.
Course will appear on an official transcript issued by the accredited university or college.	Yes, in conjunction with other relevant factors.	Yes, in conjunction with other relevant factors.		
Course will NOT appear on an official transcript issued by the accredited university or college.			Not eligible for salary advancement.	Transcripts are required for personnel files.
Accredited university or college will accept the proposed coursework for credit towards their own graduate or doctoral program.	Yes, if related to field of expertise.	Yes, if related to field of expertise.		Verify course acceptance for credit at the graduate/doctoral level per the college or university website.

Accredited university or college will NOT accept the proposed coursework for credit towards their own graduate or doctoral program.		Possible if in conjunction with other relevant factors.		
Proposed coursework is a basic or introductory class.			Not eligible for salary advancement.	<ul style="list-style-type: none"> • Courses offered through El Camino or Cornerstone not eligible. • MS Office courses are not eligible.
Proposed coursework will improve teaching skills.	Yes, if related to field of expertise and in conjunction with other relevant factors.	Yes, if related to field of expertise and in conjunction with other relevant factors.		<ul style="list-style-type: none"> • Coursework must be for faculty teaching at the collegiate level. • Read rationale provided. • Consult with Dean, if unsure of relation to field of expertise.
Proposed coursework will increase knowledge in field of expertise.	Yes, if related to field of expertise and in conjunction with other relevant factors.	Yes, if related to field of expertise and in conjunction with other relevant factors.		<ul style="list-style-type: none"> • Coursework must be for faculty working with collegiate level students. • Read rationale provided. • Consult with Dean, if unsure of relation to field of expertise.
Proposed coursework is needed to keep current in field of expertise.	Yes, if related to field of expertise and in conjunction with other relevant factors.	Yes, if related to field of expertise and in conjunction with other relevant factors.		<ul style="list-style-type: none"> • Coursework must be for faculty working with collegiate level students. • Read rationale provided. • Consult with Dean, if unsure of relation to field of expertise.
Proposed coursework will be incorporated into class content.	Yes, if related to field of expertise and in conjunction with other relevant factors.	Yes, if related to field of expertise and in conjunction with other relevant factors.		<ul style="list-style-type: none"> • Coursework must be for faculty teaching at the collegiate level. • Read rationale provided. • Consult with Dean, if unsure of relation to field of expertise.