

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, October 10, 2017**  
**Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm**

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

<b>Name</b>	<b>Abbreviation</b>	<b>Division</b>
Stacey Allen* (Present)	(SA)	Behavioral & Social Sciences
Dustin Black (Excused)	(DB)	Behavioral & Social Sciences
Anna Brochet (Excused)	(AB)	Counseling
Briita Halonen (Present)	(BH)	Humanities
Analu Josephides (Present)	(AJ)	Library & Learning Resources
Sheryl Kunisaki (Present)	(SK)	Library & Learning Resources
Sumino Otsuji (Present)	(SO)	Humanities
Margaret Steinberg (Excused)	(MS)	Natural Sciences
Claudia Striepe (Present)	(CS)	Library & Learning Resources
Lisa Mednick Takami (Excused)	(LMT)	Professional Development
Evelyn Uyemura (Excused)	(EU)	Humanities
Carolee Vakil-Jessop (Excused)	(CVJ)	Federation

\*Committee Chair

**Fall 2017 Meetings:** September 12 & 26, October 10 & 24, November 14 & 28, December 12 (if needed)

**Spring 2018 Meetings:** February 27, March 13 & 27, April 24, May 8 & 22 (if needed)

**1. Faculty Book Club (FBC)**

(SO) reported that 14 people attended the first meeting of the book club, including Dean of Natural Sciences, Amy Grant. This semester the FBC is reading *Street Life: Poverty, Gangs, and a PhD* by Dr. Victor Rios this semester. (SO) noted this would be a good book for students, in part because it is written at a low Lexile level. (AJ) is collaborating with faculty in the Asian American and Pacific Islander Equity Initiative (AAPIEI) including M. Fujiwara, C. Nagao, and A. Ocampo. He noted the book would be a great resource for the AAPIEI learning communities.

**2. Informed and Inspired (I&I): Lunchtime Faculty Development Series**

(SA) reported on behalf of (EU) who was unable to attend today's FDC meeting. Attendance at the October 5<sup>th</sup> Informed and Inspired session was disappointing. Evelyn Uyemura and Allison Carr presented "What ESL Students Wish Their Instructors Understood." Only four faculty attended the session, all of them ESL instructors. The FDC discussed possible factors that may have contributed to the low attendance including several other events and meetings occurring at the same time. In addition, the committee discussed ways to improve marketing of all I&I sessions, and more specifically, the ESL student panel scheduled for 10/19/17. (SA) expressed the need to convey to faculty the relevance of understanding the unique needs and experiences of our ESL students, regardless of our academic discipline. These sessions are geared for a general audience, not just ESL instructors. (CS) suggested holding I&I sessions in a better location perhaps the North Library Patio. (AJ) hosted a student panel for poetry month on the patio which served as a nice location. To improve marketing, the committee discussed the use of social media, hard copy flyers, advertising in The Union, and providing light refreshments.

**3. Outstanding Adjunct Faculty Award (OAF)**

(SA) reminded the committee that OAF nominations are due by 4:00pm on Friday, October 13<sup>th</sup>. Only three nominations have been submitted; however, it is likely that additional nominations will be submitted within the next few days.

#### **4. Fall Professional Development Day Evaluation Results**

The committee reviewed evaluation results from Fall PD Day. Feedback indicates that many faculty appreciated the student-centered focus of the general session and the desire to integrate more student focus and student involvement in future sessions. It was noted that student panels in particular, such as the HTP student panel on Fall PD Day and the I&I student panels encourage faculty to develop deeper connections with our students. Noting the importance of developing personal connections with our students, (SK) suggested the FDC consider this as a theme for next semester – either for PD Day or for I&I.

(BH) noted that many faculty suggest repeating the presentations/workshops on PD Day. (SA) suggested a question be included on the breakout session proposal asking faculty if they would consider repeating their presentation on PD Day and/or again during the semester. To be sure we are offering sessions that meet the needs of our faculty, (CS) recommended we consider surveying faculty on topics of great interest, while (BH) suggested looking at the sessions that were well-attended over the last few semesters and request those sessions be repeated. In addition, she suggested repeating some of the same I&I presentations/workshops at PD Day. Evaluation results indicate sessions focused on classroom/teaching strategies are of particular interest to faculty.

(AJ) noted the interest in an exercise-focused breakout session and the need for a comprehensive wellness program at ECC. (SA) suggested he collaborate with faculty in HSA such as Kimberly Jones on a breakout session in the spring.

In the evaluation results, faculty recommend the names of all breakout session presenters be included in the program, information conveyed to presenters regarding the start and end times of breakout sessions be more clear, and a less “scolding tone” in the email reminders concerning PD Day.

#### **5. Flex Reporting Systems**

As the College considers replacing PD Reporter with a new flex reporting system, the FDC has been asked to identify features most useful for faculty. (SA) reported on behalf of (AB) who was unable to attend today’s meeting. (AB) suggested the new system should allow faculty to upload required supporting documents, perhaps with the ability to use a mobile device in order to upload photos from a phone. The new system should allow for follow up if there is an activity pending approval for an extended period of time. In addition, the new system should allow for reoccurring activities to be pre-populated with previous information. This would expedite the approval process if an activity had been approved in the past.

(SO) noted the usefulness of a calendar updated with all flex activities offered throughout the month. (CS) suggested that flex workshops be video recorded and made available to faculty for flex credit on the new system. The committee noted that activities requiring dean approval should not be overridden by PD.

#### **6. Announcements**

(SA) announced that English professor/immigration lawyer, Jeff Jung, will present a DREAMers workshop on Tuesday, October 31<sup>st</sup> from 1:00 to 2:30 in SOCS 119. The committee agreed that faculty should earn 1.5 hours of flex credit for attending. In addition, (SA) announced that she met with Cynthia Mosqueda (FYE Coordinator) and Darrell Thompson (English) to discuss the First Gen Initiative and preliminary plans for a First Gen Institute to take place at ECC on 4/27/18. The FDC has been asked to help identify and recruit first-generation faculty members to participate in the initiative.

Meeting adjourned at 1:52