



# CENTER FOR TEACHING EXCELLENCE

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

## FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

**DATE:** December 10, 2019

**LOCATION:** CTX Conference Room (LC-201)

**CALL TO ORDER:** 1:05 p.m.

**QUORUM MET:** No (seven out of fourteen present; one short of quorum)

**FACILITATOR:** Chad Greene

**MEMBERS PRESENT:**

Berenice Gallardo,  
Chad Greene, CTX  
Kari Hemmerling, HPEDA  
Joana Mootz-Gonzales, LA

Brandt Reiter, FA  
Kaitlin Scott, Library  
Marlena Shore, HO

**MEMBERS ABSENT:**

Mary Ellen Brady, BE  
Jennifer Calisher, SEM  
Judi Holmes, DSPS  
Hillary Mennella, ACCME

Sarah Pirtle, CSEA  
Monique Valencia, CSEA  
Frank Vega, Technology

**MINUTES:** Because quorum was not reached, approval of the minutes from the November 12 Faculty Professional Development Committee meeting will instead take place at February 11 meeting.

**AGENDA ITEMS:**

1. Chad updated the committee members on selected professional development events that had taken place since their previous meeting and provided reports of the attendance at all of them:
  - a. CRTL Othering and Belonging Series: Faculty and Staff Breaking Down Barriers – November 15
  - b. On Deaf Ears: Strategies to Assist DHH Students in Reading and Writing – November 15
  - c. Project Safe: Preventing and Responding to Sex Discrimination, Sexual Harassment, and Sexual Violence on Campus (Part II) – November 15
  - d. Trauma-Informed Practices – November 15
  - e. International Education Week – November 18-22
2. Chad facilitated a discussion of several revisions to the Teaching Assistant Program (TAP), most significantly:
  - a. Recruiting and training of mentors
  - b. Brainstorming of content to include in summer institute for both mentors and mentees, meant to help prepare them for successful mentored teaching experiences in the fall



## CENTER FOR TEACHING EXCELLENCE

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

- c. Brainstorming of potential topics for fall follow-up workshops, meant to help prepare TAs to get hired as teachers after their mentored teaching experiences end
3. Chad shared selected events for the committee members to promote, all of which were listed on *Flex Reporter*:
  - a. Adjunct Orientation – January 8
  - b. New Faculty Orientation Program – January 9
  - c. Online Course in Teaching English 100S (Corequisite Composition) – January 13
  - d. Creating a Study Abroad Program Proposal – January 21
  - e. Teaching Practices that Help Deaf Students – and All Students – January 30
  - f. UndocuAlly Training – February 7
  - g. Accessibility in Eight Easy Steps – February 10
4. Items from the Floor
  - a. There were no significant items from the floor