

Faculty Professional Development Committee

AGENDA

October 6, 2020

Zoom

2-4 pm

Attendees: John Morea, Katie DiSanto, Thomas Geary, David Wright, Carolyn Satz, Monica McFerrin, Tiffany Putman, Stephanie Comer, Jenefer Snyder, Chris Boyle, Renee Hosang-Alleyne

- I. Call to order. 2:05 pm by David Wright
- II. Approval of Minutes from September 2020 -Place (not lace) faculty development; Motion to approve as amended- Tom, second – Tiffany; unanimous vote
- III. Chair's report: David Wright
Learning Institute- Subcommittee is being formed (Jeanne, Tom, David)- asking for any volunteers to add to the committee; no official meetings have been scheduled.
- IV. Old Business

- a. Faculty Academy updates- John Morea

New Faculty Academy -Monica McFerrin- Proposal for Faculty Academy program:

New Faculty Academy wants to support new faculty and orient to college as well as open the content to all faculty to be accessible. The proposal is to take the content and break it up into 8-week module courses that mirror domain structure of the evaluation plan. First course- Instructional Design; Second Course- Instructional Delivery; Third Course- Instructional Effectiveness; Fourth Course- Scholarly and Creative Engagement; Institutional Responsibility and Service; (Project based).

The timeline for new faculty is included in the proposal with further information in regard to the specific courses. The proposal also includes information and timelines for senior faculty for professional development as well as graduate credit towards promotion to align with VCCS-29. The plan is to have the courses set up by Spring 2021 (implementation plan). The draft was sent to Dr. Woodhouse and Dr. Summers for review. There was discussion as what is considered new faculty. Currently there are faculty on 1-year non-renewable contingent appointments and new faculty academy is optional and not mandatory. Also discussed adjunct faculty and the current evaluation process which is on hold. Monica asked for committee feedback once modules have been developed. The committee talked about financial support regarding a stipend versus release time. Also proposed was to allocate a portion of the CPDF to fund the New Faculty Academy as it can become a standing workshop for all faculty.

Preliminary Support to Approval- As a committee, we move to support the Faculty Academy Proposal - with the understanding that there might be future revisions - to enable its creation process to get underway. Tom approved; Tiffany Second- Unanimous vote

- b. FDEP Prep- Jeanne Hopkins. (will update next meeting)

- c. Batten Fellow- Final Review/Edits

Year #2 Document:

Batten Fellow Selection Process- Step 1-5 preview application date reviewed then up to 4 finalists will be identified (along with their deans) by the Batten Fellowship Ad Hoc Selection

Committee. The finalists will have to complete steps 6-11 and appear before selection committee to answer further questions about the projects. There was a suggestion to put a number on the required recommendations and the decision was 3-5 recommendations. The endorsement from the Dean was changed to Completed Batten Fellowship Dean's Endorsement form. The committee also discussed funding limits including hiring a research assistant and travel expenses. The suggestion was to limit the amount to 15% of the approved budget for travel expenses and 10% of the approved budget for hiring a research assistant. The report will be sent to the Vice President of Academic Affairs.

V. New Business

a. Revision/Discussion of 2020-2021 Charges

Proposing new charges (#5/#6/#7) and remove #3 (Align Faculty Professional Development Committee's mission and responsibilities with current College resources.) The first four charges are the same from last year. The purpose of the committee was reviewed and asked whether the purposes need to be charges. There was a suggestion to add: Review By-laws to ensure they are up to date, but the recommendation was to have this in the by-laws vs. in charges. Charge #6 was discussed to add more information especially in the regards to diversity and inclusion. A suggestion included the following: Produce guidance to ensure diverse and inclusive college professional development offerings. The decision was made to remove charge #3 and change wording of charge #4 to "Provide direct support, help organize, and promote the Learning Institute." Charge #7- (old numbering) the wording was changed to "extend opportunities to faculty." Add new charge to analyze, develop and provide implementation strategies for professional development opportunities for dual enrollment faculty. Proposed charges: Motion to approve- Tiffany Putman; Second- Katie; unanimous vote

b. Revision/Discussion of Bylaws-

Tom Geary made comments/suggestions in the current by-laws for the committee to review. The suggestions discussed were representation on all campuses as well as update pathways under members. A Faculty Academy Coordinator member was added to align with New Faculty Academy and Administrative Liaison member was also added. Committee Term was reviewed and updated to begin June 1 with newly elected members to attend the April meeting prior to serving their term to become acquainted with the committee's operations and can vote on matters pertaining to the upcoming academic year. Batten Center was removed from By-Laws. Reviewed current meeting and voting process to now include synchronous virtual meetings (which can include voting) and may be recorded for accuracy of minutes. Tom will send updated document for review before next meeting.

c. Feedback for Faculty Refresher topics (will review next meeting)

VI. Items from the Floor

New Members: Welcome Renee and Chris (PAPC appointee)- Vote: Unanimous vote

VII. Next Meeting November 3, 2020 from 2-4 pm - New time will be 1pm on November 10, 2020 via ZOOM (unanimous vote) due to Election Day

VIII. Adjournment. – 4:06pm Tiffany; Second- Katie; Unanimous vote