

**Professional Development Implementation and Oversight Team
Minutes of Meeting: 03/30/07, 1:30-4:00 P.M.
WEST HSB-211**

Present: Jenny Britton, Aida Diaz, Tom Byrnes, Pat Nellis, Heith Hennel, Allison Sloan, Pam Sandy, Wendi Dew, Michelle McArdle, Mary Ann Gagen.

1. Minutes for last meeting approved.
2. Tom Byrnes: Update on 03/29/07 Faculty Council Meeting:
 - Tom summarized Deans' questions regarding implementation of professional development component:
 - How will it impact the yearly evaluation of faculty?
 - This is a problem for the "goal setting" portion since it is not always possible to predict which conferences, seminars, etc. faculty will actually attend
 - What can deans expect in terms of timeline, requirements, and guidelines?
 - Tom summarized that the Goal Setting Form will allow faculty to start a conversation on how goals may link to Professional development without listing detailed activities since faculty have till December to create a PD plan.
 - Faculty Council also approved the idea that Deans be told not all faculty goals have to be linked to Professional Development.
 - Additional questions raised by Tom Byrnes' report:
 - What is the difference between goals and professional development so as to avoid "double-dipping"? **No resolution.**
 - If a person checks "I do not plan to do PD" on the Professional Plan Form, will s/he be able to change his/her mind at a later date? **Answer: Yes till December as PD plan details.**
 - How will Deans budget for PD funds? While the first year of professional development (2007) will be difficult, after that budgeting for the funds should not be difficult. **Answer: Allison will check with HR. Since meeting: HR and finance have spoken to Tom and Allison. HR and finance have approved as long as a faculty member has designated by December that he/she is planning to do the PD plan.**
3. Allison reviewed the Faculty Council's decisions on the past two PDT meetings and shared the recommendations faculty council had at their February meeting.
 - The Faculty Council verified the policy of additions and changes to the plan being decided by faculty council while interpretations are being handled directly by the PDT.
 - Provided as a document to PDT by Allison. Red is a summary of Faculty Councils decision. Allison noted that she was asked to attend all Faculty

Council meetings which means this list will be much smaller as time will be provided each month.

Faculty Council Comments to the team from 2-1-07: (minutes provided after PDT Feb meeting)

Discussion/Approval of the Charge Given to the Professional Development Implementation and Oversight Committee: Essentially, during this discussion, the majority of the Council divided into two camps. On the one hand, some Council members wished to identify issues with which this committee may grapple and address them now; on the other hand, other Council members advocated a plan that would enable the committee to begin its work and contend with issues as they arose, the Council in turn tackling these same issues in a similar fashion.

The Council also discussed these matters in relation to the committee:

- The Council encouraged the committee to resolve issues if a dean and a faculty member were unable to agree upon activities to include as part of a professional development plan.
- The Council agreed that the committee not give the impression that one activity appeared better than another.
- A Council member called for the inclusion of a statement such as “The Committee functions as a final arbiter only when a dean and faculty member cannot agree upon the appropriateness of an activity to include as part of a professional development plan,” to which some Council members expressed reluctance to the inclusion of the term “final arbiter,” as it invites potential problems.

Finally, the Council approved the charge with the addition of this statement: “This committee will be instructed to accommodate individual circumstances and needs in relation to the professional development of faculty.” Also, the Council proposed sending an invitation to the co-chairs of this committee to communicate their ideas with the Council, the co-chairs receiving the charge with the addition beforehand so that they can prepare accordingly.

Professional Development Implementation and Oversight Team (PDT) Requests:

The PDT requests discussion and approval of the following changes and additions to the PDC Plan. Secondly, the PDT would like to summarize areas it believes are interpretations to make sure Faculty Council approves of these types of interpretations made by the PDT in the future without approval from Faculty Council. Do you still want to keep this as the process?

(Yes, but PDT may collaborate and ask input from others at the council to more fully develop an overview to Faculty Council on issues before a vote is taken in Faculty Council.

