**BCC Professional Development Meeting Minutes**

9/11/13 3:30 - 4:30 pm Teaching & Learning Center

Attendees:

1. Gabe Winer – ESL, TLC Coordinator
2. Carol Copenhagen - Spanish Instructor
3. Nola Hadley Torres - History Native American Studies
4. Louisa Roberts - Library
5. Catalina Herrera - Staff Assistant Special Projects
6. Katherine Bergman - Special Projects
7. Lilia Celhay - Interim VP Instruction
8. Ramona Butler - Student Services

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| **Agenda Item** | **Discussion/Result** | **Action needed** |
| 1. Introductions and Review of the Agenda |  |  |
| 1. Charge of the committee | •       Plan flex days •       Approve sabbaticals •       Approve conference participation and other activities including TLC Collaborative projects •       Professional subscriptions •       Resources: Books •       Find funding •       Work with unions, other shared governance bodies | Update mission on website - Gabe |
| 1. Membership & Decision Making | Composition of Committee **Three Administrators** 1.      Brenda Johnson 2.      Katherine Bergman 3.      Lilia Celhay **Three Faculty** a.      Nola, Hadley Nominated by PFT b.      Gabe Winer, Academic Senate c.      Carol  Copenhagen, by mutual agreement **Three Staff members** 1.      Ramona Butler 2.      Catalina Herrera 3.      Louisa Robers **Two Faculty Alternates** 1.      Cora Leighton 2.      Adan Olmedo  Gabe Winer was nominated as the chair for a term of 2 years  Catalina Herrera will be the treasurer  Name: Professional Development Committee  Decisions: Majority vote.  Quorum:  5 members with at least 1 administrators, 1 faculty member and 1 classified  Calendar: Mtgs.  2nd  Wednesday of each month 3:30pm-4:30pm, with one extra meeting in 2 weeks (Sept 25) because of pressing funding and project issues |  |
| 1. **Faculty Survey:** | **Ranked priorities:**   1. Small stipends for Collaborative Activities 2. Fees for conference registration 3. Tuition for classes 4. Travel to conferences 5. Professional organization memberships, subscriptions, etc. 6. Food   **Would you participate in a FIG, DART, POP, etc. if you had already completed your Flex hours, and there were no financial incentive?**  Yes: 7  Maybe: 5  No: 4  I might start but not follow through: 3  **What is an example of a Professional Development activity that has actually changed something about your teaching practice in a way that benefits students?**   * A program meeting in which all faculty from each term of the program discussed desired entry level skills as a way of backwards designing outcomes. * ASCCC development conferences * APPLE * active teaching techniques * Doing the POP, I got some good ideas for activities, and visuals that I tried. * My FIG research gave me new ideas on how to teach differently as well. * The cross-discipline discussion during FIG presentations reinforced my belief that students have different learning styles and thus need more than one approach to develop new skills. This discussion not only inspired me to continue to try new approaches, but gave me a sense of confidence in my current practices. * POP (Peer observation pool) * Cleavon's Syllabus Writing Session has helped make my Syllabuses more student oriented and positive * Moodle DART * Open discussion group on certain approaches to teaching or specific problems. Targeted "How To" sessions learning computer programs. * Attending a national conference where I can learn from other innovative colleagues in my field. * attended a 3-day weekend training led by another community college professor who advocated and demonstrated a more student-centered pedagogy * literature circle activities (learned through Pat Seery at "inclusive classroom series" (can't remember the name) * How to use Moodle or any other technology in or out of the classroom. Or, reflective teaching practices. * a grant from Peralta Colleges Foundation. * POP: I saw what other classes expect of students and I was able to refine my syllabus to help prepare students for those levels. Also, I got a better understanding of what students are experiencing at BCC.   (note: the majority (10/17) cite in-house collaborative activities with colleagues |  |
| 1. Flex Day | Consider changing  development days to something other tan "Flex Days " for inclusivity of all professionals.  **(see attached feedback from F13 – we tabled this agenda item for future)** |  |
| 1. Forms and procedures | * Conferences: reporting/ sharing information at the end  to comply with Professional Development and Grant requirements * Items to consider before approvals * Separate travel policies * Need to develop clear procedures and rubric for making funding decisions * How will TLC activities fit in? | * Revise google form – Katherine, Gabe * Fix Google Drive for member access –Gabe * TLC survey –Gabe |
| 1. Funding for academic year | * About $20K Leftover from previous prof dev * $11K Title III for basic skills, data-informed * $3K Perkins for CTE, underrepresented populations * SEIU? | Research:   * Rollover-Lilia * Current – Gabe * SEIU - Ramona |
| 1. Current Funding Requests | * Hoshida: Reading Apprenticeship (update: paid for; approve book) * Coleman: tabled for next time * Ruberto: tabled for next time |  |
| 1. Remaining questions | * Can the Flex Day Activity budget cover Food? * Sabbatical Deadlines and process for the fall * What are the other professional committees at the other colleges doing? * Invite counseling and other departments to be involved to have other college representation. | * Nola will email Tamika, get former documents from CoA * Gabe will meet with Tamika |