

Faculty Teaching and Learning Committee - Regular Meeting 3:15 - 4:15 (Thursday, November 7, 2019)**Members present:**

Elizabeth Kemp, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Rumaldo Marquez, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi

Recorder: Dixie Krimm

1. Opening of the Meeting**A. Call to Order**

Elizabeth called the meeting to order at 3:16pm

B. Approval of Minutes

Motion by Xochitl Tirado, second by Daniel Ortiz.

Final Resolution: Motion Carries

Yea: Elizabeth Kemp, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Rumaldo Marquez, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi

2. Action Item(s)**Action: A. Review and Evaluate Funding Requests**

Motion by Xochitl Tirado, second by Mardjan Shokoufi.

to approve the most recent funding request in the amount of \$500.00

Members requested funding sources and criteria from administration so that proposals may be directed to other funding sources. The list will be updated annually.

Dr. Johnson mentioned that there was \$10,000 available to fund equity related proposals.

Efrain Silva mentioned that he has funding sources: Perkins, beginning next year, programs need to justify the need for Perkins. There will be more structured rules that need to be followed.

Members will let others know that there are funds available.

Final Resolution: Motion Carries

Yea: Elizabeth Kemp, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Rumaldo Marquez, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi

3. Information Item(s)

Next weekday workshop will be on Tuesday, November 12th.

4. Discussion Item(s)**A. Evaluation Tool for Fund Request Forms**

Members reviewed Rubric criteria.

For approval of proposals during times that meetings cannot be called, the committee can meet virtually.

Proposals will be sent out to members prior to meetings for review. Members discussed how proposals would be reviewed.

Rubric will be worked on and brought back to the next meeting.

Members will review the rubric via email and Excel Online and provide feedback.

B. Nursing Faculty Development Proposal - Daniel Ortiz

Daniel asked members about how the Nursing Department could request special funds for certifying nurses. Possibly bring out a speaker to provide a workshop. Faculty development provided on campus that will lead to certification.

Will table until the December meeting. Will work on cost analysis and schedule scenarios.

5. Other Item(s)**6. Next Regular Meeting**

December 5, 2019 3:15pm

7. Adjournment

Faculty Teaching and Learning Committee - Regular Meeting 3:15 - 4:15 (Thursday, December 5, 2019)**Members present**

Barbara Reyes, Elizabeth Kemp, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steven Cauchon, Daniel Ortiz, Sacha Sykora, Xochitl Tirado

Recorder: Dixie Krimm

1. Opening of the Meeting

A. Elizabeth called the meeting to order at 3:18 PM

B. Approval of Minutes

Motion by Elizabeth Kemp, second by Cuauhtemoc Carboni.

In favor: Barbara Reyes, Elizabeth Kemp, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steve Cauchon, Daniel Ortiz, Sacha Sykora, Xochitl Tirado

Final Resolution: Motion Carries

2. Action Item(s)

A. Review and Evaluate Funding Requests

1. Motion by Cuauhtemoc Carboni, second by Angel Sandoval to approve the proposal submitted by Cynthia Spence. Funding of \$1,200 requested to attend the California Acceleration Project Conference 2020.

In favor: Barbara Reyes, Elizabeth Kemp, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steve Cauchon, Sacha Sykora, Xochitl Tirado

Final Resolution: Motion Carries

- Members discussed out-of-state travel as this requires board approval. Proposals that are approved for funding should follow the regular approval process using the travel and expense form. The request for funding proposal form has been updated to include an indicator if the travel is out-of-state. There are certain states that the college is prohibiting travel to. (Alabama, Iowa, Kansas, Kentucky, Mississippi, North Carolina, OK, South Carolina, South Dakota, TN, TX)
- Members were looking for more relevancy. The request form was updated to include information to help those submitting proposals provide more comprehensive detail when submitting requests. Asking where the conference is, and explain why it is important/relevant.

2. Motion by Elizabeth Kemp, secon by Cuauhtemoc Carboni to approve forwarding the proposal submitted by Steven to TALCAS for funding consideration.

In favor: Barbara Reyes, Elizabeth Kemp, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steve Cauchon, Sacha Sykora, Xochitl Tirado

Final Resolution: Motion Carries

3. Discussion Item(s)

A. Evaluation Tool for Fund Request Form

Members further refined the rubric that will be used for evaluating funding requests. The score will be a single score based on the committee agreement. This will be brought to vote in Spring 2020.

