

Faculty Professional Development Committee Minutes

February 12, 2025

**Members Present:**

Ruby Payne, Chris Taylor, Jaime Lopez, Julián Martínez, Mariza Martínez, Amanda Clark, Tabitha Raber, John Eigenauer, Wendy Berry

**Members Absent:**

Jennifer Altenhofel,

**Guests:**

**Welcome:**

Meeting started: 12:10 pm

**Action Items:**

**1. Approval of Minutes from October 9, 2024**

Motion: Mariza Martínez

Second: Julián Martínez

Passed unanimously. (by consensus)

**2. Approval to hold March 12, 2025, 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: Julián Martínez

Passed unanimously. (by consensus)

**3. Current Professional Development Opportunities**

Jaime Lopez reported that there have been some opportunities sent out by the Office of Instruction via email, and he asked that folks take a look at those and share them with their colleagues and departments.

**4. Building May In-Service Schedule (May 27-29, 2025)**

Ruby Payne met with Leslie Minor and Leslie Minor had said that there will not be a distance education track. There will be a single track with 1-day of material about engagement and retention (from an internal presenter), and a 2-day workshop focused on planning for and developing CTE, noncredit, adult education and dual enrollment options. Ruby Payne noted that there was an agreement in the past that distance education would offer a track, and even with Jon Farmer out, there are distance education staff who would be able to facilitate training sessions.

Mariza Martínez raised a concern that the 2-day track seemed very focused on specific areas that offer or are likely to offer those programs, but may not be useful to the broader faculty audience and that she would like a distance education track. Ruby Payne agreed, noting that the administration is contractually obligated to offer May in-service and that it should be broadly useful to faculty. Tabitha Raber agreed, noting that while this would be relevant for her it wasn’t clear how useful it would be broadly.

Ruby Payne asked a general question about how useful the committee thought this session would be without consideration ahead of time by divisions, and Jaime Lopez noted that some information about this had been shared out to chairs but may not have gone much further and that he will ask for advertising. Ruby Payne reiterated that May is optional, and is not a good fit for something that is intended to be mandatory. Tabitha Raber noted that in her division there had been communication that CTE/dual enrollment/noncredit programs as a way to increase enrollment.

Ruby Payne asked for a quick poll of who among the committee would be likely to attend with the expectation of being able to use information presented. John Eigenauer noted that it might be valuable for faculty to have a better understanding of these topics, but it seemed like they were informational items rather than workshop subjects. Ruby Payne indicated that she thought the intent from the Office of Instruction was that there will be planning and active workshops with some kind of deliverable and she asked Jaime Lopez for clarification. Jaime Lopez added that the probable intent is for a presentation followed by workshops in which faculty make plans for potential offerings.

**5. Building August In-Service Schedule (August 18-22)**

Ruby Payne reported that she had received a number of emails and comments about things faculty would like to see, and that the committee should give some thought to prioritizing the suggestions and determining which in-service (January, May, or August) would be the best fit for each suggestion.

Examples included:

Training for the 3D printers that are available to faculty.

A session on ACCJC guidelines for regular and effective contact.

A mandatory session for making canvas headers accessible. Tabitha Raber asked for clarification about whether this referred to the header section on canvas pages, and Ruby Payne indicated that it did. There was also discussion about including features in canvas that the college will lose if they are not used (because they are purchased as a suite). Mariza Martínez noted that this is the Design+ package.

CPR training, which would be optional. Ruby Payne asked if we might have an internal person who is qualified to offer this training, and there was not a conclusive answer. Jaime Lopez asked about including defibrillator training, and Amanda Clark noted that athletics had a paramedic come in and offer training during a previous in-service.

Mariza Martínez asked for a clarification about whether these are all under consideration for August. Ruby Payne noted that the schedule right now, and what would go where, was still in flux.

Ruby Payne said that the school might bring in a guest speaker for the August session (Esther Villegas-Sandoval, Critical Theory of Love). Ruby Payne noted that both Michelle Beasley and Candace Duron said they found her presentation to be useful and compelling. John Eigenauer asked if there were any other speakers being considered.

Ruby Payne noted that a significant complication for scheduling August is that often the president will want a ‘welcome back’ section in August and it is unclear how much time this will take. Ruby Payne noted that 4 hrs seemed excessive though. Mariza Martínez asked if we could block out 2 hours for the welcome back/area updates, and Ruby Payne agreed that this might be reasonable. There was further discussion between Jaime Lopez and Ruby Payne about how much time to block out for the ‘welcome back’ and whether or not that time would include a guest speaker as well as area updates. Ruby Payne took the position that it is important that whatever time is reserved be well spent and not ‘4 hours of nothing.’ There was discussion about the different area updates that could occur during the August in-service, and Ruby Payne noted that it would be good to get an update about the budget.

Ruby Payne asked the committee if it would be worth sending out an all-faculty request for content suggestions for in service, or just asking faculty for input at FA meeting. John Eigenauer asked that Ruby Payne send out email to faculty asking for content and speaker suggestions.

Ruby Payne will send out a draft for the August in-service with the next meeting agenda, but emphasized that it will be a very tentative draft, given that incoming leadership may want to make changes.

There was additional discussion about the schedule, in particular that Monday could not have mandatory meetings, and that Wednesday was required as SLO day. Ruby Payne noted that there was supposed to be a change to the BP that would open up half of Wednesday for content required by the district, but it was unclear if there has been any movement or progress on this. Mariza Martínez asked for a clarification that Wednesday, like other days, is a 7-hour day and Ruby Payne said that yes, it was. There was additional discussion between Mariza Martínez, Tabitha Raber, Wendy Berry about the importance of having a finalized schedule going in to the in-service week rather than having things added and removed the day before.

**6. Other**

Ruby Payne reported that Leslie Minor had agreed to offer flex credit for the write-ups that the Office of Instruction had asked for from faculty based on the Thursday/Friday videos. There was discussion about how this came about, and the fact that the write ups could not be required as part of an August or January in-service (only in May, when faculty are earning course credit). Ruby Payne asked the committee about a reasonable time estimate for doing the writeups. Chris Taylor indicated that it would be reasonable to assume the writeups took an additional time equal to 0.5 to 1x the length of the video (so, 30 to 60 minutes for a 60 minute video).

**7. Next Meeting: March 12, 2025, 12:10 pm in Cafeteria Conference Room**

**Meeting Adjourned:**

Motion: Wendy Berry

Second: Mariza Martínez

Passed unanimously. Adjourned at 12:59