Center for Academic Excellence Committee

Summary - final

March 5, 2015
10:00am to 11:30pm
18-206, CAE

Committee Members: Rebecca Alex, Lin Bowie (absent), Lindsey Bynum (absent), Paul Hankamp, Fauzi Hamadeh, David Laderman, Kristi Ridgway, Michael Vargas (absent), Henry Villareal

Chair: Theresa Martin
Note-Taker: Paul Hankamp

Old Business

1. Review Agenda – Agenda items 1 and 2 were switched. It was noted that this committee is very important because of the new state bill governing professional development, AB 2558.

2. Review Meeting Notes of Sept. 16, 2015
   Sept 2014 Ad hoc meeting summary: revised the mission statement, reviewed and revised priorities and goal.
   CAE bylaws to make this a permanent standing committee; they have been approved by governing council, needs to be voted on by all the faculty

New Business

1. Review CAE Mission and By Laws – Theresa/ David
   Committee structure: we need faculty representatives from each instructional division
   (clear gaps to fill: business tech, library, and two students)

   • Language arts, program services counselor have already said they want to be on the committee
   • We need to appoint two students, Fauzi will ask Maggie
   • Can we get Fi on the committee, she is such a strong presence on campus

2. Professional Development Update – Theresa
   In 2012, release time was given for professional enrichment coordination, focusing on flex days as a #1 priority. Coordinators were connected to the California Community College Success network (3CSN), and so they applied for funding for initiatives such as Habits of Mind (HOM), Reading Apprenticeship (RA), etc.

   The vision for professional development includes: learning in networks, hands-on PD activities for faculty (including adjuncts), developing CSM pride, communication skills across faculty/staff, which can lead to real institutional change.
PD Initiatives in place:

- Flex days and other activities: 737 enrollments in 2014/15
- HOM: Uses acronym MINDSET 4.0, faculty selected priorities from the larger HOM list
- First-year success initiative: for 12 new faculty last year; workshops occurred each month, the final project is an Action Research Project
- RA: is currently focusing on STEM faculty, a STEM team received a three-year grant that focused on PD for STEM, grant is managed by WestED

Current Plans:

- Expand and formalize the CAE (the room where we have our meetings); perhaps get a space in the new Building 19? Perhaps expand the current room into the next classroom?
- Expand the New Faculty Institute to include adjuncts (pay them and when is the time that works for them?)
- Institutional PD Plan by the end of Spring 2015, beginning of Fall by the latest
- To get state funds that are already allocated for PD, we need a committee (we have that), and we need a solid proposal. We need to be ready once the gov releases the funds
- District funding is established, now we need to apply for the 3 million on Innovation Funds from the state
- Fauzi: We already have $20-30,000 for PD of classified staff, we are not using it all as we get the application process more formalized
- Pursuing budget sustainability...the money seems like it will keep coming in; about $80,000 goes to faculty, $20,000 goes to staff; any remainder rolls over to the next academic year. We may have about $140,000 for next year

3. PD planning - Theresa

Committee reflected on gaps, additional needs, and problems that could be solved by PD. The discussion topics included:

- Classified staff sometimes doesn’t understand how PD is important to them; it will be up to the manager of the staff to encourage them to attend. Flex days are tough, opening day is tough because the staff has to work. We are given tech tools, but we don’t know how to use them. More practical types of trainings might be more useful (e.g. how to use the new Outlook). Challenge: how to sell Mindset 4.0 to staff (for example, how does Mindset 4.0. apply to the cashiers office?)
- Flex activities are spotty, fill in the gaps. Perhaps we can have a theme, and sequence activities to this theme. Make sure to have follow through...have a reflection that occurs after the workshops. How do faculty use these strategies? Adjuncts will need pay to be more active during PD; it can be very difficult to do before the semester starts. Have PD two weeks AFTER the semester begins. Mindset 4.0 poster could be in every classroom, to remind everyone of this institutional initiative.
- What do want our campus climate to look like in 5 years? There is a need for classified and management trainings. Management training to address: how do you work with faculty, how do you lead from the middle (Deans), what are expectations. Pay and stipends are needed for more PD opportunities. Break down the house divided...faculty vs. admin will never work in the long
term. And faculty and classified staff also need to stay connected to work towards mutual goals.

- Comprehensive PD funding is needed for faculty for conferences and travel. How is the impact of the PD going to be assessed afterwards? What is the evidence that the PD is impacting the college community? A stipend for PD was suggested, tied collection of evidence and dissemination to the college community before you get the check.
- Cross-constituency activities (bringing together faculty, staff, and administrators. Support for Imoja/Sl/Pathways: nice for PD to explicitly target and support the learning community structure that is already in place.
- As individuals, we can initiate brown bag lunch trainings; we need to **embody the change that we want to see.**
- Expand the definition of PD to not just be academic, but social as well (celebration times)
- Leadership Mixer recently, great informal way to share ideas, missing was an icebreaker activity. Also, Jennifer would have liked to see more people there (deans, staff, etc).
- Is it possible to have a common hour every week where nothing is scheduled for staff and faculty? Lab classes are the huge problem, but lectures may be possible. What constitutes appropriate activities for a common hour? What types of meetings are appropriate?
  - Research: how do other colleges in the State handle a common hour?

**Announcements**

1. Upcoming Professional Development Opportunities:
   - Eyes on the Prize Series: Fridays 12:10 – 1:30pm, March 6, 13, 20. Bldg 10-180
   - Program Review Guidance Sessions: Fri., Mar. 6, 12:00-1:00pm. Bldg 36-200; Thurs. Mar. 19, 2:00-4:00pm. Bldg 18-108
   - Advocacy Workshop (DSPS): Wed. Mar. 18, 1:00 – 2:30pm. Bldg 14-118
   - Equity Speaker and National Equity Project Workshop: Date, time, location - TBD

2. Future agenda items
   - Institutional Professional Development Plan
   - Ideas for Fall 2015 Flex Day Sessions
   - Ideas regarding Technology and PD

   Meeting Adjourned at 11:35am.