B. Spring 2020 TLC Schedule

OER, Guest Speaker, Decolonizing your course syllabus, Universal Design for learning, Guided Pathways and Curriculum.

C. Nursing Faculty Development Proposal from Daniel Ortiz

4. Information Item(s)

None

5. Other Item(s)

A. Spring 2020 Meeting Schedule

Meetings will remain on Thursdays at 3:15.

6. Next Regular Meeting**7. Adjournment**

Faculty Teaching and Learning Committee - Regular Meeting 3:00 - 4:15 (Monday, April 6, 2020)

Members present

Barbara Reyes, Elizabeth Kemp, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi

1. Opening of the Meeting

The meeting was called to order by Elizabeth Kemp at 3:10pm

Approval of Minutes

(M/S - Shokoufi/Ortiz) to approve the minutes of March 2, 2020. Motion carries.

2. Action Item(s)

A. Evaluation Tool

(M/S - Tirado/Shokoufi) to approve the rubric as the tool for evaluating all incoming funding requests, as revised.

All in favor. Motion carries.

- The committee did not fund one of the proposals from the prior meeting based on it being retro active.
- Should we include language that proposals will not be approved if the request is for retro active funding.
- Be more clear on the timeline of the request in order to get the required approval.
- Maybe include the timeline based on the date of the meeting. November for Spring travel, May for Fall travel.
- Members discussed timelines based on getting board approval.
- Members included language to address realistic timeline issues on the rubric.

B. Review and Evaluate Funding Requests

(M/S - Carboni/Shokoufi) to approve each proposal as presented, pending continued funding for proposals beyond the current academic year.

Members agreed to review proposals with the idea that if certain circumstances such as future funding (roll over of unused funds and/or new funding available for the 20-21 academic year) and the resuming of overall travel based on COVID 19.

- Request #18

The travel dates have passed. Proposal will not be funded.

All in favor. The motion carried.

- Request #19

Members agreed to tentatively approve the proposal for \$2,500 and request remaining funding from CTE.

All in favor. Motion carried.

- Request #20

Member in favor of not funding at this time and revisiting the proposal at a later date pending COVID 19. Motion carried.

- Request #21

Members discussed whether proposals should be approved to pay for registration if the conference was offered online, or should approval be denied and then resubmitted if proposal venue changes, or approve registration only. Members agreed to fund registration only for virtual platforms.

All in favor. Motion carried.

- Request #22

Members discussed - this proposal does not fit into the parameters of what the committee has determined as professional development based on the rubric (to provide learning opportunities for faculty)

Proposal will not be funded.

All in favor. Motion carried.

3. Discussion Item(s)

A. Ideas for Faculty Development Funding

- Both the TLC and Academic Senate have a surplus of funds this semester. We need ideas to spend out the money.
- Elizabeth will contact HR to find out what funding may be available moving forward.

B. Ideas for Online Faculty Development

With two months left in our spring semester, and the news that summer courses will also be offered exclusively online, what should faculty development look like?

- How to create online information for students.
- Intellectual property sharing.
- Possibly pay for faculty to share ideas from their online courses.
- How to help faculty that work with lab content, how to make it real for students
- Keep offering Canvas training

C. Off Contract Request Process

How do we want to handle off contract request evaluations? The form online didn't receive enough response

4. Information Item(s)

5. Other Item(s)

A. Upcoming Events

Full events calendar for information and registration is now available through the IVC Vision Resource Center site: [IVC Vision Resource Center Events Calendar](#)

We have lots of events coming up in April:

1. "Demystifying the Curriculum Process," with Dixie and Temo. April 4, 2020. 10am-12pm on Zoom
2. "How and Why I Create Images on Canva," with Elizabeth, April 7, 2020. 2-3pm on Zoom
3. "Group Discussions for Increasing Interaction, Engagement and Equity," with Xochitl, April 22, 2020. 3-4pm on Zoom

And more events in May:

1. "Understanding and Dealing with Plagiarism," with Steven. May 6, 2020. 12-1pm on Zoom
2. "OER: Beyond Textbooks," with Cynthia. May 9, 2020. on Zoom
3. "Trending Topics and Data in the Community College System," with Temo. May 11, 2020. 3-4pm on Zoom
4. "TLC Forum: What's Our Vision for the Future?," with Elizabeth. May 27, 2020. 3-4pm on Zoom

6. Next Regular Meeting: May 4, 2020

7. Adjournment

Faculty Teaching and Learning Committee - Regular Meeting 3:00 - 4:15 (Monday, June 1, 2020)

Members present

Barbara Reyes, Elizabeth Kemp, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi, Efrain Silva-Consultant, Dixie Krimm-Recorder

1. Opening of the Meeting

The meeting was called to order by Elizabeth Kemp at 3:15pm

Approval of Minutes

Motion by Cuauhtemoc Carboni, second by Elizabeth Kemp.

