



CENTER FOR TEACHING EXCELLENCE

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FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

DATE: March 9, 2021

LOCATION: ConferZoom

CALL TO ORDER: 1 p.m.

QUORUM MET: Yes

FACILITATOR: Chad Greene

PRESENT

Michael Arambula, PT Faculty

Kristine Aslanyan, Counseling

Shawna Baskette, Dean of Academic Success

David Betancourt, FA

Valeria Christensen, HO

Chad Greene, CTX Coordinator/Chair

Kari Hemmerling, HPEDA

Judi Holmes, SAS

Fernando Jimenez, HSS

Joana Mootz Gonzales, LA

Asma Said, SEM

Kaitlin Scott, Library

Monique Valencia, CSEA

Wendy Wright, BE

ABSENT

Sarah Pirtle, CSEA

Frank Vega, Technology

AGENDA ITEMS

1. Introductions: New Member Kristine Aslanyan
2. For Approval: Minutes for February 9 Faculty Professional Development Committee (FPDC) Meeting
 - a. Shawna Baskette made a motion to approve the minutes for the February 9 FPDC meeting; Monique Valencia seconded the motion. The minutes were approved with thirteen voting in favor and one abstaining (David Betancourt).
 - b. As a follow-up to a discussion at the February 9 FPDC meeting, Baskette reported that Academic Affairs is open to providing *Gradescope* to all faculty, not only to faculty in the Science, Engineering, and Mathematics Division. Chad Greene reported that he had spoken to Manuel Lopez, chair of the Math Department, about the possibility of facilitating a webinar on *Gradescope*.
3. For Information: Our Implementation of *Cornerstone*, Our Replacement for *Flex Reporter*
 - a. Chad Greene informed the FPDC that our integration will occur following the verification of recent revisions to the data from the college's new human resources information system.
 - b. Since our last FPDC meeting, HR had completed its review of the second draft of our "inbound data feed" for *Cornerstone*. Then, IT had made the revisions to the data that HR suggested. At the time of the March 9 FPDC meeting, we were waiting for HR to verify the revised data.



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- c. Greene promised that, once the revised version of the data was verified, he would work with our implementation consultant to set a reasonable “go-live” date.
 - d. Greene clarified that, after the *Cornerstone* “go-live,” he or Monique Valencia will email the faculty members who have volunteered to pilot the platform a list of tasks to try out on the system – as well as instructions on how to perform those tasks. After the pilot group’s preliminary experiences with *Cornerstone* help us to fine tune our instance of it, the plan is to replace *Flex Reporter* with it this summer.
4. For Information: Nominations for Our New Award for Outstanding Contributor(s) to Professional Development Close on March 21
 - a. Greene reported that, as of March 9, we had received five nominations.
 - b. He promised to email the faculty and deans one more time before the start of spring break to solicit additional nominations.
 - c. Baskette shared with the committee that our colleagues in Institutional Effectiveness, Research, and Planning (IERP) had identified the best times and days to send emails or surveys, in terms of receiving the highest response rates. Those times and days are: 10 a.m.-12 p.m. on Thursdays, 10 a.m.-12 p.m. on Tuesdays, 1-3 p.m. on Thursday, and 1-3 p.m. on Tuesday, 10 a.m.-12 p.m. on Wednesdays, and 1-3 p.m. on Wednesdays. IERP’s advice is to avoid sending out emails or surveys to large groups of people on either Mondays or Fridays when possible. Greene promised to keep those combinations of times and days in mind when emailing the faculty and deans.
 - d. Greene reminded the committee members that nominations would close at the end of spring break – on Sunday, March 21 – and asked them to please encourage the faculty in their respective divisions to nominate a Cerritos College employee who has made outstanding contributions to professional development.
 - e. The link to the online nomination form is: <https://www.cerritos.edu/ic/professional-development-award.htm>.
5. For Information: Planning Continues for Our Two Institutes for 2021
 - a. Greene reminded the committee members that one summer institute will focus on equity, diversity, and inclusion (EDI) in teaching and learning. This will represent the evolution of our previous Culturally Responsive Teaching and Learning (CRTL) summer institutes, as well as our current Faculty Inquiry and Research for Equity (FIRE) professional development efforts. The facilitators will be Lydia Alvarez and Damon Cagnolatti. Since the FPDC meeting on February 9, they had settled on the week of June 21 for this summer institute.
 - b. He also reminded the committee members that one summer institute will focus on online teaching and learning. This is meant to provide an opportunity for faculty to go “beyond the bootcamp” in their understanding of best practices for online teaching and learning. The facilitators will be Janet Mitchell Lambert, Veronica Herrera, and Linda Hua. Since the FPDC meeting on February 9, they had settled on the week of May 24 for this summer institute.



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6. For Information: We Are Sending Future Facilitators of Professional Development Events to Virtual Conferences Related to Online Teaching and Learning
 - a. Greene reported that the CTX had worked with our distance education co-coordinator, Janet Mitchell Lambert, to identify faculty who could facilitate future professional development events related to online teaching and learning.
 - b. In return for the CTX covering their registration for either the Virtual Spring CUE 2021 in March or the Online Teaching Conference (OTC) in June, each had agreed to facilitate at least one workshop/webinar during the 2021-22 academic year based on what they learn.
 - c. Greene shared that the CTX had registered seven faculty members for CUE and planned to register seven for the OTC, as well.

7. For Information/Feedback: Ten Full-Time, Tenure-Track Faculty Members Are Approaching the End of the Second Year of Our New Faculty Orientation Program (NFOP)
 - a. Greene reported to the FPDC that this NFOP cohort will have their last meeting on Tuesday, May 4.
 - b. He asked if the committee members had any suggestions for an appropriate activity and/or speaker, given the constraints created by the current pandemic. Betancourt shared ideas activities that could help to build a sense of community. Valencia suggested that we could clarify for the NFOP participants the ways in which the CTX could continue to provide support for them after this second year. Aslanyan suggested the cohort could conceivably benefit from continued opportunities for “check-ins” during their third and fourth years. Multiple people supported the idea of inviting Pamela Sepulveda to present to the NFOP about the Falcon’s Nest.

8. For Information: Selected Events Since Our Last FPDC Meeting
 - a. Greene provided the FPDC with attendance information about selected professional-development events held in-between the committee’s February and March meetings, including: “Creating Simple and Sustainable Educational Videos”; “Guided Pathways Presents: Transfer 101 for Faculty”; “Structuring a Zoom Lesson”; “Make an Impact on Our Students’ Lives Outside of the Classroom”; and “Safe Zone Self-Paced Training.”

9. Selected Events to Promote – All on *Flex Reporter*
 - a. Greene asked the committee members to help spread the word about selected professional-development events between their March and April meetings, including: “Course Design: Organizing Your Course with UDL in Mind,” “Creating Escape Rooms Using Google Slides and Google Forms,” “Accessibility: Adding Captions on YouTube Videos,” “Accessibility: Creating and Captioning Videos on Screencast-O-Matic,” “Guided Pathways Presents: Connecting Coursework to Your Students’ Lives,” “UndocuAlly Training,” “Accessibility: Color Contrast and Alt Tags on Images,” and “Vet Net Awareness Seminar.”

10. Items from the Floor
 - a. There were no items from the floor.