Minutes for Faculty Professional Development Work Group
September 27, 2017; 11:30 AM-12:15 PM in A-126/A-112

Mission: Foster a community of inquiry and collegiality that values and strives to understand how to improve learning and equity.

Action Items:

1. Meeting Schedule: Wednesdays 11:30AM-12:30PM on 9/13, 9/26, etc. in A-112.
2. Reflections on what professional development could look like this year: Mary will draft a resolution for Academic Senate pertaining to the importance of professional development for all faculty.
3. SAC Faculty Development Tracking System and Flex Policies:
   a. Agreed that we should include general categories from pertinent legislation
   b. Agreed that it was helpful to differentiate activities to enter in My Workshop Proposals and My Personal Flex Projects
   c. Mary will send detailed guidelines to the Work Group
4. Teaching with Technology Center & Studio. Request for information about existing centers. Not discussed
5. Conference Process
   a. Work Group recommends that all Parts 1 & 3 of the SAC Conference Request Packet be sent to the Faculty PD Coordinator. Coordinator will use this information in recruiting presenters for PD workshops and events.
   b. Part 1 Work Group recommends
      i. Adding this sentence to the paragraph at the top of the page: Processing of a conference request will normally take two weeks.
      ii. Changing last question on Part 1 to "How will you be sharing what you have learned in this conference? Select one or more of the following: debrief with department, flex workshop, lead a Community of Practice, post-conference debriefing, other (please specify)_____"
   c. Part 3 (Summary) Work Group recommends
      i. Adding "Provide top 3 takeaways or action items for conference." Professional Development will share these items with faculty through e-mail blasts or other. Possibly continuing to require the Summary. This is still under discussion.
      ii. Suggestion for Professional Development: Send out email blasts with conference information, tips, etc. at the end of the month.