In favor: Barbara Reyes, Elizabeth Kemp, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi

Final Resolution: Motion Carries

*Note: Efrain Silva mentioned that the college would not be approving any physical travel proposals during the fall 2020 semester.

2. Action Item(s)

A. Review and Evaluate Funding Requests

1. Motion by Cerise Myers, second by Xochitl Tirado.

to disapprove proposal #26 - Subscription-Language Magazine.

In favor: Barbara Reyes, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi

Abstain: Elizabeth Kemp

Final Resolution: Motion Carries

Members discussed the appropriateness of the proposal for approval as professional development.

- A precedent may be set that this committee would approve subscriptions in general if the proposal as presented were approved.
- More clarification as to the purpose of the proposal regarding faculty development was requested.
- Have all instructors listed agreed to participate?
- If the proposal as presented is not approved can the submitter put forward another proposal be suggested to pay faculty to present what they learn from the subscription as an alternative.
- It was suggested to resubmit as funding of Learning Communities as opposed to subscriptions.
- Topics were not presented, members were looking for more explanation as to the content of the subscription.

2. Motion by Elizabeth Kemp, second by Mardjan Shokoufi.

to approve proposal #27 - I-DEA Training for Part-Time Instructors, in the amount of \$9,000, with the amendment that the rate of compensation be based on agreed faculty contract rate.

In favor: Barbara Reyes, Xochitl Tirado, Cuauhtemoc Carboni, Angel Sandoval, Cerise Myers, Steven Cauchon, Daniel Ortiz, Monica Minor, Mardjan Shokoufi

Abstain: Elizabeth Kemp

Motion Carries

*Note - Funding is intended to come from the faculty professional development budget. If additional funding is needed then alternate funding sources would need to be found.


Members discussed the use of stipend when proposals are submitted. Since there are contracts in place, stipends may not be the best way to demonstrate expense needs.

3. Discussion Item(s)

A. Evaluation of Funding Request Process

1. Review current process
2. Discuss opportunities for improvement
3. Set goals for improving the process over the next academic year

- Proposals get submitted with very little review time available
- Include guidelines for submissions - such as do not use stipends for expense estimations
- Include additional language regarding salary and benefits
- Application deadlines may need to be established

 FTLC Process Evaluation Form 19-20.xlsx

B. Committee Self-Evaluation

Moved to next meeting.

C. Time and Date for 20-21 Meetings

Since Fall schedule has not been finalized, Elizabeth will poll the members at a later date to determine the best meeting schedule.

D. Ideas for Faculty Development Funding

Moved to the next meeting

E. Off Contract Request Process

Moved to next meeting

4. Information Item(s)

5. Other Item(s)

A. Upcoming Events

Full events calendar for information and registration is now available through the IVC Vision Resource Center site: [IVC Vision Resource Center Events Calendar](#)

Events in June:

