



CENTER FOR TEACHING EXCELLENCE

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

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

DATE: April 14, 2020

LOCATION: ConferZoom

CALL TO ORDER: 1:05 p.m.

QUORUM MET: Yes

FACILITATOR: Chad Greene

MEMBERS PRESENT:

Michael Arambula, PT Faculty
Valeria Christensen, HO
Chad Greene, CTX Coordinator/Chair
Kari Hemmerling, HPEA
Judi Holmes, DSPS
Fernando Jimenez, HSS

Joana Mootz-Gonzales, LA
Sarah Pirtle, CSEA
Kaitlin Scott, Library
Brandt Reiter, FA
Monique Valencia, CSEA
Wendy Wright, BE

MEMBERS ABSENT:

Jennifer Calisher, SEM
Hillary Mennella, ACCME

MiaSarah Walsh, Counseling
Frank Vega, Technology

AGENDA ITEMS:

1. The minutes from February 11 and March 10 Faculty Professional Development Committee (FPDC) meetings were approved, with revisions. For the approval of the February 11 minutes, Valeria Christensen made the motion, which was seconded by Sarah Pirtle. That motion passed with 10 votes in favor and 2 abstentions. For the approval of the March 10 minutes, Fernando Jimenez made the motion, which was seconded by Wendy Wright. That motion passed with 8 votes in favor and 4 abstentions.
2. Chad Greene shared statistics on training and support for faculty transitioning to remote teaching. Since March 23, the CTX had offered a total of 22 webinars and 20 drop-in sessions facilitated by our Cerritos College colleagues. Captioned recordings of eight of the most popular webinars had been made available on our CTX site, under the new "Remote Teaching Resources" menu item. The CTX had also recruited 12 "Remote Teaching Guides" and 69 "Canvas Mentors" to provide one-on-one support for faculty.
3. Greene explained that our three summer institutes would now be conducted online. David Betancourt would be facilitating the Collaborative Observational Reflective Experience (CORE) Summer Institute, Lydia Alvarez and Damon Cagnolatti would be facilitating the Culturally Responsive Teaching and Learning (CRTL) Summer Institute, and Greene would be facilitating the Teaching Assistant Program (TAP) Summer Institute.
4. Greene reminded the committee that one-time funds had been added to the 2019-2020 CTX budget for faculty professional-development opportunities off campus. Because of constraints caused by our response to the spread of COVID-19, we had narrowed our focus to the following:



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- a. Reading Apprenticeship 101 (Strategic Literacy Initiative at WestEd) – 10 x \$750 = \$7,500
 - b. Equity 101 (California Community Colleges' Success Network) – 20 x \$175 = \$3,500
5. Greene informed the committee that our replacement for *Flex Reporter, Cornerstone*, had been approved by our 508 Review Committee. In terms of timing, because they were currently replacing their HRIS, our colleagues in Human Resources had requested that we wait to join implementation Cohort 4 – starting around August and ending with integration around December. As a result, Greene negotiated an extension of *Flex Reporter* through December with the developer.
6. The committee discussed what our professional-development priorities should be for the rest of the spring and for the summer. Specific questions considered included:
- a. How can we help faculty make transition from emergency remote teaching to teaching truly online classes?
 - b. How might we collaborate with the Technology-Based Learning Committee to create a streamlined online teaching certification?
 - c. What additional professional-development needs might faculty have at the moment?

Suggestions from committee members included webinars that defined the differences between remote teaching (Michael Arambula) and online teaching as well as the differences between synchronous instruction and asynchronous instruction (Joana Mootz-Gonzales). A series of facilitated discussions during which faculty could share best practices for teaching online was also proposed by Monique Valencia. And Wendy Wright shared the model for online instruction used in the Business Administration Department, in which one full-time faculty member is responsible for maintaining the master course shell for each class and for mentoring faculty who are teaching that class online for the first time. The committee considered reaching out to the chairs of the Business Administration Department, Marcela Daltro and Jianli Hu, to see if they would be willing to facilitate a webinar for other department chairs on this model. Valencia, who also serves on the Technology-Based Learning Committee, described that committee's efforts to make the certification process for online teaching as streamlined as possible.

7. There were no items from the floor.