

**Faculty Development Committee Meeting**  
**Meeting Minutes for Tuesday, February 14, 2023**  
Location: Library 202, 1:15-2:15 pm

	Name		Division	Present
1	Stacey Allen	SA	Behavioral & Social Sciences	X
2	Taryn Bailey	TB	Academic Affairs	X
3	Erica Brenes	EB	Humanities	X
4	Anna Brochet*	AB	Counseling	X
5	Linda Cooks	LC	Library & Learning Resources	X
6	Amy Herrschaft	AH	Counseling	X
7	Amy Himsel	AJH	Behavioral & Social Sciences	X
8	Lars Kjeseth	LK	Mathematical Sciences	X
9	Crystle Martin	CM	Library & Learning Resources	X
10	David Moyer	DM	Fine Arts	X
11	Jackie Nolasco	JN	Library & Learning Resources	X
12	Polly Parks	PP	Natural Sciences	X
13	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 2022 Meetings:** September 13 & 27, October 11, November 8  
**Spring 2023 Meetings:** February 14, March 14, April 25, May 23 (if needed)

**AGENDA**

**1. Review and approve the rubric for the FT/PT Faculty Awards.**

AB explained that context: the VPAA is now coordinating awards for both the part-time and full-time Faculty Awards. FDC has been tasked with developing a rubric that will be used for both awards. Rubric that was presented was worked on by AB and SA over the winter break. Using the Hayward Award Rubric (statewide Academic Senate award) as a model, SA and AB reviewed previous Distinguished Faculty Award (DFA) and Outstanding Adjunct Faculty Award (OAFa) rubrics and revised them to create the proposed rubric. There are 4 categories and 5 distinctions ranging from Poor-Outstanding with point values for each category. The proposed rubric combined 2 categories from the previous DFA rubric, "Commitment to Education and the Discipline" and "Serving as a Representative of the Profession." The selection criteria were also revised to align with the rubric and several overall recommendations for the awards process were developed. TB asked what does "sustained engagement" mean in the third column for Excellent. SA replied while the word "sustained" can be open to interpretation, the rubric defines some examples such as conference attendance versus a presentation at a conference as a guide. EU asked whether the nominator and nominee see the rubric and AB confirmed yes, the rubric will likely be published as having the Faculty Award rubric available for transparency was one of the

recommendations that came about in the Employee Engagement Survey. VP Jane Miyashiro announced in the Welcome Back VP Forum that the Faculty Award rubric will be published on the President's website. LK commented that he likes the rubric itself but has reservations about publishing the rubric as it may not allow nominees to shine if their strengths are not perfectly aligned with this rubric and do not fall into any category. EB agreed that when she was nominated in the past, if she had seen this rubric, she may not have submitted her materials thinking that she would definitely not be competitive. SA shared that she chaired the OAFA for the past 6 years and she felt that a rubric this detailed would help the nominees as it provides more direction than in the past. Past nominees did not sell themselves as best as they could have and perhaps it was because they didn't know how to. Also, modeling this rubric after the Hayward rubric helps the awardee as they can then easily submit materials for the Hayward Award. Finally, when you have 10 nomination packets, you have to start to tease out how one candidate scores more points than another candidate and having these details can help. LK shared that perhaps we can share the rubrics with everyone but then evaluate overtime whether it needs to be pulled back. Or try only publishing the Outstanding column of the rubric but not the other columns perhaps. LK is concerned that nominees may view submitting their materials as too much work. AB shared that there are also selection criteria definitions and overall recommendations that will be submitted along with the rubric to the VPAA, although the VPAA may choose to follow our recommendations or not. DM shared concerns about category 4, "Commitment to Education, Discipline and Serving as a Representative of the Profession." In his discipline, work in the discipline may be more impactful than service in a professional organization. TB suggested to change "and" to "and/or" and DM and FDC agreed that would be a great change. Discussed the overall recommendations, and FDC agreed that the FT and PT award should get the same amount of money, medallion and seat in the VIP tent. Also discussed whether the award should limit how many times a person can win the award. FDC felt FT faculty generally never submit nominations after they win but PT faculty may want to as it would look good on their resume to win more than once. FDC agreed in the end not to provide a recommendation to limit how many times a person can win the award.

**2. Proposed addition to the Flex Matrix: "Completing higher ed courses related to one's teaching discipline or teaching methodology"**

- a. Faculty can submit for credit and then PD will need to check course work with Jane one at a time, because course work can move people on the salary scale or some faculty get reimbursed for educational expenses.**

AB explained what CM had heard from VP Jane Miyashiro that faculty can get flex for taking courses but needs to check with VPHR to check whether faculty were reimbursed

for the course and whether it will be eligible to move them on the salary scale. SA questioned this as the FDC is the body that decides what is flex eligible even if there is another body that is determining whether a course is approved for salary advancement. Similarly, EU also wondered even if a faculty gets reimbursed, couldn't they get flex credit as other PD opportunities that are no cost to faculty are eligible. AB will follow up with CM to get more details.

Other items on the agenda were tabled. AB asked for a small task group to meet 2/28/23 to plan I&I this semester.