

Faculty Professional Development Committee

Minutes

April 6, 2021

Zoom

2:00-4:00 pm

Attendees: David Wright (Serving as Chair for Jeanne Hopkins), Katie DiSanto, John Morea, Monica McFerrin, Thomas Geary, Missy Comer, Jenefer Snyder, Renee Hosang -Alleyne, Tiffany Putman

- I. Call to order by David Wright at 2:08 pm.
- II. Approval of Minutes from March 2021- under V (New Business) C VSSC-> VCCS and Dr. Sori is Dr. Sorey; Motion to approve addendums- Tom; Second- Monica
- III. Chair's report- David Wright on behalf of Jeanne Hopkins
 - a. Updates to the website (<https://www.tcc.edu/about-tcc/governance-committees/faculty-professional-development-committee/>); The By-laws have been approved – Monica McFerrin now officially a member as well as Kevon Easley. Workshop grants: can submit 2 at a time (\$3,000 stipend each). Approx. 80% of professional development (PD) money is still available most likely due to virtual and free workshops. The Batten Fellow informational meeting was held with 7 individuals attending.
- IV. Ongoing Business
 - a. New Faculty Academy (NFA)- Monica McFerrin
Scheduling next meeting with current cohort (4 faculty members) and all meetings are being recorded due to scheduling conflicts. At this time, NFA is projected to have 12 new members for Fall semester.
 - b. Revised Faculty Academy Update- no updates
 - c. Batten Fellowship Update & Discussion of Information Session- David Wright and Tom Geary
Information meeting was held with discussion of 1 year vs. 2-year option as well as application process, format (PDF or Word) and project. The attendees inquired about having an option to add more comments and John Morea added this in the application. Ad hoc committee not in place, which needs to be communicated to Faculty Senate. There was clarification presented on consultant/expert/mentor (which is intended to assist in developing the product not implementing the product) receiving funds and these funds are not intended for faculty at TCC. The educational funds for purchasing are not a responsibility of this committee. During the session, the individuals were encouraged to apply next year if they do not have all documents together before deadline as well as those who are not chosen for this year. There was discussion of the cutoff date for applications and the committee recommended to allow exceptions this year due to short timeline and will defer to Dr. Woodhouse and Dr. Summers. The session was recorded. The review team duties were discussed and include 1–2-year(s) term to review applications, make a recommendation for 4 finalist, interview the finalist and make recommendation to Dr. Woodhouse. Dr. Woodhouse would make the final decision.
 - d. Members of the FPD Committee:
All current members are eligible to continue current terms of membership except Tiffany Putman (second year of second term). Normally this position would rotate off the committee and find a

replacement. At this time, this position will be put in as vacant and if there are no replacements then Tiffany is willing to be a PAPC appointed member. Peers vote on new members and returning members: Kevon Easley and Monica McFerrin - motion Renee; unanimous vote. Elections: Chair- Jeanne Hopkins nominated (via David Wright who gave permission prior to meeting) Tom motion to close nominations; Katie second; unanimous vote -Jeanne Hopkins elected Chair for 2021-2022. Recorder- Katie DiSanto nominated (via David Wright for Jeanne Hopkins); Monica motion to close nominations; Tom second; unanimous vote – Katie elected Recorder for 2021-2022.

V. New Business

- a. Faculty Professional Development (FPD) Activity SP21- brainstorm around theme of “Faculty Burnout” John Morea
Self-help on demand tutorials in CANVAS Shell with the idea to lead by example with FPD to create resources along with including Agenda and minutes. Then possibly add governance committees to the CANVAS shell instead of individual CANVAS shells for all committees (this may become cumbersome). Tom suggested to reach out to other Governance committee, however due to the limited timeframe this would be challenging. Another suggestion by Jenefer was to use Spring as a trial with professional development thinking it would allow for long term opportunities. Monica included to add Faculty Academies. The decision from committee was to create a FPD Shell and then invite others to get involved. John will create a form to select categories/headers. There also was suggestion to include a disclaimer – not endorsed by the institution.
 - a. Enrollment- open or self: Committee decided to follow senate lead with the option to click the invitation and accept to all faculty.
 - b. List of Themes/Soliciting Ideas – Commons has information on self-care as well as OER resources; Jenefer noted that Pathways have done unique PD or collaborative learning within small groups that may be already recorded and is willing to share with faculty.
 - c. How to organize content- Organize by theme: navigation buttons rather than modules with Administrators (Tom and Monica volunteered and Jeanne would be included as Chair of FPD) who would have instructor access and privileges to post information
- b. Exploration of new professional development opportunities: Best Practices of Interactions for Online Courses & a specific session for Dual Enrollment Faculty
 - a. Permitted to submit for 2 workshop grants at once
 - b. Plans - Best Practices of Interactions for Online Courses: Jeanne plans to work on this during the summer for Fall semester. Dual Enrollment Faculty session: Deans are having conversation with Dr. Sorey with expectations that Dual Enrollment Faculty will be attending professional development offered by the college both general training as well as curriculum specific. Consensus from committee is that this needs to be led by the college and supported by this committee. Monica is volunteering to assist with Dean Anderson, Dean Snyder, Dr. Sorey.
- c. Update on Short Term Duration Courses Workshops- John Morea
The first three were offered and now surveying individuals and requesting feedback. Another group of workshops will be offered on how to redesign your course so you can format the course and meet objectives of the course from a 16-week to 12-week or 10-week course.

VI. Items from the Floor

- a. David Wright- November 2nd PD Activity to put ideas together – Bring ideas to next meeting in May because this is the last Spring semester meeting.
- Jenefer Synder presented to committee on Leading through Change: Department Chair Professional Development and requested feedback. Dr. Woodhouse, Dean Ragno and Dean Synder are working together to host a PD Day with Deans and Department Chairs to focus on comprehensive development system with shared leadership and collaboration. Program chairs play a strong role in faculty performance and satisfaction. The plan is to host an opening session in July inviting Deans and program chairs and then in the future broader topics would be introduced to all faculty. A keynote speaker was discussed with suggestion of Pamela Eddy from William and Mary. The idea is to think globally not locally with the intent to launch several workshops with general categories to cultivate growth. Tom discussed the VCCS Initiative for Leadership Training for PD.
 - a. Survey idea: Borrow the idea of the Learning Institute with a google form to send out to current chairs and potential chairs to get skill-based workshop ideas. Some of the current ideas are: Effective Communication, Diversity, Equity and Inclusion, Skills and Systems (more specific to department chairs), Developing Adjunct Faculty; Program Development Workshops- Program Leadership; Advisory Board Engagement, Program Prioritization and Assessment. David suggested Departmental Synergy (a living organism) and Monica suggested program growth. Jenefer noted that TCC is focusing on a Transfer Advisory Board to work with local 4-year institutions to be in better alignment for students to transfer with appropriate course/credits.
- Tom inquired about updates on Badges system- BADGR Pro purchased and coordinating TCC site (John) and graphic design projects to make badges.

VII. Next Meeting May 4, 2021 from 2-4 pm

VIII. Adjournment. Motion Tiffany – 3:44 pm; Monica second; unanimous vote.