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FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

Date: September 14, 2021

Location: Zoom

Call to Order: 1 p.m.

Quorum Met: Yes

Facilitator: Chad Greene

Present

Kristine Aslanyan, Counseling
Shawna Baskette, Dean of Academic Success
David Betancourt, FA
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
Frank Vega, Technology
Wendy Wright, BE
Nicholas Matthews, Distance Education (Guest)

Absent

Valeria Christensen, HO
Sarah Pirtle, CSEA
Vacant, PT Faculty

Agenda Items

- 1. Approving: Minutes for May 11 Faculty Professional Development Committee (FPDC) Meeting**
 - a. Judi Holmes made a motion to approve the minutes for the May 11 FPDC meeting; Kristine Aslanyan seconded the motion. The minutes were approved with twelve voting in favor. (One member of the committee arrived after the vote.)
- 2. Welcoming: Our Distance Education Program Liaison**
 - a. Dr. Nicholas Matthews will serve as one of Cerritos College's four distance education coordinators for the 2021-2022 academic year. (The other three coordinators will be Janet Mitchell-Lambert, Lynn Serwin, and Veronica Herrera.)
 - b. Matthews will attend our Faculty Professional Development Committee meetings this year, to serve as our liaison to the Distance Education Program.



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- c. Matthews introduced himself to the committee and talked about how the FPDC might be able to collaborate with the DE coordinators this year. He invited the committee members to share any ideas they have for professional development related to distance education – particularly, potential topics specific to the constituencies they represent.
- d. Chad Greene promised to set aside time at future FPDC meetings for committee members to share those ideas with Matthews.

3. Reviewing: Goals for the Faculty Professional Development Committee

- a. During our May 11 meeting, the committee set our goals for 2021-2022. As requested by the President’s Office, we mapped those goals to the Educational Master Plan (EMP) for Cerritos College.
- b. Greene reminded the FPDC that the five goals we set were:
 - i. Encourage the adoption of policies and procedures that will facilitate faculty professional development (C1).
 - ii. Advocate for the institutionalization of funding for faculty professional development (C2).
 - iii. Expand awareness among faculty of available professional development opportunities (C3).
 - iv. 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).
 - v. 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).
- c. After a discussion of how we might best structure our work toward achieving those goals this year, the committee decided to first work toward developing a proposal that would help us to meet two of our goals for 2021-2022. Specifically, those goals were to:
 - ii) Advocate for the institutionalization of funding for faculty professional development and
 - v) 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.

4. Soliciting: Ideas for Workshop Topics for Falcon Day

- a. Greene informed the FPDC that the Employee Development Committee had started organizing its fourth annual Falcon Day, which provides professional development opportunities for staff, faculty, and managers. This fall, Falcon Day will be held – online – on Friday, November 5.
- b. The Employee Development Committee had selected the theme of “Connecting Our Two Worlds” for Falcon Day 2021, which is meant to communicate the idea of how we can better bridge the work we are doing at home and the work we are doing on campus



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during this transitional time. (For example, how we can better manage our work files, so we can access them both at home and on campus.)

- c. The Employee Development Committee had welcomed suggestions from our committee about potential topics for workshops for Falcon Day. Topics suggested during our subsequent discussion included: how to manage emails, how to write succinct – and reader-friendly – emails, how to order new equipment/technology, how to complete the additional tasks associated with Career Technical Education (CTE)/Strong Workforce programs, and how to use self-care strategies to manage/minimize the emotional costs associated with teaching during a pandemic.
- d. Greene promised to share the Faculty Professional Development Committee’s ideas with the Employee Development Committee. He pointed out that the Center for Teaching Excellence could separately pursue any suggestions that did not make it onto the agenda for Falcon Day.

5. Providing: Orientation to the Basics of *Cornerstone*

- a. After about a year of preparation, we have implemented *Cornerstone*, our replacement for *Flex Reporter*. *Cornerstone* is now the platform that our faculty will use to register for professional-development events and to submit individual proposal for flex credit. It also allows us to integrate with the California Community Colleges’ statewide Vision Resource Center.
- b. In case the faculty in the committee members’ respective divisions have questions about how to use *Cornerstone*, Greene and Monique Valencia walked them through the basics – such as how to log-in, how to register for an event, and how to submit an individual proposal. Hopefully, the members will now feel more confident in their abilities to answer basic questions.
- c. They can also direct faculty to our user guide for *Cornerstone*, which is located on the “Tutorials” page of our Center for Teaching Excellence site:
<https://www.cerritos.edu/ic/ includes/docs/Cornerstone User Guide ua.pdf>
- d. If faculty need more extensive assistance with *Cornerstone*, Greene encouraged the committee members to refer them to Valencia at mvalencia@cerritos.edu.

6. Promoting: Selected Events – All on *Flex Reporter*

- a. Greene asked the committee members to help spread the word about selected professional-development events scheduled to take place between the committee’s meetings in September and October, including “Designing Authentic Assessment”; “The Guided Pathways Journey at Cerritos College”; “Designing a Liquid Syllabus”; “Updates, Current Practices, and Information on SLO Assessment”; “Data Sharing: Office of Student Conduct and Grievances Statistics”; and “Safe Zone Self-Paced Training.”

7. Items from the Floor

- a. There were no items from the floor.