

Professional Development Implementation and Oversight Team (PDT)
Minutes of Meeting: 04/20/07, 1:30-4:00 P.M.
Osceola 1-172

Present: Jenny Britton, Tom Byrnes, Pat Nellis, Silvia Zapico, Wendi Bush, Mary Ann Gagen, Allison Sloan, Pam Sandy, Wendi Dew.

- Faculty Council President and the Chief Learning Officer have asked that four new members be put onto the team. Co-facilitator explained the following points. The areas represented are provost, information technology, human resource, and finance. These areas are needed as we move toward implementation of the new Professional Development Plan. We discovered when setting the specific dates that were broadly defined in the plan we needed input from human resources and finance. As we move toward having an online version of the plan form, appeals process, and with current website access permission problems we also recognize the need for IT.
- The minutes were approved with the one addition of inputting the reason Wendi Dew would begin full co-facilitator responsibilities in June.
- It was noted that names and abbreviations were clouding the conversation with different people in the room. It was agreed to use the entire title of a group or person rather than abbreviations or first names to lessen the confusion. Also faculty asked for a list of “players” involved in professional development. From now on:
 - Tom = Faculty Council President
 - Kaye = Chief Learning Officer
 - Sandy = Valencia President
 - Pat = Director of Faculty Development
 - IAC = Instructional Affairs Committee (This is where the deans meet to discuss issues and who we will seek input from on issues we would like a collective dean perspective from)
 - Faculty Council = Faculty Council (This is where faculty senators from each campus are represented and issues are reported and disseminated back to the senates from. When additions or changes to the plan are made, this is where the final vote takes place to decide the issue. This is also where we will get a collective faculty input before distributing a general email to all faculty on an issue.)
- Faculty Council President reported that Faculty Council approved Elizabeth Morrison and Paulette Smith to be on the Professional Development Implementation and Oversight Team. Faculty Council also approved December 14th as the cutoff date for the PD Plan Form to be signed by a Faculty Member and approved by a dean.
- PDT decided to make the following changes to the PD Plan Form:
 - the numbers for the categories be put in parentheses
 - December 14th date be added
 - The wording “Approved Substitutions for Professional Development Activity” be changed to “Approved Changes to activities listed above.”

- The Disclaimer read as “Listing an Activity on this document does not obligate Valencia to... 1. pay for the activity and 2. pay for a substitute while you pursue the activity.”
- PDT moved on to the “At-A-Glance” Information package. The team decided that the information inside, while covering all bases, still needed more improvements before being released. Various members stressed the point that pieces needed to be released so faculty had an idea of what was going on. One member reminded PDT that the PDT is accountable to faculty not the other parties listed above and we needed to start responding to that voice.
- It was decided that the PD Plan Form and Record of Completion would be released to Faculty Council and Instructional Affairs Committee on Monday 23rd with a deadline for comments by May 4th to Faculty Council President or the PDT deans (Aida Diaz and Michelle McCardle). These parties would collect the information and report it to the collective team on May 7th meeting. It was noted that this was less than two weeks rather than a month, but the need to get documents to faculty overruled the polite etiquette of a months turn around time.
- It was pointed out that the words used in the At-A-Glance Document of “grievance” change to “appeals” to be more inline with the PD Plan.
- While discussing the appeals in the PD Plan, it was pointed out that under the appeals of the PD Plan it says “the taskforce recommends that the Committee of Faculty Review handle any appeals”. It was also noted that the PDT charge made Professional Development Implementation and Oversight Team “the final arbitrator of issues between deans and faculty.” These two statements are in opposition to each other. Two members who were on the original team stated that it was the intention, if not in writing, that the Professional Development Implementation and Oversight Team handle this responsibility. However, it was noted that these words did not make it into the Plan. Tom, the Faculty Council President, was assigned to research this and report back to the team by email to the entire group the outcome of his investigation into the wording in case Faculty Council needed to vote on a change in the document wording or a change to our charge.
- Issues of the online computer document and PD Plan Form changing names again were brought up. It was decided that these issues were decided at previous meetings and the team must move forward rather than backward.
- Wendi Dew, the new co-facilitator starting in June, offered to manage the process in May to insure we moved in a forward direction. (The co-facilitators will rotate the jobs of managing “content” and the other person managing the “process”.)
- It was decided to deal with only one topic at a time and finish that topic at each meeting. It was recommended that the input be collected from deans and the final product going to faculty be decided at the May 7th meeting without exception. No more moving items to another day. Then in June tackle only the issue of hours. By this time the PD Plan form will be out and faculty will be told the issue of hours will be handled in the June meeting. This was agreed on by members present. Therefore May’s agenda will center solely on the comments from Instructional Affairs Committee and Faculty Council and finished product of PD Plan Form and Record of Completion.
- Adjourned at 4pm