Changes: (approved 3-29-07 by Faculty Council with the following modification)
PDT would like the “Faculty Compensation Plan, Professional Development Component Plan” to read as (bold already exists):

For the purpose of this compensation enhancement, professional development shall be defined as faculty member-initiated additional work to improve faculty knowledge, skills, and abilities that should lead to an increase in student, ~~employee, or organizational~~ faculty, or institutional learning or academic success.

Professional Development activities that qualify under this plan are not compensated in other ways (i.e. stipends, etc.) and do not include work that is part of a faculty member’s regular

professional responsibilities per most job descriptions (i.e. staff meetings, committee work, curriculum planning, etc.).

Additions:

~~The PDT recommends that full-time temporary faculty (4-8-10 month contract) be included in the plan, as well as tenure and tenure-track faculty.~~ **The plan only designated tenure and tenure track. Leadership must address the issue of full time temporary.**

The PDT recommends the plan cover a 12-month period that runs from May 15 to May 14. **(Approved with understanding Allison will inquire with Joe Livingston about any HR concerns)**
Since meeting: HR/Finance have approved.

The PDT recommends that faculty be allowed to use activities from the May 15th starting date to the August deadline, this year 2007, even though the PDC plan does not officially start till August. Otherwise, faculty would have only 8.5 months to complete the program this first year. **(Approved as long as the above statement does not need changes from HR)**

Interpretations: **(All interpretation are fine and others following the same structure do not need to be approved through Faculty Council)**

If a faculty member is allowed SPD funds, it may be used as defined by the college's rules for SPD funding and is not considered double compensation.

Faculty hired after December are still eligible to create and implement a plan, but still need to complete their plan by May 14. **(However, a concern of whether this was Ok with budgets was brought up but then dropped by others in the room.)**

The faculty members will receive credit when the professional development activity **ends**. That is, if a faculty member takes a course that starts May 1 and ends June 30, the faculty member would receive credit on June 30.

Update on PDT Progress to Implementing its charge: **(Faculty Council had no comments)**

PDT established dual websites, both on Faculty Association website and on HR website.

The PDT approved the idea of a theme for PD workshops every year. However, the PDT recommends the faculty member's plan does not have to center on this theme unless the faculty member chooses to. The Team recommends that faculty be surveyed to get ideas for possible workshop themes or topics so that themes emerge directly from faculty.

Changes to the Charge:

- This Committee (the PDIIOC) will be the **final arbiter** of what activities qualify as professional development under the PDFCP plan in general and specific instances **when faculty and deans can not agree.**
- ~~Accommodate~~ **Consider** individual circumstances and needs in relation to the professional development of faculty.

Minutes for yesterday's Faculty Council meeting are not available yet. I summarized above.

4. **Marketing Plan:**

- Allison will be presenting updates on PDT to Faculty Council while sending a word document to IAC that Aida and Michelle are copied on.
- IAC will send back a word document with inquiries or points of concern at least one week before PDT meeting with Aida and Michelle clarifying any of the points in the PDT meeting.
- FC and IAC will disseminate plans and procedures to faculty.
- Dr. Graber's revised Faculty Self-Assessment and Goal Sheets will allow us time to finalize implementation, the PD Plan Form, and Record of Completion.

