

Professional Development Implementation and Oversight Team (PDT)
Minutes from Meeting on November 5, 2007
West Campus, 2:30pm

Team Members Present: Helen Clarke, Marilyn Curall, Oscar Cuan, Wendi Dew, Mary Ann Gagen, Michelle McArdle, Elizabeth Morrison, Pat Nellis, Pam Sandy, Allison Sloan, Sylvia Zapico

- Allison Sloan opened the meeting at 2:30.
- The minutes from the September and October meetings were edited and accepted.
- Allison Sloan reported on the PDT sessions held on Learning Day. 26 faculty members plus eight team members attended the 9:00 session; only three additional faculty members attended the second meeting, but both were very productive sessions. With the additional 40 faculty members who attended the information sessions held on each campus early in October, a significant core group of informed faculty should now be able to spread the word among eligible faculty college-wide. Since over 400 faculty members are eligible for the program, additional information sessions will be held in March – before faculty meet with their deans to discuss the following year’s goals – and then again in May, when faculty will actually be putting their plans online.
- Faculty Council is still deciding their course of action for the “review process.” They will discuss the issue further but at this time they are inclined toward a campus-based committee for review of difficult cases. As a whole, the college is rewriting many of its policies to become more campus-based and the intent is to make the “review process” line up with emerging policies for the college. The current proposal is to have three voting members: the Faculty Council president, the Campus Senate president, and the Campus Provost. Pat Nellis, as the Director of Faculty Development, will attend these meetings in an advisory capacity as needed. Either the faculty member or the dean may request a review, and both will be present at the meeting. As the membership of this committee changes, new members will need to be briefed on an ongoing basis concerning the policies and procedures for implementation of the PD compensation plan,
- Pat Nellis demonstrated the features of the online system for storing and reporting information for each faculty member’s individual plan. The online tool, accessed through the Faculty Services tab in Atlas, walks the faculty member through the whole process, functioning much like the Course Outline Builder. This online tool will be able to hold past, present, and future plans. Pat is training the Technology Learning Centers staff during November so that they will be able to assist faculty in using the online tool. Handouts with instructions will be available in the TLCs, and the TLCs will log requests for a workshop, which they will schedule when 15 people sign up.
- The team reviewed, discussed, and edited the draft of the plan for ongoing assessment of the implementation of the Professional Development Plan. The draft will be taken to Faculty Council this month to discuss the proposal.

- Based on her experience with the Teaching and Learning Academy, Helen Clarke pointed out the need for a consistent, easy-to-remember name for the whole program and its tools. Suggestions will be solicited from the marketing department and team members are also encouraged to think of a simple and appropriate name for this initiative.
- The issue of co-facilitator rotation was discussed and it was unanimously agreed that Allison Sloan and Wendi Dew would remain as co-facilitators throughout the initial implementation, following our “stretch plan” for the first round of the PD implementation over two years.
- The next official meeting of the PDT is scheduled for November 3, 2008. The December 3, 2007, meeting will only be held if Faculty Council requires additional clarification from the team, and meetings through the Spring and Summer terms will be called only as needed.
- The meeting was adjourned at 5:00.

Addendum:

At Faculty Council’s Nov meeting,

1. the review process for disagreements was approved. The wording is “After the Faculty Member and Dean/Director cannot agree on an activity, then either party may ask the Provost for a decision on the activity. The Provost, Campus Senate President, and the Faculty Council President will discuss the activity and render a decision. The Director of Faculty Development will serve this team in an advisory capacity. If the Campus Senate President or the Faculty Council President is the faculty member with the disagreement, then the previous year’s Faculty Council President will replace him/her to collaborate with the Provost and the remaining Faculty Council officer”.
2. Faculty Council agreed that “This Committee (the PDIOC) 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” could be removed from the PDT charge.
3. Faculty Council approved the Assessment Plan.
4. Faculty Council agreed that PDT’s responsibility until the end of the first round of the PD Plan will be to ...
 - continue during the “stretch plan” to hold information sessions in Spring to make faculty aware of the program.
 - Construct separate surveys for faculty and dean/directors in Fall 2008 for Spring 2009 to assess the implementation process of the PD Plan.
 - Meet “as needed” when Faculty Council requests the team to meet to discuss an activity category that may be disputed. PDT would make a recommendation to Faculty Council.
 - Spring 2009 to implement the Assessment Plan spoken of in number three.