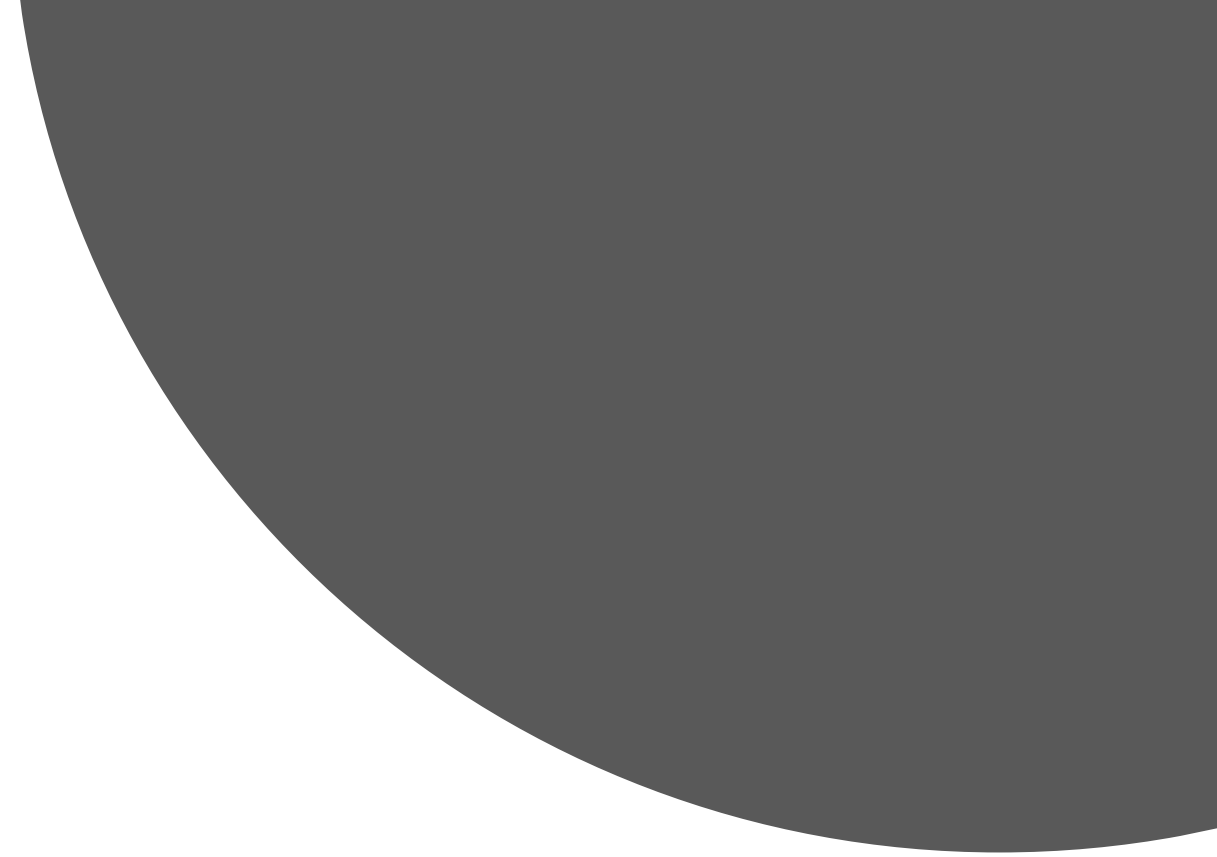
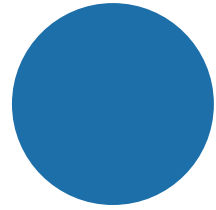
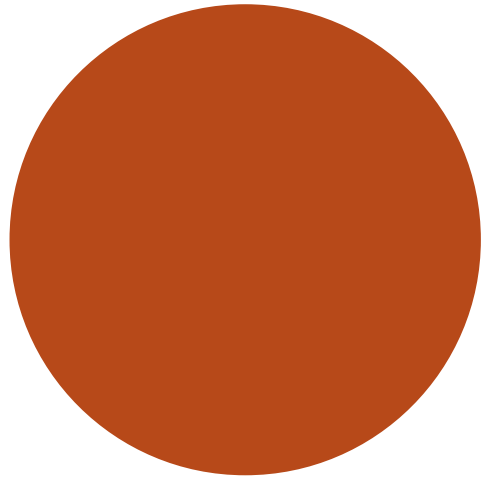
1. Summer Equity Showcase: Equitable Online Teaching - June 16, 17, 18
2. Tentative: DE Summer Session: Moving to Online Education

6. Next Regular Meeting: TBD

7. Adjournment

Imperial Valley College
Campus-Wide Standing Committee
Self-Evaluation Form

Committee Name	Faculty Teaching and Learning Committee		
Committee Charge (Summary)	The mission of the Faculty Teaching and Learning Committee is to provide effective professional teaching and learning opportunities as well as a supportive environment for faculty at Imperial Valley College.		
For Academic Year	2019-2020		
Major Accomplishments or Achievements in Past Year	1 developed funding request form		
	2 developed funding request process		
	3 developed evaluation tool		
	4 approved 12 requests		
Major Obstacles or Problems with Process	1 receiving last minue or retroactive requests		
	2 inaccurate budget approximations		
	3 faculty still unaware of form location and process		
Recommendations for Improving Process or Efficiency	1 create deadline for form entries 2-3 months in advance		
	2 create FAQ page		
	3 disseminate information regarding form and process to faculty during convocation		
	4 change form language to clarify budget calculations		
Review of Goals from Previous Year & Related Institutional Goal	1		
	2		
Chair Name	Elizabeth Kemp		
IVC Institutional Goals			
Goal 1 (Institutional Mission & Effectiveness):			
The College will maintain programs & services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.			
Goal 2 (Student Learning Program & Services):			
The College will maintain programs & services which support students success & the attainment of student educational goals.			
Goal 3 (Resources):			
The College will develop & manage human, technological, physical, and financial resources to effectively support the college mission & the campus learning environment.			
Goal 4 (Leadership & Governance):			
The Board of Trustees & the Superintendent/President will each establish policies that assure the quality, integrity, & effectiveness of student learning programs & services, & the financial stability of the institution .			
IVC Mission			
<i>The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, & abilities;</i>			

