Faculty Professional Development Committee Minutes

Date: Tuesday, October 6, 2015
Time: 3:00pm
Location: Chesapeake, CAB 4121

Attendance:
In attendance:
Elizabeth Briggs (Chesapeake, Peer Group #2)
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)
Patricia Stevens (Virginia Beach, Peer Group #10)
Dianne Stanbach (Virginia Beach, Peer Group #11)
Olivia Reinhauer (Portsmouth, Library)
Kristen Gregory, Recorder (Chesapeake, Faculty Professional Development Manager)
Fred Stemple, Ex-Officio (AVP Faculty Professional Development)
Deniz Hackner (Norfolk, Adjunct)

Guests:
Amanda Burbage (Portsmouth, Faculty Professional Development Manager)
Tom Lee (Virginia Beach, Faculty Professional Development Coordinator)

Absent:
Bert Fox (Chesapeake, Peer Group #1)
Abe Arispe (RAC, Peer Group #3)
Kimberly Lott (Portsmouth, Peer Group #6)
Vacant (Peer Group #9)
Laetitia Stone (Virginia Beach, Peer Group #12)
Joe Fairchild (Virginia Beach, Dean)
Vacant (Counselor)

I.   **Call to order**
       David Wright called the meeting to order at 3:06pm

II.   Minutes

Time and Location changed on minutes. Minutes were approved with changes.

III.   Agenda

    A. Reports from committee members on the review of the BCTE policies and practices.
        1. Tabled until next meeting
    B. Reports from committee members on the review of the 2014 FDD and 2015 LI.
        1. Tabled until next meeting
    C. Policies and Practices: Fred Stemple & FPD team
        1. BCTE Program and Policies: Tom Lee outlined the mission of the BCTE and the FPD program; this mission has changed now that the four centers are up and running and a full team is hired to manage the centers; it is important to document this mission in order to clarify the changes for faculty and administration
        2. FPD Program and Policies: Kristen Gregory outlined the basic policies of the FPD program: Faculty noncredit enrollment, SIS registration, Course Cataloging/Scheduling/Timelines, updated noncredit SIS format (scheduled by fiscal year), Calendars (FPD Team Master Outlook calendar, Google/FPD website calendar), and grading. Fred Stemple requested feedback from committee on previous experience with these policies. Discussion ensued: Question (answers)
            a) Is there a maximum capacity for sessions? (Centers have a max, but additional spaces can be used)
            b) Can faculty from other colleges participate in sessions? (Yes. Ex. Pathways, RCTE event on 10/20; they would need to follow same procedures as TCC faculty to register)
            c) How can this committee be involved? (The committee can share positive and constructive feedback on the policies, help communicate with faculty members, and encourage faculty to submit proposals for sessions.)
        3. Student Course Evaluations: Amanda Burbage outlined the basic components and procedures FPD team follow to administer the student course evaluation process: Class Climate, data, generating surveys, administering (online and paper), communication with faculty, reporting, and time involved. The majority of this document is for internal use, but the early paragraphs would be informative for committee members. Fred Stemple noted that while question content has to go through Faculty Senate, the questions are being regrouped

and reformatted to a Likert scale per dean request and reporting discrepancies. Discussion ensued: Questions (answers)

    a) What is done with the surveys after they are scanned? (They are shredded.)

    b) Who uses the information from the surveys? (Only faculty and deans have access to data/reports. Program heads do not have access to data. The FPD team does not have an evaluative role.)

    c) How can we improve response rates? (This is an issue nationwide. Paper surveys have greatly increased response rates. Online students receive regular reminders to complete surveys. Faculty can help by administering surveys, communicating early and regularly with students, explaining the importance of surveys/feedback, following up with students, etc. The FPD team shares administration and response rate reports with the deans. The committee can help by providing additional suggestions for improving the response rate.)

4. Google Docs are created in the FPDM folder; all committee members are asked to add comments on each of the policies so we can refer to them at the next meeting. We will determine next steps from there.

    a) BCTE Practices, Procedures & Usage Documents – Abe Arispe, Dianne Stanbach, Olivia Reinauer, Joe Joyner, Bert Fox, Tricia Stevens, Frank Futyma, Denise Hackner

    b) FDD 2014 & Learning Institute 2015 Reports – Liz Briggs, Letty Stone, Nancy Prather-Johnson,

D. Committee Charges for 2015-2016

    1. All committee members are asked to add comments on the proposed charges so we can refer to them at the next meeting.

E. Review of the survey of 2015 FDD

    1. Review in Google Docs.

    2. Discipline meetings – should not be held in common areas.

F. Report on the survey of best date for 2016 FDD

    1. 97 responses (out of 1800 faculty)

    2. 57.29% - Convocation Week (August)

    3. 42.71% - Midterm Week (October)

    4. Discussion

        a) 97 faculty replied. The committee discussed that this was a low number, but consistent with the response rate we've received at PD events. The committee agreed not to extend the voting period.

b) Committee discussed that we could work on scheduling for Convocation week so that there is not a buildup of events.

c) Committee Vote

    (1) Accept faculty vote to hold 2016 FDD during Convocation Week – unanimous

    (2) Promote Wednesday of Convocation Week for FDD - unanimous

G. Renaming FDD – committee discussed the desire to rename Faculty Development Day. Several suggestions were brainstormed. All committee members are asked to bring ideas next month so we can vote on a new name.

H. Advance planning for Learning Institute 2016 and FDD 2016.

    1. Questions to consider/decide

        a) Location Options and Needs

            (1) Same as 2015? (LI-Chesapeake, FDD-VB)

            (2) New location? (Norfolk/Portsmouth)

        b) Space needed for large group and discipline meetings

            (1) Norfolk – large group space, not enough space for breakouts, discipline meetings

            (2) Chesapeake – large group space, enough space for breakouts

            (3) VB – not large enough group space, enough space for breakouts/discipline meetings

        c) Research Space Options

            (1) Each committee member go back to campus and research space for big group session, discipline meetings, breakout sessions (especially Norfolk vs VB for FDD) – put together a proposal for next meeting

            (2) Norfolk – Amanda, Joe, Fred

            (3) VB – David, Tom, Frank, Dianne

            (4) Chesapeake – Liz, Kristen, Bert

            (5) Portsmouth – Olivia, Nancy

        d) Session Discussion

            (1) What is the ideal number?

            (2) What is our plan to vet sessions/topics?

            (3) Do we want more collaborations/round tables?

            (4) FPD team will put #s of sessions and participants in Drive

        e) Technology Showcase for LI

        f) Guest Speaker

            (1) Committee should start researching soon as they book fast

           (2) There is a running document on Google drive for LI/FDD speaker ideas; committee members can add information for potential speakers (name, link, summary, etc.)

     g) Themes
           (1) LI – Assessment
           (2) FDD - TBA
     h) Author Showcase

IV.   Next meeting

     The next meeting will be on Tuesday, November 10th at 3pm in Portsmouth. Olivia to schedule place. Future meeting - Tuesday, December 1 with LI planning committee (other departments) – Norfolk/District

V.   Adjournment

     The meeting was adjourned at 4:45 pm.

Submitted by
Kristen Gregory, Recorder