



# CENTER FOR TEACHING EXCELLENCE

11110 ALONDRA BLVD. • NORWALK, CALIFORNIA 90650-6298 • (562) 860-2451

## Minutes of FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE 1 p.m., January 10, 2023; Zoom

**Attendances:** Lydia Alvarez, Monique Valencia, Kristine A., Kaitlin Scott, Sarah Pirtle, Nicolas Matthews (Guest), Lynn Wang (Guest), Joana Mootz-Gonzales, Valeria Christensen, Whitney Griffin, Kari Hemmerling, Angela Cho, Fernando Jimenez, Wendy Wright

**Start Time:** 1:03 PM

FPDC Goals:

- A. Encourage the adoption of policies and procedures that will facilitate faculty professional development (C1).
  - B. Expand awareness among faculty of available professional development opportunities (C3).
  - C. Facilitate the creation of professional development opportunities meant to help our faculty – and, by extension, our students – meet the overall educational goals of Cerritos College (C4).
  - D. Facilitate the creation of professional development events that encourage the strengthening of an equity mindset as well as foster a culture of respect that reflects the college’s commitment to diversity and inclusion (A1 and A8).
  - E. Advocate for the college to hire the position of Instructional Technology Designer to assist faculty with best practices for designing online courses, including technical standards for accessibility (E3).
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1. Approving: Minutes for November 9, 2022. 1) Joanna MootzGonzales, 2) Kaitlin Scott, Minutes Approved Unanimously.
  2. Flex Hours and Academic Calendar Update – Lynn Wang, CCFE President (Goal A)
    - a. With the inclusion of a Flex obligation, faculty have been working above the CBA contract – Faculty need to work 175 calendar days (a total of work days + Flex obligation which is currently 25 hours)
    - b. Bargaining occurring with District to create an MOU. Assuming 6 hours equals one academic day, CCFE proposes 172 instructional days and 18 hours of flex hours, with faculty who complete 25 hours 2022-23 rolling over extra Flex hours to next academic year.
    - c. The District is countering = 173 academic days + 16 hours flex hours
    - d. If academic days are cut, the academic calendar committee will decide when the days would be removed.
  3. End of Semester Support Update: SEM FIG, SLO, Equity Grant, Sabbatical Deliverables...(Goal C)
    - a. SEM FIG – Offering a FIG/Stipends made available through the College, with CTX supporting event



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- b. Lydia provided the committee with an update on the events the CTX is supporting.
    - c. Sabbatical Deliverables – Working with the Sabbatical Committee to help provide more support for individuals on sabbatical report
  4. Flex Week 2023 Update: (Goal C)
    - a. Adjunct Faculty Orientation, How to Read Your Pay Stub,... example of events offered
    - b. Flex Week Attendance Report – It was observed the new Adjunct Faculty need additional support on beginning Canvas Training at the beginning of the semester and can be better timed to more effectively meet the need, including a CTX flyer, and additional workshops specific for adjunct faculty.
    - c. DE events are popular and have improved workshop attendance.
  5. All Faculty Welcome to Spring 2023 Resources (Goal D):
    - a. Lydia provided overview of welcome email with committee including Accessible Syllabus Template, updated Syllabus Statements, and Resource for reaching disengaged students
  6. Unit Plan: Due January 20
    - a. Equity Fellow request will be revised as an Equity Team. It was suggested that the CTX Equity Team could develop a document as protection for faculty who incorporate equity best practices in the classroom. Whitney supported the exploration of such a document and highlighted the continued need for training in combination with a statement document. Joana asked if the College was preparing a separate DE evaluation, and should equity in the classroom undergo a similar process and development of a similar tool? The committee should continue this conversation.
  7. Promoting: Selected Events– All on *Cornerstone* (Goal B)
  8. Promoting open opportunities
    - a. One Campus One Book Request for committee members: The committee has not yet shown interest in this effort.
    - b. Equity Audit and Anti-racist training
  9. Items from the Floor- None

Next FPDC Meeting: February 14, at 1:00