

Professional Development Implementation and Oversight Team (PDT)
Minutes for Meeting on May 7, 2007
East Campus, 3-113

Team Members Present: Wendi Bush, Tom Byrnes, Marilyn Curall, Wendi Dew, Aida Diaz, Mary Ann Gagen, Erich Heintzelman, Heith Hennel, Jennifer Lawhon, Michelle McArdle, Elizabeth Morrison, Brent Nakagama, Pat Nellis, Pam Sandy, Allison Sloan, Sylvia Zapico

- Allison Sloan opened the meeting at 2:30.
- The minutes of last month's meeting were accepted with the addition of the names of team members who were present and no other changes.
- Tom Byrnes presented comments from Faculty Council. There was a discussion of the calculation of minimum / maximum activities and minimum / maximum hours. It was agreed that confusions about this calculation could be resolved by emphasizing the basic principle that the majority of the compensated hours for faculty development were to be in discipline enrichment and pedagogy. It was also agreed that the bullet points describing the levels of planning and compensation on the PD Plan Form could be simplified as follows:
- The phrase *at least* will be added to bullet point one, emphasizing the minimum number of activities required overall – 3 at level one and 6 at level two.
- The references to a minimum of one activity in pedagogy and a maximum of one activity in *other* professional development will be deleted from bullet points two and three, which now read *a minimum total time equal to 5 hours (10 for level two) in pedagogy and a maximum of 5 hours (10 for level two) in "other" professional development.* Bullet point four continues to emphasize the minimum number of hours overall, 25 for level one and 50 for level two.
- Aida Diaz presented comments from the deans. There was discussion and clarification of how conferences would be handled in the calculation. A conference counts as a single activity. However, hours for a conference can be split among the categories as appropriate for the content of particular sessions / workshops.
- There was discussion about whether faculty could be compensated for courses that are repeated. Wherever possible that decision needs to be handled between the faculty member and the dean, who will need to discuss and decide if the course has changed and if there are opportunities for new learning. In grey areas the faculty member and/or dean can consult with Pat Nellis. Pat emphasized that some courses will actually be listed in the catalogue as repeatable and there will be no issue for those. The Implementation and Oversight Team is charged only with arbitrating disputes that cannot be handled through the process described above. Faculty Council will need to be apprised of this.
- There was a discussion of the issue of licensure. One of the examples of *discipline enrichment* listed in the Guidelines for Professional Development is "work towards licensure, certification or other discipline-related awards." The same guidelines would apply in this case as for courses taken for a Masters +30 or

Doctorate. Faculty cannot be compensated under the Professional Development Plan if they are already being compensated by a salary increase.

- There was a discussion of the wording of a couple items in the Guidelines for Professional Development Planning and the following changes were agreed upon:

Under Part A. Category Definitions, Item #4, the last sentence will read
Other options include job shadowing, internships, performing arts activities, etc.

Part B will be titled *Some examples of Activities in Each Category*.

- The primary issue for the June meeting will be the hours credited for specific activities. There was some preliminary discussion. We agreed that we had already decided that a conference will count as one activity with the hours being determined by a copy of the conference agenda and hours counted for pre-conference sessions, plenary sessions, and concurrent sessions.
- Other issues to be discussed in June are course work, VCC workshops/seminars, presenters of workshops learning new material to prepare. If there are other potential issues in counting hours, they should be addressed at the June meeting, and Allison will put those items on the agenda if team members forward them to her. She should have them by the 25th.
- Every team member needs to have done a mock plan and look for potential problems. It will be helpful to actually bring a scenario of a controversial topic to the June meeting.
- The June meeting, which will be held on West, will begin at 1:30 to allow an extra hour if needed to clear those items from the agenda.
- The meeting was adjourned at 4:30.