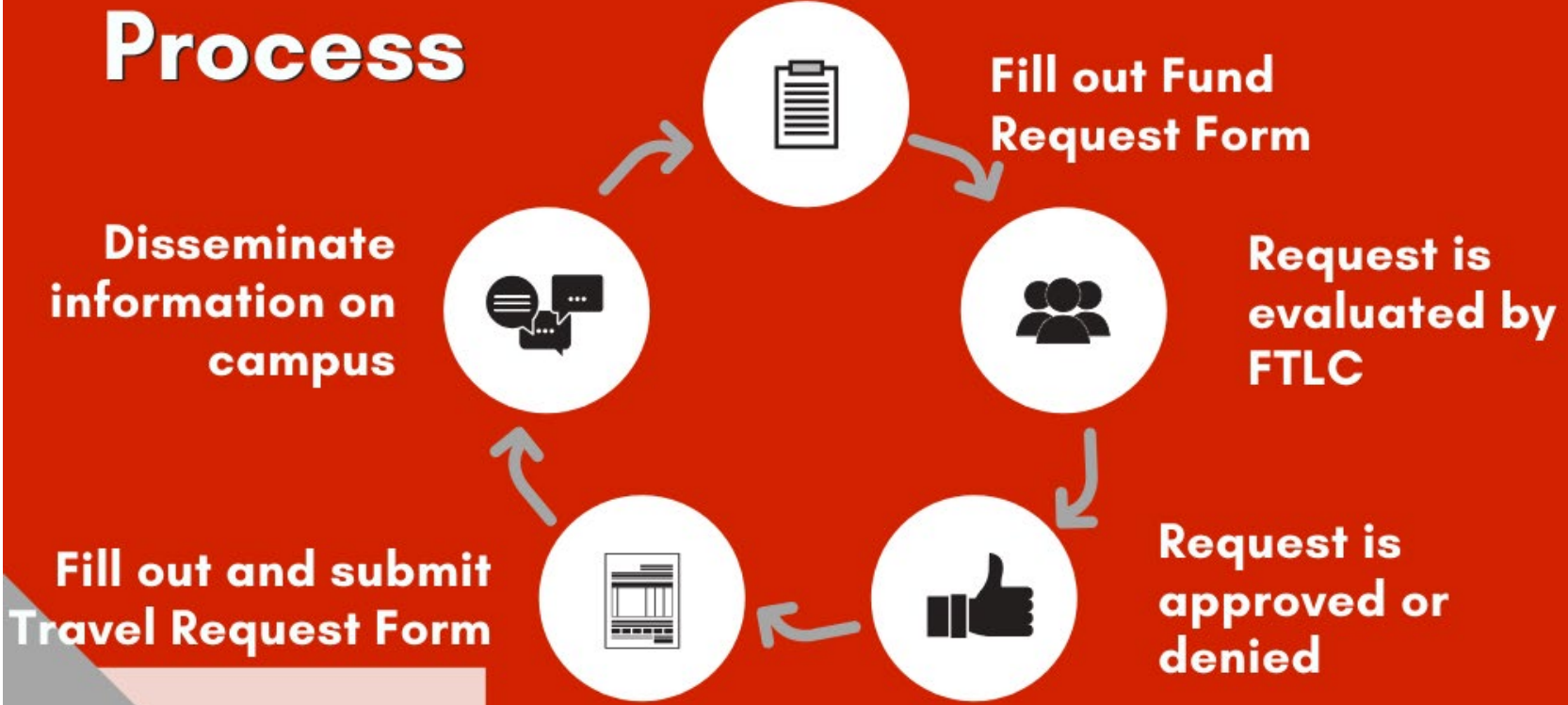


Fund Request Process for
Academic Senate Faculty
Development Funds

Faculty Teaching and
Learning Committee

Process Overview

Fund Request Process



Step 1: Fill Out Fund Request Form



Form lives on TLC website



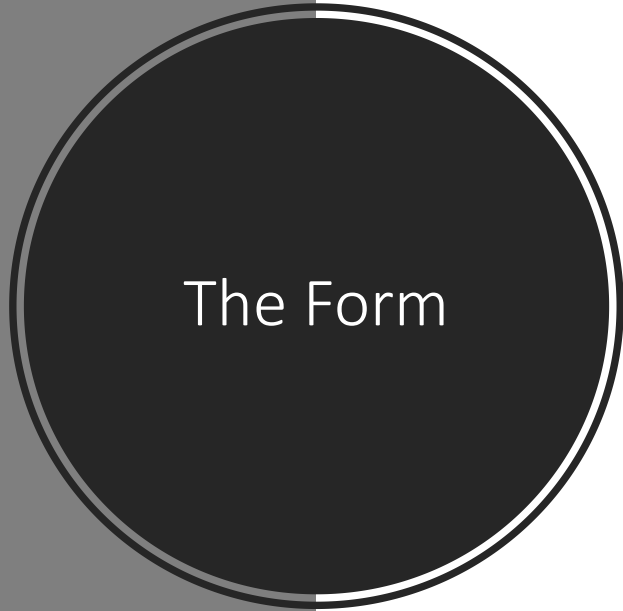
Can be duplicated, modified, and moved for anyone else who wants to use it



Submit fund request as soon as possible. Committee recommends requesting funding at least 2 months in advance



Imperial.edu/tlc



Request for Professional Development Funds

Use this form to request funding for professional development projects or conferences

Name *

First

Last

Employee Classification

- Full Time Faculty
 Classified Manager
 Administrator

- Part Time Faculty
 Classified Employee
 Other

Email *

Title of Request *

Project, Conference, or Event Location *

If you will need to miss contract hours, do you already have approval from your dean or an administrator for this project? *

- Yes
 In progress
 No
 Other

Briefly summarize your request, provide a short description of the project or conference (and a link, if possible), and explain the importance or relevancy of this project, event, or conference. *

Maximum of 300 words allowed. *Currently Entered: 0 words.*

How will your project or your attendance at this event benefit students, your teaching, or the college as a whole? *

Step 2: Requests Get Evaluated by Committee



Committee will evaluate at monthly meetings; special meetings or electronic votes may be scheduled as needed



Requests will be considered based on benefit to college, departmental need, type or relevancy of event, cost, and availability of other potential funding sources.

The
Evaluation
Tool

Professional Development Funding Request Rubric			
Employee Name: _____			
Activity/Event Proposed: _____			
Criterion	Exceptional	Average	Poor
