Faculty Professional Development Coordinators' Senate Report

November 20, 2024, prepared by Ann Foster and Alexa Forrester

This report is divided into three sections to clarify the work we have completed as it relates to the Professional Development Committee, SRJC Faculty Professional Development, and our New Faculty Professional Learning Program.

1. Professional Development Committee
   a. Meet with PDC 2x per month to support PDA review and planning

2. Faculty Professional Development Work
   a. Consult with various institutional partners about faculty professional development needs at SRJC
   b. Monthly meetings with VPAA
   c. Professional Development Reporting
      i. Created and shared a Professional Development Reporting Tool for faculty to use since the current reporting system is not fully functional. This task was inspired by the number questions we fielded at the end of Spring semester when faculty tried reporting their FLEX and experienced a range of issues (e.g. reusing an FF number).
   d. Communication Efforts and Hopes
      i. Distribute a monthly e-mail to all faculty with a list of SRJC-based PD opportunities along with online and off campus PD opportunities.
      ii. Working on additional communication processes to promote PD and provide information in a transparent and accessible manner. Need administrative assistance support for items 1-3 below.
         1. Create a newsletter template and distribution schedule to replace the monthly e-mails.
         2. Develop a PD Calendar to promote SRJC-based faculty professional development.
         3. Updating Faculty PD sites listed below:
            a. [Forever Flex Options](#)
            b. [Professional Development Grants and Funding](#)
            c. [FAQs for Contract and Associate Faculty](#)
            d. [New Employee Orientations](#) (faculty-specific sections only)
            e. [Intent to Complete Pre-approved FLEX Activity Form](#)

3. New Faculty Professional Learning
   a. New Faculty Orientation on Wednesday, August 14
      i. Associate Faculty invited to join for lunch and two of the afternoon sessions. 4 of the new associate faculty attended.
   b. New Faculty Professional Learning Program (see schedule below)

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New Faculty Professional Learning Program
2024 - 25 School Year
Professional Learning within the following areas:
Responsibilities, Rights, Resources, Best Practices

4 NFPL Meetings in Fall 2024; 5 NFPL Meetings in Spring 2025

Date	Location	Fall 2024 Workshops/Activities
2nd Friday 9/13	Doyle 4421 CETL	- Just in Time check in - B-Care: Overview and Student Psychological Services - Bert Epstein, Robert Ethington,and Robert Brownlee - Distance Education and Accessibility - Lauren Mitchell and Corinne Haverinen - Disability Resources Department Overview - Ashley Arnold
2nd Friday 10/11	SR Intercultural Center, Bertolini, and Tutorial Center	- Just in Time check in - Intercultural Center Presentation (on site) - Malena Hernandez Legoretta - Counseling Department Overview - Margarita Gonzalez-Jordan - Tutorial Center Tour and Overview - Amy Flores

2nd Friday 11/8	Via Zoom	- Just in Time check in - Universal Design for Learning Overview (Preview for Spring 2025) - Laura Aspinall - Professional Development/FLEX Obligation/NFPL - Alexa Forrester - Engaging Your COR(e)-The Course Outline of Record and the Course Syllabus - Ann Foster
2nd Friday 12/13	Doyle Library	- Just in Time check in - Doyle Library-Overview and Tour - AFA - AFA Contract Overview - Student Grievances: Faculty Role, Rights, and Responsibilities

Spring 2025 Preview

1/17 -Academic Senate Overview, Affinity Group Presentations (pending)

2/7- Petaluma Campus Visit (confirmed)

3/10-Universal Design for Learning follow up OR Southwest Center (TBD)

4/11-Universal Design for Learning follow up OR Southwest Center (TBD)

5/9-Public Safety Training Center and Shone Farm

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