

**Faculty Professional Development Committee &  
Learning Institute Subcommittee Joint Meeting Minutes**

**Date:** Tuesday, April 19, 2016

**Time:** 2:00pm – 5:00pm

**Location:** District, CR502

**Attendance:**

In attendance:

Bert Fox (Chesapeake, Peer Group #1)

Elizabeth Briggs (Chesapeake, Peer Group #2)

Abe Arispe (RAC, Peer Group #3)

David Wright, Chair (Virginia Beach, Peer Group #4)

Joe Joyner (Norfolk, Peer Group #5)

Frank Futyma (Virginia Beach, Peer Group #7)

Nancy Prather-Johnson (Portsmouth, Peer Group #8)

Dianne Stanbach (Virginia Beach, Peer Group #11)

Laetitia Stone (Virginia Beach, Peer Group #12)

Olivia Reinhauer (Portsmouth, Library)

Kristen Gregory, Recorder (Chesapeake, Faculty Professional Development Manager)

Fred Stemple, Ex-Officio (AVP Faculty Professional Development)

Guests:

Cheryl Nabati (Virginia Beach, Library)

Amanda Burbage (Portsmouth, Faculty Professional Development Manager)

Tom Lee (Virginia Beach, Faculty Professional Development Coordinator)

Jennifer Ferguson (Gen. Ed. Assessment)

Absent:

Rita Bouchard (Portsmouth, Peer Group #6)

Vacant (Peer Group #9)

Patricia Stevens (Virginia Beach, Peer Group #10)

Deniz Hackner (Norfolk, Adjunct)

Vacant (Counselor)

Joseph Fairchild (Virginia Beach, Dean)

**I. Call to order**

David Wright called the meeting to order at 2:05pm

**II. SACSCOC Presentation – Ten-Year Reaffirmation (2:00-3:00pm)**

- A. Kim Bovee, Director of Planning and Accountability
- B. Dianne Stanbach, QEP Task Force

**III. Minutes**

March 29<sup>th</sup> meeting minutes for Learning Institute and Faculty Professional Development Committee joint meeting were approved.

**IV. Agenda**

A. Committee Membership

- 1. Update on Elections for new committee members & introductions
- 2. Introduction of current and future year's members

B. Learning Institute Proposals (all on Google drive)

- 1. The committee went through each session proposal to check connection to Learning Institute theme and learning outcomes, specifically the connection to assessment. Notes were taken for suggested edits in order to strengthen the connection.
- 2. The committee identified the sessions to accept, accept with modifications, and not accept and suggest for FDD.
- 3. The committee agreed that the chair would communicate with each of the individuals who proposed sessions. He would explain the desire for the connection to the specific outcomes that relate to assessment.

C. Learning Institute

- 1. Faculty conveners for discipline meetings have been identified and will be communicated to in advance with materials. They have three charges. These charges will be emailed out to them.
  - a) Review annual course outline, including relevant competencies.
  - b) Address the survey of Guided Pathways provided by Dr. DeMarte.
  - c) Discuss Faculty Development Day with the discipline faculty to call for proposals and identify sub-committee members to stimulate/vet proposals.
- 2. Peer group leaders will play several roles at Learning Institute.
  - a) Participate in work sessions to help facilitate and/or serve as backup and keep the conversation on the three main objectives of the session.
  - b) Communicating the task & importance of the third charge above.

- c) Collect input from disciplines to formulate a list of proposal ideas.
- d) Reach out directly to faculty who could facilitate sessions.

3. Competency Work Sessions

- a) Day 1, afternoon - each participant will select a competency work session to attend. A task-force for each competency has been identified by Jennifer Ferguson to review results and application of results.
- b) Day 2, Wabash will discuss the competencies from the day before and address classroom applications.

**V. New Business**

- 1. Nancy Prather-Johnson invited FPDC (all or representative) to speak at College Faculty Senate Meeting, May 5<sup>th</sup>, 1pm at Portsmouth Campus (A-building, Forum) to explain FDD plan to senate & encourage attendees to begin brainstorming topics and asking faculty to propose sessions.
- 2. Adjunct faculty: The committee discussed the importance of reaching out to adjunct faculty to provide orientation and mentoring and discussed the committee's role in that. There was discussion about other groups currently in place that may already serve this function (College Faculty Senate, Instructional Committee).
- 3. Nominations
  - a) Chair: Bert nominated David, seconded by Diane. Passed unanimously.
  - b) Recorder: Diane nominated Kristen, seconded by Olivia. Passed unanimously.

**VI. Next meeting**

The chair will communicate with the committee regarding the next meeting (most likely early June) and location (not Norfolk).

**VII. Adjournment**

The meeting was adjourned at 5:00 pm.

Submitted by  
Kristen Gregory, Recorder