Project Summary Type and Relevancy	Activity/event objectives are specific, measurable, attainable, relevant and timely. Clear and concise rationale has been provided. Will help further institutional goals.	Objectives/rationale are included but not clearly explained.	No clear objective or rationale is stated.
Benefit to Students, Teaching, and College	Project will significantly enhance professional development not only for the individual, but will advance the entire institution.	Project will enhance professional development for the individual but does not advance the entire institution.	It is unclear what kind of learning and growth would occur from this proposal or how those would benefit students, teaching, or college.
Impact, Outcomes and/or Deliverables	The impact, outcome and/or deliverables are clearly stated. Significant products are described, such as presentations at conferences. Project has a quantifiable impact to the institution.	The goals of the project are not clearly stated and the proposed products would have only a moderate impact on the institution.	The goals of the project are not clearly stated or are nonexistent. No products are clearly described.
Budget and Timeline	Budget is comprehensive, clearly explained and appropriate for the activity/event proposed. All costs are reasonable, justified, relevant and essential. Timeline is realistic and considers adequate time for approvals	Budget is comprehensive and reasonable but may not be clearly explained. Many costs are justified, relevant and essential to this project. Timeline may be unrealistic or may not leave adequate time for all approvals	Budget is unreasonable. Many costs are not justified, relevant or essential to this project. Timeline is unrealistic, does not leave time adequate time for approvals, or is retroactive
Has a similar proposal been funded?	Y ____ N ____		
Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>			

Step 3: Request Is Approved or Denied and Applicant Is Notified



Approval of funding, partial funding, or conditional approval will be allocated within a month of the request



