

Faculty Professional Development Committee Minutes

April 10, 2024

**Members Present:**

Ruby Payne, Chris Taylor, Jennifer Altenhofel, Julián Martínez, Mariza Martínez, Tabitha Raber, John Eigenauer,

**Members Absent:**

Leslie Minor, Wendy Berry,

**Guests:**

Jon Farmer

**Welcome:**

Meeting started: 12:11 pm

**Action Items:**

**1. Approval of Minutes from March 13, 2024**

Motion: MM

Second: JA

Passed unanimously.

**2. Approval to hold May 15, 2024, 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: CT

Second: MM

Passed unanimously.

**Information/Discussion Items**

**3. Current Professional Development Opportunities**

JF will be running a skill up training on Friday about a new tool that will be available to TC faculty inside Canvas (Design+). This should make it easier to design accessible canvas pages without needing to resort to the HTML editor. RP asked if there was a recurring cost to the district for this tool. JF said that there was, but that the plan was to pay for it from the DE budget.

RP noted that there were additional professional development opportunities that had gone out via email.

**4. Building May In-Service Schedule**

RP presented the current schedule, in which JF has Monday, followed by DEIAA sessions on Tuesday and Wednesday. JF will put together the details for Monday, but the plan is for it to focus on accessibility. Details for the Tuesday and Wednesday sessions will come from the Office of Instruction, or Human Resources.

JA asked about the length of the daily schedules. RP noted that based on the discussions from the March meeting, faculty would be credited for 8 hours, and the total length of the day would likely be 8 hours, including a working lunch per Leslie Minor’s instructions from the March meeting. JF asked about the definition of a working lunch in this context, and RP outlined the discussion from the March meeting. JF asked for clarification, if the definition included a discussion or collaborative session that included lunch, and RP said that it did.

There was additional discussion about whether faculty could get one or two units for attending individual days without attending all three days. JA said that her understanding was that faculty could not. CT noted that he thought it had been inconclusive. RP said that she there had not been a definitive statement from HR, and that she was planning to talk to Tiffany Rowden in the near future. She reiterated that the contract mandates that the administration provide the opportunity to earn 3 units of salary credit but left the details up to the administrative team. RP also noted that Tiffany Rowden was doing an excellent job, given the demands and uncertainty around this.

**5. Building August In-Service Schedule (Aug. 19-23, 2024)**

RP presented the current version of the calendar for August. Based on the version disseminated via email, there were no changes for Monday, Wednesday, or Thursday (other than the uncertainty about who would be serving as SLO coordinator).

For Tuesday, there was a corrected typo in one of the names (R. Tricke was changed to R. Trickey), and the location of the Academic Senate Council meeting was changed to the cafeteria conference room. An additional training was added from 3:10 – 4:00 about the required workplace violence prevention plan. RP said that Heather Del Rosario was planning this, but that it was unclear who would be required to attend at this point.

The Friday schedule had Faculty Reports from 9:10 – 10:30, Academic Senate from 10:30 – 1:00, and the Library Workshop from 1:10 – 3:00.

RP also noted that the sessions for 403b/457 plans don’t have a spot yet, but that Thursday might be the best, since that day has the most flexibility.

RP asked for questions or additional concerns or changes, and there were none.

A motion to approve the current version of the calendar was made:

Motion: MM

Second: JA

Passed unanimously.

**6. Next Meeting: May 15, 2024, 12:10pm in Cafeteria Conference Room**

**Meeting Adjourned:**

Motion: JA

Second: JM

Passed unanimously. Adjourned at 12:40