

Faculty Professional Development Committee

Minutes

December 1, 2020

Zoom

2-4 pm

Attendees: Jeanne Hopkins, Katie DiSanto, Renee Hosand-Alleyne, Tom Geary, David Wright, John Morea, Monica McFerrin, Carolyn Satz, Tiffany Putman, Missy Comer, Chris Boyle, Jenefer Snyder

- I. Call to order. 2:03pm by Jeanne Hopkins
- II. Approval of Minutes from November 2020 - Carolyn Satz needs to be added to the attendees; 235,000 (the space needs to be deleted); changed to 235,000. Motion to approve as amendments- Tom; Second- Chris; Unanimous vote
- III. Chair's report by Jeanne Hopkins- Attended P APC meeting in November and they approved Chris Boyle as a P APC appointee to the committee. In order to approve the by-laws, they need to be e-mailed to the committee, therefore Jeanne plans to attend next meeting on December 10, 2020 to have by-laws reviewed and get approval to add Monica McFerrin as a committee member. Jeanne reached out to Lydia Leporte for Faculty Senate Committee for Faculty Academies, but there is a new possible plan and will not need to go to Faculty Senate at this time. The Batten Fellowship revisions were sent to Dr. Woodhouse and Dr. Summers. Dr. Woodhouse responded with 8 questions to the committee. Certain members of this committee responded to the questions and the responses were sent via e-mail to the entire committee for review and suggestions. The Adjunct Faculty Evaluation Plan was shared (permission granted by Jenefer Snyder via screenshare). The VCCS has an approved Plan Summary with 4 domains: Teaching Effectiveness, Adjunct Faculty Growth and Development, Institutional Responsibility and Adjunct Faculty Reward and/or Recognition. Adjunct faculty will have a classroom observation (within the first 3 credit hours of teaching) with a reporting form and a meeting with their Pathway Dean. If the adjunct faculty member reaches good standing, then the classroom observation will occur every 3 years. There is a committee meeting on December 2, 2020 with discussion on data sources which is still under review. There was a discussion on what happens if the adjunct faculty member does not meet expectations and will defer to the Dean or the department chair. The recommendation was to reach out to Jenefer Snyder with other concerns or comments. Jeanne plans to attend the upcoming Learning Institute Committee meeting on December 2, 2020.
- IV. Ongoing Business
 - a. New Faculty Academy- Monica McFerrin- There are faculty that were not enrolled in the beginning of the semester so now catching up with the new faculty this week. The plan is to reach out to any additional new faculty members and Pathway Deans.
 - b. FDEP Prep- Jeanne Hopkins- Pulled course analytics to see how much FDEP Prep is being used by faculty this semester. The course was available in September to all faculty that are up for a contract renewal and it has been used every day. Administration cut FDEP prep after Fall 2020 and will try again to present to administration the information to reconsider for a professional development opportunity for faculty.

V. New Business

- a. Revised Faculty Academies Model– There will be 3 tracks to include New Faculty Academy (Instructor: Monica McFerrin); Current Faculty (Instructor: Monica McFerrin) and Adjunct Faculty (Instructor: Jeanne Hopkins). There are 5-week modules offered during the semester for New Faculty Academy and current faculty. The Adjunct Faculty Academy will be offered for the first 5 weeks of the semester. Every semester the college will offer the same modules which include Instructional Design, Instructional Delivery, and Instructional Effectiveness. The New Faculty Academy will complete the entire semester along with a mentor program. The Scholarly and Creative Engagement Guided Project (which will be presented at the Learning Institute) will be the entire semester. A map for New Hire in Fall and Spring (mainly for the Deans) was presented to the committee. There was discussion about the mentoring program for the Adjunct Faculty which the committee thought would be beneficial. This proposed model would support new faculty to space this out if needed to allow time to be completed prior to the multi-year contract. The Adjunct Faculty Model will include a 5-week module: Week #1- Overview; Week #2- Instructional Design; Week #3- Instructional Delivery; Week #4- Instructional Effectiveness; and Week #5 - Mentoring Program. The revised model will offer Unified Faculty Professional Development for all faculty at TCC. Discussed including Universal Design for Learning (UDL) which will better align the Academies with other institutions that are using UDL. Quality Matters (QM) was also discussed for professional development and training and at this time, the college is a member of QM and can take training at a reduced price.
- b. Funds for Faculty Academies- Monica, John and Jeanne are going to Administration (proposal and presentation) at the Academic Meeting on December 16, 2020 with Deans and Dr. Woodhouse.
- c. Learning Institute– Currently 142 faculty have RSVP'd and there will be 2 keynote speakers (January 5th in the morning and January 6th in the afternoon). There is an idea to open the Learning Institute with a moderated panel to discuss Diversity, Equity and Inclusion (DEI) including faculty and students giving multiple views to DEI. Currently there are only 5 proposals at this time and the suggestion was made for the Committee to send an email for proposals as well as a reminder of the Learning Institute. Committee also suggested that there may be 30-minute presentation and then a 15-minute discussion for questions due to the content that will be presented. Jeanne will come up with draft e-mail to send to John including a link for proposals. The next Learning Institute Committee meeting is scheduled for December 2, 2020.

VI. Items from the Floor

VII. Next Meeting January 12, 2021 from 2-4 pm (Due to Learning Institute)

VIII. Adjournment @ 3:12 pm. Motion to approve- Katie, Second- Tiffany; unanimous vote