Requests may be fully funded, partially or conditionally funded, or denied



Applicants will be notified via email by a member of the FTLC committee

The Results
and
Approvals

2019-2020 Fund Request

\$ 33,445.06 requested
by faculty



15 total requests

\$ 19,255.00 approved
by committee



12 different faculty
members requested
funds

1 request sent to
other funding source



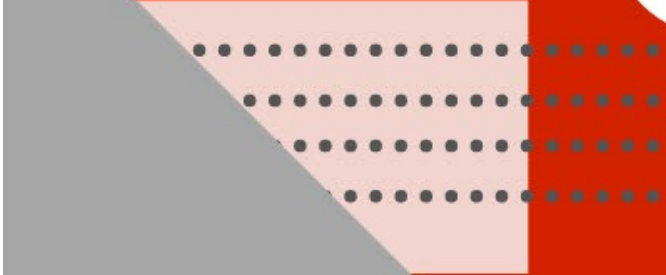
8 requests approved



2 requests tentatively
or partially approved



4 requests denied



Step 4: Applicant Fills Out Official Travel Request Form



After approval, faculty members must complete the travel request form and submit it to their area's staff support technician, dean, or administrator.

Step 5: After Event, Applicant Shares Information with Campus



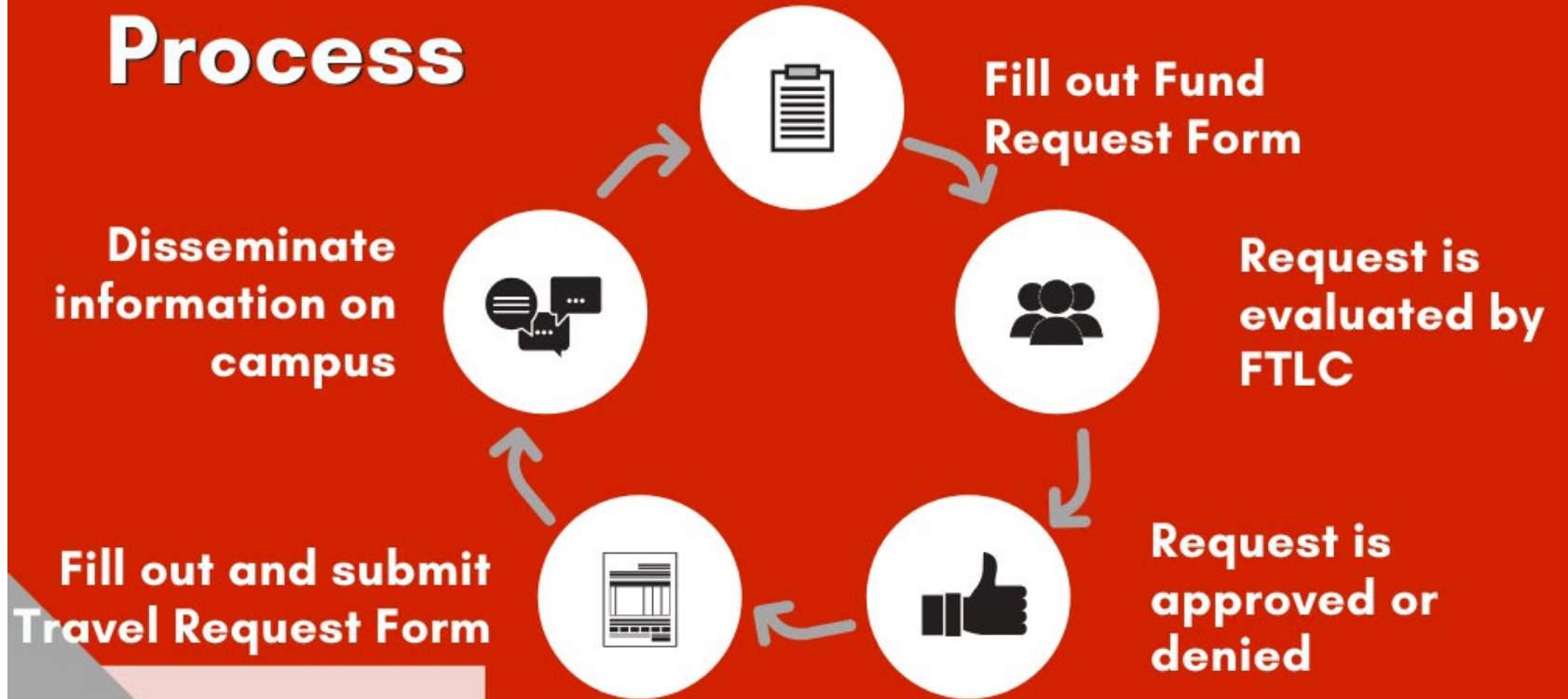
After completion of event or project, faculty members should follow up by disseminating information to at least one group on campus



This could be sharing information at a department meeting, giving a report or presentation to a committee, facilitating a workshop, etc.

