

Professional Development Implementation and Oversight Team (PDT)

Meeting: Tuesday January 30, 2007

East 8-105D from 1:30-3:30pm

Minutes

- Tom Byrnes opened the meeting and explained that he would chair only this meeting. The Team would select facilitators who would lead subsequent meetings.
- Members introduced themselves. Present: Tom Byrnes, Mary Ann Gagen, Jennifer Lawhon, Heith Hennel, Pam Sandy, Wendi Dew, Pat Nellis, Helen Clarke, Marilyn Curall, Erich Heintzelman, Oscar Cuan, Wendi Bush, Sole Townsend, Allison Sloan. Absent: Jenny Britton (who was teaching).
- The following members agreed to serve two-year terms: Heith Hennel, Pamela Sandy, Wendi Dew, Oscar Cuan, Eric Heintzelman, and Allison Sloan.
- The Team decided it preferred to have co-facilitators. Allison Sloan and Soledad Townsend were chosen. Allison Sloan will serve for two years and Soledad for one.
- The team recommended that the forms for the faculty professional development plans be created and available online ASAP. Pat Nellis said he would look into seeing if this could be done.
- The Team wanted to know if Leadership Valencia could have their listings done (included on the schedule with dates and places) by the spring.
- A question was asked about changing the professional development plan that was approved by the Faculty Council in 2005. Tom Byrnes observed that only the broad outlines of the plan was approved by the Board of Trustees. Major components such as hours for credit, categories and remuneration could only be changed by the BOT. However, the particulars of the plan was created and approved by the Faculty Council and could be changed by the same. Therefore, if the PDT wanted to change some features it could recommend these changes to the Faculty Council, which would have the authority to change it.
- The PDT recommended that the professional development plan approved by the dean need not contain all of the details (activities) intended to be accomplished by faculty members. It should be an over-all plan that allowed for specific activities to be filled in as they were completed. It was noted that some workshops were cancelled, sometimes faculty could not make a conference or workshop or other activity because of a number of reasons, therefore, there should be flexibility to allow faculty members to add or substitute professional development activities as the year goes by—as long as they fit in generally with the PD plan approved by the dean.
- It was agreed that the professional development plan should cover all 12 months of the year. It was recommended that a new PD year begin on May 15 and end on May 14.
- It was agreed that faculty members would get 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.

- There was discussion of the topic of double dipping. The approved plan clearly does not allow faculty members to be paid twice for the same PD activity. For example, a faculty member who took a credit class could receive SPD funds to help pay for tuition and could receive credit for the class toward extending his or her pay category to Masters, or Masters plus 30..., but the same faculty member could not then receive hours towards the PD stipend for that year.
- The Team approved the idea of a theme or focus for PD workshops every year. However, the whole plan does not have to center on this theme or focus. Preference was stated for the word “focus” but “theme” was also considered acceptable. It is noted that this was not a unanimous agreement.
- The Team recommended that the faculty be asked to choose amongst a number of proposed themes or foci. Pat Nellis agreed to create a survey with some options for a PD focus for workshops. Some choices included Closing the Gap, Communicate, Think, and Using Technology to Increase Learning.
- It was agreed that the Team would invite two deans to serve as ex-officio members.
- It was agreed that the Team would extend an invitation to Fiona Baxter or her designee to attend future meetings. Fiona leads the effort to create a PD plan for staff. It was suggested that the Team look to work with Fiona whenever possible.
- Meeting was adjourned at 4:30.