

Faculty Professional Development Committee

September 1, 2020

Zoom

2 pm

Attendance: Jeanne Hopkins, David Wright, Katie DiSanto, John Morea, Thomas Geary, Tiffany Putman, Stephanie Comer, Jenefer Snyder

Guest: Monica McFerrin

I. Call to order- 2:06pm by Katie DiSanto

II. Approval of Minutes from April 28, 2020. David motions, unanimous vote of approval.

Tom: Edit for the minutes: Dean Snyder's last name can be added to the list of attendees

"Unanimous vote" Tiffany - Motion to accept; Tom - Seconded

Vote is unanimous

III. Chair's report

2019-2020: 4 charges- Dr. Woodhouse will send the committee charges for 2020-2021

1. Batten Fellow- Dr. Woodhouse and Dr. Summers are 100% behind this project and very excited. The problem comes in with the 30 hours of release time as all the release hours are gone; Dr. Woodhouse needs a timeline for possible Spring 2021-Announcement of Batten Fellow/Call for Proposals with Summer 2021- Award Batten Fellow and Fall 2021- Start the project. David said timeline may change after first year. Tom suggests a 2 year fellowship vs. a 1 year and that way we could do 15 release hours each year. Tom also discussed the idea of overlap of fellows to help with mentorship. David is planning to produce the new document and then vote for the October Meeting. Monica suggest to add to the document that it is a living document/revision schedule so that each individual can give feedback (possibly 6 months prior) before the next Batten Fellow starts. Jenefer makes the suggestion to send the proposal prior to the October meeting so that we can review and give feedback in advance and then vote on during meeting. Also to share with Dr. Woodhouse in mid-October prior to taking to the Cabinet on November 1.
2. Evaluation Kit: John suggests survey students on remote learning and synchronous virtual learning; what type of development activities do faculty need to be successful in this environment. Jeanne asks if this can stay as a charge to keep the mandatory completion of evaluations and John states yes.
3. Mission and Responsibilities: Faculty Academy, Regional Professional Development  
Jeanne said NFA is great but Dr. Woodhouse wants Adjunct Faculty Academy and Dr. Summers wants to continue with FDEP Prep. Dr. Woodhouse wants a committee approach versus one single individual and individual needs to be a member of the committee. The question arose in regards to funding and support the committee can offer. Jenefer suggested focus on On-line learning asynchronous and synchronous; Need to develop a plan and why these projects are important and then the committee can talk about who should take the lead along with calendars and funding (a different approach): Goals, Objectives, Outcomes. David discussed Dual Enrollment Faculty involved in Faculty Development (need to add into charges) that the committee support them mainly with Adjunct Faculty Academy. Tom suggested NFA and separate Adjunct Faculty Academy could be the charge with FDEP as a project. Monica noted administrative understanding of NFA was on evaluation plan; re-worked the NFA and both New Faculty and Adjunct Faculty could benefit from the Academy. Jeanne will send out a proposal prior to the next meeting to review and then discuss (Monica and Jeanne work together with John assisting as needed) How can we support the academies as a committee?

Tom suggested mentorship in which committee members could serve as mentors. Monica clarified mentor program is meant to assist with faculty within the discipline to build relationship and if we have more of a committee approach it needs to be meaningful and purposeful. This committee functions as an advisory board.

4. Support and promote Professional Development Activities

Jeanne said committee met about a month prior and topics for Fall Convocation; Learning Institute (New Business) John will give recommendations for Dates ad hoc Members; try to get topics that faculty are interested in

IV. Old Business

a. Faculty Academy updates

a. New Faculty Academy- Monica McFerrin: Year #2 wrapped up (just one member that is still working; OER, CANVAS training, etc.) First year: 3 individuals Second year: 16 individuals; Flipping order to do technology in first year to assist with virtual learning. For Future Adjunct Faculty Academy- Only able to get Faculty Development in the semester they are teaching; Think about the what before we think about the when.

b. FDEP Prep- Jeanne Hopkins. No updates- Ran last Fall; John- Moving forward for Fall semester it will be self-paced

b. Canvas and Zoom updates.

a. John: Move to next Meeting/Agenda

c. Batten Fellow progress.

a. Jeanne: Timeline- will send prior to next meeting and vote on in October meeting

V. New Business

a. Convocation statistics- John Morea

John: 18 sessions total: average about 70 attendees per session (Friday had the least amount of attendees); 160 responses to survey= very positive feedback (mostly 4-5); presentations on demand for faculty

b. Discussion of proposed charges for this year: Additions or revisions

Jeanne said to add Support Dual Enrollment Faculty. Tom suggested collaboration with ODU/Collaborate and Build relationships with community professional development (i.e. RRC/VCCS/ODU. David suggested to lace Faculty Academies in a separate charge

c. Soliciting for more members to committee- e-mail to pathway deans?

Jeanne reported openings in pathway and will send out an e-mail to Deans to then send to Faculty. Tom suggested to re-think how our roster looks with possible campus representation. David said pathways has been difficult to recruit members and some can be so small. Jenefer: Why don't we do a pathway and a campus representative? Monica stated you have to follow the by-laws. Facilitator of Faculty Academy would need to be a member of the Committee. In order to change the structure and make-up of the committee then you would need to change the by-laws. Might not be a bad idea to review by-laws at this time to add Virtual voting, recording meetings, campus representatives. Jeanne will send invitation to the 4 Deans for current vacant seats.

d. Learning Institute 2021- timeline, call for proposals, ask presenters? Categories

Jeanne asked committee for ideas about theme, surveys of interest areas and topics that are relevant. John noted that Dr. Woodhouse wants diversity and inclusion. Jenefer asks about possible funding for a guest speaker. David proposed dates of January 6 (Wednesday) & January 7 (Thursday) if we use the same format as last year or do it over 2-3 days via ZOOM similar to Fall Convocation. John suggests sending out save the date by the end of October. Monica suggest waiting for ideas/categories until close to the Election to determine need of the college. John states this may be too late for faculty to try to work on proposals and suggests mid-October for proposals. Tom suggests lightening or Ignite talks, which are on practical strategy for 5 minutes and 20 slides total with multiple speakers. The save the date for Jan. 5-7 with half day and if we have fewer proposals, we cut back to 2 days. Katie agreed this was a good idea. John discussed challenges with one link for all meetings at Fall Professional Development sessions. Concurrent sessions need different IDs and accounts. Time was needed to exit and enter the room via ZOOM and faculty needed support during sessions. Jeanne inquired about theme including using the same theme as it was a selling point for last year. Jeanne likes "Teaching through Adversity" but John thinks it may send a negative vibe. Tom suggests we bring committee ideas to Dr. Woodhouse and get feedback for themes and categories/ideas. Committee agrees a theme is important but was not decided on during the meetings. Jenefer suggests getting a subcommittee together and then having a separate meeting to work on agenda and theme. Tom states by-laws: "IX. Subcommittees The Chair, at his or her discretion in consultation with Ex-Officio members, may appoint ad hoc subcommittees as required to carry out the committee's charge." Jenefer offers to help Jeanne with process of sub-committee.

VI. Items from the Floor

Meetings will now be completely on Zoom.

VII. Next Meeting October 6, 2020 from 2-4 pm

VIII. Adjournment. Jenefer motions to adjourn meeting at 3:.. Tom seconds. Unanimous vote to adjourn.