

Faculty Professional Development Committee Minutes

October 9, 2024

**Members Present:**

Ruby Payne, Chris Taylor, Jennifer Altenhofel, Tabitha Raber, Jon Farmer, Julián Martínez, Mariza Martínez, Leslie Minor, Wendy Berry

**Members Absent:**

Amanda Clark, John Eigenauer

**Guests:**

**Welcome:**

Meeting started: 12:13 pm

**Action Items:**

**1. Approval of Minutes from September 11, 2024**

Motion: Mariza Martínez

Second: Tabitha Raber

Passed unanimously.

The minutes from the April 10, 2024 meeting were also approved by consensus.

**2. Fall Faculty PDC meeting schedule**

The proposed meeting dates for Fall 2024 are: September 11, October 9, November 13, December 11.

Motion: Julián Martínez

Second: Wendy Berry

Passed unanimously. (by consensus)

**3. Approval to hold November 13 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. (by consensus)

**4. Current Professional Development Opportunities**

Ruby Payne verified that faculty had seen professional development opportunities sent out by Jon Farmer and Leslie Minor, including trainings from Vision Resource Center and the Chancellor’s Office.

Jon Farmer noted that this month’s skill up will be on 10/25 and will focus on best practices for creating engaging online discussions.

**5. Building January In-Service Schedule (Jan. 9-17, 2025)**

Ruby Payne spoke with Adam Bledsoe about SLO day in January and noted that Leslie Minor was working on changes to the Board Policy for SLO day to accommodate other required trainings from the state.

Ruby Payne noted that she and Leslie Minor had spoken about flex and its use by faculty, and that her understanding of that conversation was that flex can be used for any part of in-service except for mandatory meetings, not just the first Thursday/Friday. For example: if a faculty member needed to take Wednesday (presently SLO day) off, they could use PNL (since the whole day is a mandatory event). But, if they needed to take Thursday off (which is presently division meetings and coordination day), they could take sick leave for the required division meeting, and then take flex for remainder of the day. Or, since the Monday of August 2024 in-service didn’t contain any mandatory meetings, a faculty member could have taken flex for that whole day. Ruby Payne has an upcoming meeting with the acting President/Superintendent and will communicate to him that there are no mandatory meetings on the first Thursday and Friday of January in-service (which is both contractual and past practice). Ruby Payne will also ask about the logistics for the President’s welcome back if applicable. She also noted that since SEMCOM meets Thursday of in-service, this meeting cannot be mandatory as one of the required meetings for that committee.

In response to questions raised in other venues about the possibility of TC scheduling a full week of break for Thanksgiving in a future academic year, Ruby Payne noted that additional days of break would shift rather than replace instructional days, so the moved instructional days would have to go someplace else on the calendar. If those days were added to the beginning of the term, that would move in-service to even earlier in August.

Ruby Payne received two emails from Leslie Minor about this topic, and she will forward them to the committee. Ruby Payne also noted that Leslie Minor had said that Taft College has the most in-service days of any community college in California.

Mariza Martínez asked if it would be possible to take some of those in-service days and make them into instruction days.

Ruby Payne indicated that it might be possible but would require investigation and would ultimately be up to recommendation from the committee that designs the academic calendar. A general discussion followed among committee members about the logistical challenges that would accompany a change to Thanksgiving break, the extent to which this issue came from concern about student parents, and lead to questions about which parts of in service would still need to take place during an abbreviated in-service schedule.

Ruby Payne and the committee went through the draft of the January in-service calendar in order to assess which items had necessary in-person meetings during in-service, and which could potentially be moved to some other time during the academic year.

Examples of meetings that could potentially be moved included:

Curriculum and General Education Committee (though Leslie Minor added that this committee may need to meet before the start of the term to handle the ongoing changes in state regulations).

Trainings such as cybersecurity, EEEO, and sexual harassment prevention.

TCFCBC and Faculty Association (in that, if the bargaining meeting is moved, the Faculty Association meeting could be moved as well).

Faculty reports (It was determined that this was not contractual)

Examples of meetings that would probably need to remain during in-service included:

Academic Senate Council

Academic Policies and Procedures Committee

Coaches Meeting (Ruby Payne will ask Kanoe Bandy)

SLO day (as it is specifically noted in a board policy)

Financial Aid Committee

Examples of meetings for which it is unclear if they need to remain during in-service included:

Student Services (There was discussion about the extent to which this could be a newsletter in years with no updates or only minor updates)

SLO Committee (There was discussion to the effect that this may be required, depending on how much business the committee has in a particular term)

Admissions and Attendance Committee

Academic Senate

Leslie Minor noted that it’s important for Taft College to account for how in-service time is used, and that the state requires that it be for training or professional development. Leslie Minor also noted that the board policies for SLO day and planning day came in part from making sure that Taft College is compliant with state-level policies about in-service.

Wendy Berry asked if there would be DEIAA training.

Ruby Payne replied that Leslie Minor had proposed an updated version of the SLO day board policy was more general to include a variety of required trainings and allow the college to change content to adapt to changes in regulations from the state. Leslie Minor agreed, but also noted that the DEIAA committee would like a day separate from this. Ruby Payne noted that there is not a BP requiring that at this time.

In response to a question about active shooter response training, Ruby Payne noted that has to be done every so many years, but there was some uncertainty whether it was every 5 years or perhaps every 3 years. In either case, there was agreement that such a training could be on the partial week at the beginning when faculty often take flex days.

Other:

Tabitha Raber said that in Academic Development Committee, faculty had been talking about the possibility of using an early alert system to help students who were falling behind, and perhaps that there were other features in Banner that could be helpful to faculty. She asked about the possibility of getting training on new features in Banner and on making more interactive and effective videos in Canvas studio.

Ruby Payne replied that the trouble with early alerts and other Banner features was that they had to be enabled or disabled for all faculty and there had been complaints that the additional information was confusing to instructors. Ruby Payne raised the possibility that Tiffany Payne could present to the faculty and get input on what features had broad interest.

Tabitha Raber asked about having Tiffany come to Academic Development Committee. There followed a general discussion of the staff and administrative organization, and which VP would need to sign off on such a presentation. Leslie Minor and Ruby Payne both raised the concern that the first week of the term is a very busy time for student services and other administrative offices, but that May might be better.

Tabitha Raber noted that if some of the material that faculty perceive as ‘filler’ during in-service was replaced by more useful content, this might improve faculty perception of in-service and also make it more helpful to our faculty and ultimately our students.

**8. Next Meeting: November 13, 2024, 12:10pm in Cafeteria Conference Room**

**Meeting Adjourned:**

Motion: Julián Martínez

Second: Mariza Martínez

Passed unanimously. Adjourned at 1:02