5. **On-line Version of PD Planning Guide:**

- PDT decided to use a modified Adjunct Faculty Professional Development Forms/System on Atlas for the electronic tenured-faculty PD Forms/System. Modifying the Adjunct Faculty Professional Development Forms/System as opposed to writing a whole new program or modifying Lifemap has two advantages:
 - 1) it will be easier for David, the programmer;
 - 2) the reworking of Lifemap will take longer than PDT deems necessary from the explanation given on adjustments needed to fit the pd plan form and record of completion for (1)upload capabilities and (2)deans access to pd document but not the rest of faculty members information
- Suggestions for streamlining the system:
 - Drop-down menu of choices of categories, which will present all choices as a single list, which will cause less misunderstanding than latest version of PD plan form
 - Version 2 (not this year) drop down menu choices of activities, including "courses" TLA will be offering and "write-in" options
 - Auto-alert when change is made by faculty to on-line plan
 - Design everything that we want with a paper pd plan form this year and then ask programmer to program it with a small pilot group testing at the end of this year.
 - The PD system/information will be available only in-house. The faculty member retains control of the PD Plan Form and gives the dean access to the program. Therefore, each faculty member's PD file will be open to only his/her dean and the faculty member.
 - 1st year PD Plan will be a paper copy.
 - Website should have clickable resources; for example, Action Research Project Website has explanations and examples on left toolbar, which would be helpful to faculty in following through on their PD.

6. **PDT Tests the Planning Guide (Green paper):**

- PDT members were asked to complete the Plan Form to see if it "works."
- In perusing the Plan form, PDT members noted the following:

- “Discipline Enhancement” should be changed to “Discipline Enrichment.”
- Definition of SoTL is needed – Pat Nellis and Helen Clarke will write.
- What constitutes a “PDF hour”?
 - There is no resolution on this, but PDT will continue to work on this. Concerns about how many hours will a conference count.
 - PDT asked Pat Nellis for the final version of the catalog of TLA/FD activities containing PDF credits (hours) and applicable PD category for each activity.
- In response to the suggestion that the PD Plan form and the Record of Completion be collapsed into one document, Allison pointed out that the Professional Development Component approved by Faculty Council requires two separate documents.
- PDT asked Allison to make several changes to both documents and the formatting be more user friendly, both to deans and faculty, and have space for changes to the plan. All points were written down on draft version by Allison. (Too numerous to list here.)
- Due to the number of changes and the fact that the Self Assessment and Goal Setting Form has given the team time, Allison will send out a new version to the PDT to review before sending to IAC for comments. The draft will go to IAC after the April PDT meeting.

7. Draft of FAQs from the actual Plan:

- Jenny Britton will complete this and submit to PDT no later than June meeting of PDT.
- Allison volunteered Marilyn Curall and Wendi Bush to help Jenny write the FAQ. (Allison will email and ask them for sure ☺)

8. Faculty Development Survey

- Pat reviewed the Faculty Development Survey with PDT and pointed out the areas faculty indicated that were of high interest to them.
- He indicated in the draft version of workshops how he has taken into account these responses as well as TLA seminars which will apply to these skills.
- These are all workshops faculty will be allowed to register for credit towards their Professional Development.
- He noted some things on the draft version such as Destination will receive a stipend and are therefore not deemed eligible on PD plan.

9. Activity: Conference Discussion

- The PDT tried 7 times to discuss hours of conference. The conversation of hours for activities was to be the sole topic of April meeting.
- It was decided that the conversation about how conferences would be credited in the PD Plan Form be discussed today.

- Suggestions
 - i. the total time at the conference including breaks, eating, etc be counted.
 - ii. A set time per day be instituted for a conference
- Several committee members provided valuable background information on the current PD Plan:
 - Two people who were on the original PD Planning Committee gave a brief narrative of the intent of requiring a set number of activities for professional development, along with hours, to ensure that the spirit of the professional development plan not be abused
 - Another member reminded the group that too many restrictions on the plan and the faculty member would chose an overload instead of self-improvement through professional development activities that would improve student learning.
- **It was decided that a conference will count as ONE activity with the hours being determined by a copy of the conference agenda where the paid preconferences, plenary, and concurrent sessions would count as the hours of the conference.**

10. **Co-facilitator of PDT**

- No one volunteered either by email or at the meeting.
- Wendi Dew offered to start as co-facilitator in June after the Banner Center for Health Sciences Contract completion.
- This will make her term from July- Dec 2007 with a new recruit in Jan being drafted for a two year term. One year with Allison to show the ropes and then the second year as lead co-facilitator while training a replacement).