

Faculty Professional Development Committee

Minutes

November 10, 2020

Zoom

1-3 pm

Attendees: Jeanne Hopkins, John Morea, Katie DiSanto, Thomas Geary, David Wright, Monica McFerrin, Chris Boyle, Jenefer Snyder, Renee Hosang-Alleyne

- I. Call to order. 1:06 pm by Jeanne Hopkins
- II. Approval of Minutes from October 2020 (attached) Change header from Agenda to Minutes; Motion to approve as amended- Chris, second – Tom; unanimous vote
- III. Chair's report by Jeanne Hopkins: Discussed attending the PAPC committee meeting in order to approve Bylaws and Chris Boyle as a committee member. The next meeting will be on 11/12/2020 and Jeanne is planning to attend. Submitted proposed charges to Dr. Woodhouse on 10/15/2020 and submitted Documents for Batten Fellowship to Dr. Summers and Dr. Woodhouse. The Chair was able to attend Faculty Senate meeting interested particularly in the Adjunct Faculty Evaluation, which will be similar to full time faculty evaluation and includes classroom observation. There was further information provided regarding each college in the VCCS to shape the evaluation based on their own needs.
- IV. Ongoing Business
 - a. New Faculty Academy- Monica McFerrin: After reviewing the proposed model and working on getting the shells together, there is an alternative suggestion for shortened instructional sessions. The current structure is 8-week sessions, and the new idea is 5-week sessions so that all 3 could be completed in one semester. Previous feedback was the sessions were too long. The 5-week modules would be offered every semester for both new faculty and current faculty for professional development and/or graduate credit towards promotion. For graduate credit towards promotion, the faculty member must complete the instructional session along with an approved project in the domain. This would need approval from the President of the College. The 5-week course is equivalent to 1 credit course (Approx. 12 ½ hours of work). The New Faculty Academy would be required to complete all 3 instructional sessions.
 - b. FDEP Prep- Jeanne Hopkins: Launched in Fall 2020 Semester with at least 11 faculty meetings already via Zoom or phone calls. The feedback from faculty is they have minimal guidance for teaching portfolio and learning objectives for the specific domains and find FDEP very helpful. Administration has decided to cut funding for FDEP Prep after this semester, however Jeanne is planning to create an exit survey to get feedback to hopefully run the program again next year.
- V. New Business
 - a. Vote on revised Bylaws to go to PAPC -Motion to approve- Katie; Tom- Second; unanimous vote
 - b. PD Funds for Faculty Academies – Currently there is \$235, 000 for PD funds (\$21,609 is already used). The idea is to try to use this funding for Faculty Academies and bring a proposal to Faculty Senate. There are more opportunities for free conferences or reduced cost due to virtual Conferences and there is a trend of funding not being used every year. There is a Standing Workshop Application that is renewed every year through the (College) Faculty Senate

Professional Development Committee that may be the best approach for the funding. Faculty Academy is funded for the current Academic Year but starting the process now could assist with approval for funds in the next Academic Year. Jeanne will invite Lydia Leporte to next FPD meeting to discuss this matter in further detail.

- c. Feedback for Faculty Refresher topics: The discussion was on the skills refresher course and what topics should be included in this annual training. The suggestions were to include alternate assessment methods other than discussion boards and quizzes, active learning techniques in the course and Respondus Security for the Assessments. The idea of making teaching videos (especially for asynchronous courses) as well as using Zoom to increase student engagement (i.e. Office Hours, Extra Credit, Open House) were also proposed. The document states that the refresher course will be offered at the Learning Institute (LI), and although there are multiple topics already, this will be brought to the LI committee for discussion.
- d. Learning Institute: “Diversity, Equity, and Inclusion in our Courses.” There is a Committee of 14 members that are meeting bi-weekly. The Learning Institute will be virtual on January 5-7: January 5-6: Micro-sessions (maximum of 30’) from 9-12pm; 2-1 hour sessions in the afternoon; January 7- Pathway meetings. TCC will be inviting ECSS, TNCC, and PDCC to participate but not present on any topics. There was discussion of topics and below are the final recommendations to the LI committee (list was sent to Jeanne for upcoming meeting):

- Best practices for synchronous online learning
- Promoting diversity in the classroom
- Facilitating productive discussions
- Addressing difficult topics
- Responding to students’ personal struggles
- Fostering an inclusive learning environment
- Digital/technological equity
- Open Educational Resources
- Collaborative tools for 21st century learning
- Effective group work and collaboration
- Improving student engagement (added)
- Meeting the needs of students with accommodations (added)

- e. Online Learning Development Update (John Morea) – Discussing this with academic team on 11/11/2020: The following data was presented on orientations offered by the college: 242 attended faculty orientation; 375 attended Zoom orientation (requirements for new faculty and Dean recommendations. Currently 925 faculty are certified to teach on-line instruction for fully on-line courses although this list includes faculty that may not be teaching at the college anymore as well as faculty that completed TOP and TOP-ELITE (prior to CANVAS). There are 121 faculty that have completed since going to remote learning with 61 of those faculty currently in the mentor program. For the Spring semester, there are 788 faculty scheduled to teach with only 1 faculty member that is scheduled to teach on-line that has not completed the course or certified and 13 hybrid instructors have not completed the course or certified. There has been approximately 200 faculty that have gone through the program during this 1-year cycle.

VI. Items from the Floor

VII. Next Meeting December 1, 2020 from 2-4 pm

VIII. Adjournment at 2:32pm; Motion to approve- Chris, Second- Renee; unanimous vote