



Tenure & Professional Development Council

MINUTES

NOVEMBER 18, 9:45 A.M. –
2011 12:00 PM

COCOA LIBRARY

MEETING CALLED BY	Dr. Xiaodi Chen
TYPE OF MEETING	Update and prepare for Spring semester
FACILITATOR	Dr. Chen
NOTE TAKER	Jay Bottesch
TIMEKEEPER	
ATTENDEES	Karen Simpson, Debbie Anderson, Dr. Carol Bourke, Dr. Xiaodi Chen, Robin Campbell, Chris Petrie, J. Bottesch
GUESTS	

Agenda topics

[TIME ALLOTTED]

DISCUSSION	Last meeting minutes vote to approve	
CONCLUSIONS	Approved; will be posted on the TPD web site	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

DISCUSSION	Report from TPD Chair on Rank Change results
	9 candidates in total; 7 approved of initially in last meeting, 2 disapproved after discussion on "learner centered" and vagueness/insufficiency of the term and inappropriateness of being included; 1 more candidate approved via E-MAIL correspondence, so 8 approved, 1 disapproved
	** candidates notified via mail from the President's office

** approved candidates applications given to members for secure return to the respective candidate

Appendix A and B in handbook have been updated in using the May 4th, 2011 ed. to eliminate "learner centered"; never intended to be there (April version) so removed

Professional development only required one to check "any two of the following boxes"
 3 credit hour course counted; 6 credits could not be counted as 2x
 New version is to check one box

Proposed change to scoring guide (Dr. Katina Gothard)

Suggested to organize the order of the scoring sheet (not add or delete) so as to be in same order as the mentoring program and the tabs (professional dev. first, contribution to college, contribution to discipline, contribution to community), also needs two of three indicated on scoring guide for contribution to college, discipline, community (see attached)

CONCLUSIONS	Members agreed that Appendix A and B had to be fixed	
Members agreed to re-organize the order of the scoring sheet, per Dr. Gothard's suggestion.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Suggestion where to submit Rank Portfolio	
Ms. Anderson suggested to modify language in the Appendix of whom to send the finalized application to		
CONCLUSIONS	Members agreed that they should be sent prior to or by the deadline to the Rank Subcommittee chairperson	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Report from TPD representatives in three standing subcommittees	
<u>Professional Developmental Standing Committee</u> – Norma Rudmik and Willie Smith not present		
<u>Professional Rank Standing Committee</u> – Carol Bourke		

- * Face to face initial meeting (October 4th); minutes sent to Dr. Chen
- * Exhibited a need for a ranking sheet (old appendix)
 - Rubric was created in subcommittee, discussion for it on being a Likert scale; might not be best choice
- * When will they see portfolios? (a little in the dark and guidance since their meeting was prior to ours running through the portfolios in October)
- * Decided to have staggering membership (1 or 2 year term, and had option to renew)
- * Not sure of next meeting date? One per semester preferred; in Spring for housekeeping purposes

Sabbatical Leave Standing Committee –

- * Met October 7th; elected Susan Styron as Chair and Asiya Satdanova as Vice Chair
- * Purpose – determine sabbatical leave subcommittee purpose and responsibilities;
 - scope of leave;
 - best research practices;
 - date of submission and costs/timeline involved;
 - criteria for evaluating;
 - administration's role in the decision process;
 - the application itself;
 - form inconsistencies (12.12 section) -- Susan has current forms (2007-08) out there;
 - Board policy that when leave granted, will not have a guarantee of same position/location?;
 - Susan asked about funding (no longer SPD funding and no mandate due to state funding; funding will be identified, but not sure who/when);
 - is there a separate staff form and faculty form?
- * According to the Contract (page 63, section 12.11.B), faculty members granted leave w/o pay guaranteed back to same position/campus if within one semester; beyond that, there is no guarantee.
- * Action item to Board for questions:
 - Invite Mr. Laird to attend Sabbatical Subcommittee for questions on funding and any other questions
 - Ms. Schatte – go to Board for clarification between Board policy on Sabbatical and the contract policy with regards to faculty ability to return and return to same position/campus; there is a 4-year window for “change to administrator from faculty” to decide, but what if the person is a grant administrator?
- * The current Sabbatical Leave Form by HR only indicates “employee”, which could imply faculty, staff and administrators who apply for sabbatical leaves. Perhaps we need a separate form just for “faculty”.
- * Meeting today as well

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Open Discussion on Professional Development
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Section 10.4 in contract – new faculty development program?

Potential Programs:

Faculty mentoring program in place and then teaching in higher education institution:

Workshops, Skip Downing, Bernie Simpkins, guest speakers on respective fields and specialties; symposiums;
 ANGEL training; professional organizations (FACC, NABT, Sigma Xi, etc...) ...

School pays partial or full membership dues?

Travel costs, membership fees, presenting or presenter costs?

Monies for programs? No Professional Development allotment or pot to pull from

Since this is a requirement, there should be an allotment set aside for this so that faculty can reasonably obtain it; otherwise, how can it be a requirement?

Need to specify what needs to be included in this program:

Suggestions:

Mentoring : classroom management, testing, presentation skills, and technology skills

Invite tenured faculty to mentoring for a testing seminar to bring the college closer together

Other potential MCC items, but what of training skills?

** The TPD Council needs to establish a framework of what constitutes professional development, which includes criteria, standard and requirement, etc. However, it does not bear the responsibility to implement and to facilitate all those activities and workshops.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Tenure Requirements – review Appendix D
<u>Evidence of “Continuing Professional Development”?</u> # of boxes needed to be checked (2 different boxes) ** add to the description of courses taken as “as a 3-credit hour college course from accredited institute”	
<u>Evidence of “Contribution to the College and Profession”?</u> # of boxes to be checked (3 different boxes, with Mentoring being mandatory and moved to the beginning of the list) Discussion of removal of Project Get Ready as not weighted as some of the other criteria	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Goals for next semester	
	See every standing committee finish procedure manual, purpose, membership, etc..	
	Clear up our own TPD handbook	
	Clear up the tenure process (especially with respect to boxes needed to be checked in categories)	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Display of Valencia State College web site to compare/model to our own	
	** Saw need for administrators and staff to be on standing committees	
	** Homework to Council members – search other institution's sabbatical leave and professional development policies/programs and bring back ideas to the next meeting in the Spring semester	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

