

MORENO VALLEY COLLEGE
Faculty Development Committee

February 28, 2013

1:05 ~ 1:59 p.m.

Hum 234

Members in Attendance:

Associate Professor & FD Coordinator
Associate Dean, GCSP
Associate Professor, Business/CIS
Associate Professor, Communications
Administrative Assistant, IV

Dan Clark
Maureen Chavez
Jose Duran
Jeff Rhyne
Susan Lauda

Additions to the agenda – NONE

- Jeff Rhyne – Title correction; Associate Professor vs. Assistant Professor.

Approval of Minutes – Approved

- Jeff Rhyne, moved to approve
- Jose Duran, second
- M. Chavez, Abstain

Committee membership - Reviewed “Advisory Committee for Flexible Calendar Program” guidelines. Includes the ideal advisory committee guidelines. Committees must have representation from several constituencies of the institution. Optimum membership includes faculty reps from each department/discipline. Dan Clark will send emails to departments for representatives and to obtain student recommended to contact for membership. Additionally, Dan Clark will contact members that are not attending on a regular basis to confirm membership. Nick Sinigaglia will continue on committee, however, was unavailable for today. Dan Clark will also contact Shara Marshall for an MSK faculty representative and Sal Soto for a counseling faculty representative. Phone calls were decided to be most effective approach to recruitment of committee members.

Susan Lauda will remain as a member of the committee and add Faculty Development Committee meetings to Dr. Steinback’s calendar. It is preferred she attend but not required.

Workshop and events for Spring – Reviewed and discussed Tentative and completed Flex events for Winter and Spring 2013. Dan Clark requests the committee to promote the upcoming Faculty Enquiry Groups. Approximate dates are scheduled. Dan Clark will confirm dates and locations once initial feedback and responses regarding the scheduled groups is received. Dan Clark requests to assist in promoting the activities and getting the word out. Faculty may contact Dan Clark for more information.

Jose Duran suggested the committee consider the effects of technology on today’s students. Dan Clark would like faculty to share Flex workshop ideas. Faculties that present a flex activity earn 3 to 1 flex credits for their time.

Review of Flex Credit: Your Questions Answered – FAQs discussed and reviewed. This is very important for faculty to receive their credit and understand what is flex credit, what is flextrack and where is it. Chairs are responsible for approving independent faculty Flex activities. Committee suggests that chairs follow the same process and this should be clearly stated in the FAQs. Department chairs will be emailed to forward their current flex credit processes.

Further discussion and suggested edits to FAQ - Flextrack is on the intranet and uses your current District log-in for access. Revisions suggested: add to “How much flex credit do I need” that all flex hours must be completed by 6/30 of each academic year and including 6 hours of mandatory flex hours apply to the flexible 18 hours; remove the statement “The first fall discipline meeting may be eligible for flex credit.” under “Pre-approved Flex Activity”. Reviewed submission process with Susan Lauda and the need for all forms to be completed with objectives and goals and descriptions included on the required form. Must complete the sign-in sheets prior to submission for flextrack.

Discussed what flex credit is and what is not. Reviewed definitions and guideline provided. Suggested creating a 3rd category for “qualified flex activities.”

Updated FAQ will be sent electronically for a committee vote.

Meeting adjourned 1:59 p.m.

The next Faculty Development Meeting ~ TBA