

Faculty Professional Development Committee Minutes

October 11, 2023

**Members Present:**

Ruby Payne, Julián Martínez, Mariza Martínez, Chris Taylor, John Eigenauer, Jennifer Altenhofel, Wendy Berry,

**Members Absent:**

Tabitha Raber, Leslie Minor

**Guests:**

Jon Farmer

**Welcome:**

Meeting started: 12:11 pm

**Action Items:**

**1. Approval of Minutes from September 13, 2023**

Motion: Jennifer Altenhofel

Second: John Eigenauer

Abstentions:

Passed.

**2. Approval to hold November 8, 2023, meeting via Zoom, if needed**

It was proposed that members approve the possibility of holding this meeting via zoom if necessary because of quarantine or other circumstances.

Motion: Chris Taylor

Second: Mariza Martínez

Passed unanimously.

**Information/Discussion Items**

**3. Current Professional Development Opportunities**

Jon Farmer let everyone know that there would be a skill-up training and a Lunch and Learn this Friday (10/13). Jennifer Altenhofel asked if the skill-up would be on zoom, Jon Farmer indicated that it would not be.

Ruby Payne thanked Jon Farmer for the professional development opportunities that his office provides.

**7. Building January In-Service Schedule (Jan. 4-12, 2024)**

Ruby Payne brought up that the committee is still waiting for clarification on the administration’s plans for DEIAA trainings. In the meantime, Ruby Payne has been looking for online trainings, in particular at options from NISOD and the Chancellor’s office.

Ruby Payne raised the possibility that the administration will schedule a DEIAA training (and potentially a Brown Act training) sometime during the January In-service without much advance notice. To help accommodate this, she has been working to reduce the number of required meetings that would conflict with a potentially mandatory training scheduled at the last minute, and has reached out to committee chairs to determine if their meetings during in-service week are necessary.

Ruby Payne proposed to the committee that it might be useful to set aside a day for online DEIAA training on either the Thursday or Friday flex days, and that in response to faculty requests we could also have sessions on OER and/or curriculum during the other day (perhaps with each one as a half day event). Being on flex days, these would by definition be optional.

Chris Taylor asked for a clarification about whether a flex day DEIAA training would take the place of an administration-arranged DEIAA training during the full Monday-Friday in-service week. Ruby Payne clarified that it would not, but that in the event that the institution was unable to find a satisfactory service provider for a DEIAA event during the week, having options for faculty via NISOD or the Vision Resource Center or a similar provider would provide a way for faculty to stay current on these topics.

Jennifer Altenhofel raised a question about whether this could be handled in the same way that other required trainings are handled (sexual harassment and EEO, for example). There was some discussion among the committee about the extent to which a widely recognized curriculum for DEIAA topics exists, and about whether or not completing such a training will be a requirement in the same way that sexual harassment training is, and about whether or not completion of DEIAA workshops would be tracked for faculty. It was noted that the resources through the Vision Resource Center and NISOD do provide evidence of completion. John Eigenauer brought up that the Chancellor’s office has a recommended module on DEIAA (which includes the ‘I don’t see color, I just see people’ module in the Vision Resource Center), and that this could serve the institution’s need for a professional development on this topic. There was also some question about how long an administratively scheduled DEIAA event during in-service would be.

Ruby Payne asked for the committee’s thoughts on going ahead with the tentative plan for flex day events around DEIAA and OER/curriculum. There was general agreement to look into this.

Ruby Payne summarized the draft of the remainder of the in-service schedule. In particular, she noted that there would probably only be one Student Services meeting, and it would be scheduled to avoid any potential conflicts. Ruby Payne also noted that Student Services would consider cancelling the meeting and putting out the relevant information in the newsletter if there were no changes or developments since the last Student Services meeting that merited an hour long in-person meeting. John Eigenauer asked about the possibility of having a 30 minute meeting rather than an hour meeting, but Ruby Payne indicated that Student Services had specifically wanted to keep an hour on the schedule.

There was some discussion about the time on the schedule for the online Sexual Harassment training, with John Eigenauer emphasizing that faculty didn’t have to complete the training during the scheduled time. Ruby Payne agreed, commenting that this was time set aside to make sure that if faculty needed time in their schedule to complete it, such time was set aside.

Ruby Payne also noted that as in the past, Wednesday would be SLO day and that the SLO committee would put together the agenda for that day, and that there would be a Faculty Association meeting over lunch.

Committee members raised their concerns about administration scheduling additional events on Thursday and Friday, which are typically reserved for division meetings, planning, logistical work, and Academic Senate. Ruby Payne noted that so far there had been no talk of changing that, although if a DEIAA training was added at the last minute it is possible that it would be added on Thursday. There was a strong sense among the committee members that it is important to ensure that these days remained available for critical academic tasks.

Ruby Payne will present a final draft of the in-service schedule at the November committee meeting. Since November 1 is the deadline for new events to be added, presumably this draft will be something that the committee can finalize.

Ruby Payne noted that the committee should start thinking about the May in-service calendar. She also voiced her appreciation to Jon Farmer for the sessions that he and his staff facilitated during the May in-service.

**8. Next Meeting: November 8, 2023, 12:10pm in Cafeteria Conference Room**

**Other**

No additional items were raised.

**Meeting Adjourned:**

Motion: John Eigenauer

Second: Mariza Martínez

Adjourned by consensus at 12:54