

Faculty Development Committee Meeting
Meeting Minutes for Tuesday, October 11, 2022

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

	Name		Division	Present
1	Stacey Allen	SA	Behavioral & Social Sciences	X
2	Erica Brenes	EB	Humanities	X
3	Anna Brochet*	AB	Counseling	X
4	Linda Cooks	LC	Library & Learning Resources	X
5	Amy Herrschaft	AH	Counseling	X
6	Amy Himsel	AJH	Behavioral & Social Sciences	X
7	Analú Josephides	AJ	Library & Learning Resources	X
8	Crystle Martin	CM	Library & Learning Resources	X
9	Arturo Martinez	AM	Mathematical Sciences	
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	

*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. Discussion on FDC purpose, meeting frequency, and modality

AB reviewed the purpose of the FDC: Faculty are the only employee group on campus that is obligated to do Flex hours and attend flex day. Flex is within Academic Senate's 10+1 purview and delegates jurisdiction to the FDC therefore FDC members are representatives for the faculty body. FDC ensures faculty is represented in matters regarding flex through our committee. With this purpose in mind, the FDC voted unanimously to reduce meetings to one meeting per month during the academic term and decided on the dates for the remainder of the year:

Fall 2022 Meetings: September 13 & 27, October 11 November 8

Spring 2023 Meetings: February 14, March 14, April 25, May 23 (if needed)

In order to be compliant with the Brown Act, FDC meetings will need to be held in person. It may be possible to allow some members to teleconference as long as we have quorum in person. The chair will review teleconference requests in advance, based on need. At this time, only two members will need to request teleconference this semester. AB will work on creating a better hyflex set up for future meetings.

Changes/updates to membership: Rose Anna Cerofeci will step off FDC due to the dissolution of SITE. Taryn Bailey will be removed since she is currently on leave. Analu Josephides will officially join the FDC.

a. Taskforce ideas (max 6 ppl, meet as needed):

Although FDC meetings will be reduced, FDC will create project-specific task forces for the following FDC projects: I&I, PD day planning, Getting the Job, Syllabus Statements, Communities of Practice, Needs assessments. These task forces should be less than the majority of the FDC membership. AB will work on creating a sign-up sheet for each task force and special channels on the FDC team site. Task forces can work in between FDC meetings as needed and can collaborate via Teams and virtual meetings.

2. Preferred communication modality

FDC members agreed on one preferred communication modality: Teams site. This modality is preferred over email as emails can get overwhelming and hard to organize. AJ suggested the chair to send one email to announce this preferred modality to the FDC and outline Team site usage etiquette such as using the tagging feature when posting messages and turning on notifications if it is not already turned on.

3. Communities of Practice- set first meeting date

Discussion tabled as AM was not present.

4. Spring 2023 PD planning-faculty representation

AB shared that the first meeting of the Spring PD day planning meeting only had two faculty out of five people present. Although more faculty signed up to participate in the committee, they did not make it to the first meeting. Since faculty are the only employee group required to attend Flex day, more faculty representation is needed in the planning. AB asked FDC for ideas and input to bring to the next PD day planning meeting and to attend if possible. EB suggested Oct 25th, 1:15-2:15 to be the next meeting date as it may be possible for some FDC member to attend.

SA offered a suggestion to allow for leaving contact info in the PD day evaluation survey to elicit faculty involvement in PD planning for next time. Also, we could look at PD evaluations from Fall to see if there are any emergent themes that could be used as ideas for Spring PD themes. CM mentioned that there was not any feedback that could really be extracted regarding a theme from the qualitative data. EB suggested FDC members survey their divisions for any ideas or themes for PD day. CM suggested we try to come up with a few ideas first as a smaller group and then ask our colleagues for their top choice among a few choices rather than leave it open-ended.

Some ideas for Flex day were discussed:

- Need for allowing more interaction and connection among attendees. Faculty want to share their common struggles and help each other. For example, how to encourage students to take notes, meeting students where they are at, socio-emotional learning, etc. Perhaps setting up round-tables, moderated fire-side chats, brown-bags, faculty panels breakout sessions to encourage connection and engagement.

5. Getting the Job workshop

- a. Proposed date: Friday, Dec 9th: 12:30-2pm**
- b. Ideas for panelists?**

Discussion tabled

6. Announcements and Reminders:

- a. Informed & Inspired: Thursdays at 1:15-3:00pm: October 13, November 10, December 1**
- b. College Book Club -Fridays at 11am: October 14, November 4, December 9**