Process Overview

Fund Request Process



Faculty Member	Conference/Workshop	Event Date	Amount Requested	Approved/Denied	Funding Source	Amount Approved	Amount Reimbursed	Travel Complet	NOTES
Daniel Ortiz	Human Patient Simulation Network (HPSN) Palm Springs Regional SimDay,	November 4-5, 2019	\$ 475.06	sent to CTE	CTE			yes	
Toni Pfister	Mindfulness-Based Stress Reduction	January 6-11, 2020	\$ 500.00	Approved by FTLC	Academic Senate	\$ 500.00	500	yes	
Cynthia Spence	California Acceleration Project Conference	February 27-29, 2020	\$ 1,200.00	Approved by FTLC	Academic Senate	\$ 1,250.00	0	no	didn't go
Steven Cauchon	WPSA Annual Community College Mini-Conference	April 10-11, 2020	\$ 1,200.00	Approved by FTLC on March 2, 2020	Academic Senate	\$ 1,250.00	0	no	unable to attend due to travel restrictions and closures
Eddie Chang	Midwinter Conference of Immunologists	January 25-28, 2020		Denied by FTLC on March 2, 2020. Cannot approve retroactively					
Xochitl Tirado	Online Teaching Conference	June 17-19, 2020	\$ 6,000.00	Approved by FTLC on March 2, 2020	Academic Senate	\$ 6,000.00	0	no	conference moved online
Michael Heumann	ASCCC Spring Plenary	April 16-18, 2020	\$ 1,500.00	Approved by FTLC on March 2, 2020	Academic Senate	\$ 1,750.00	0	no	unable to attend due to travel restrictions and closures
Sydney Rice	TESOL	March 31-April 3, 2020	\$ 1,500.00	Approved by FTLC on March 2, 2020	Academic Senate	\$ 1,500.00	0	no	unable to attend due to travel restrictions and closures
Sydney Rice	Coalition on Adult Basic Education	April 5-8, 2020	\$ 4,980.00	Denied by FTLC on April 6, 2020. Travel is currently not allowed and cannot approve retroactively					
Daniel Ortiz	Certificate in Simulation Course	August 9-13, 2020	\$ 4,975.00	Tentatively approved by FTLC on April 6, 2020. IF travel is allowed and IF cost can be split with CTE	Academic Senate and CTE	\$ 3,000.00			
Daniel Ortiz	Review Course for IVC Nurse Educators	June 8-9, 2020	\$ 3,650.00	Denied by FTLC on April 6, 2020. Cannot have guests on campus due to closure					

Veronica Figueroa	UC Ensuring Transfer Success Counselors Conference	May 4-5, 2020	\$ 2,200.00	Partially approved by FTLC on April 6, 2020. Registration fee is approved. Cannot approve travel currently	Academic Senate	\$ 600.00			conference moved online
Alto Benedicto	Funding for Database Publishing		\$ 1,860.00	Denied by FTLC on April 6, 2020. Does not meet parameters for faculty development event. Outside FTLC purview					
Adriana Torres	CATESOL	May 8-9, 2020	\$ 405.00	Approved by FTLC on May 4, 2020	Academic Senate	\$ 405.00	405	yes	registered 9 faculty members total
Allyn Leon	The Teaching Professor Virtual Conference	June - September, 2020 (virtual sessions)	\$ 3,500.00	Approved by FTLC on May 4, 2020	Academic Senate	\$ 3,500.00	3588	yes	registered 12 faculty members total
Sydney Rice	Subscription - Language Magazine		\$ 399.00	FTLC requested more clarification on June 1, 2020. Subscriptions are outside purview, but could be used as learning community materials, which were hinted at in request					
Sydney Rice	I-DEA Training for Part-Time Instructors	June 25-30, 2020 (virtual sessions)	\$ 9,000.00	Approved by FTLC on June 1, 2020, cost will likely increase once compensation is calculated according to CBAs, but FTLC will only pay the amount requested	Academic Senate	\$ 9,000.00			training is for 11 part time, non-credit instructors and the ESL department chair
Total		17	\$ 43,344.06			\$ 28,755.00	\$ 4,493.00		

amount rema \$ 15,507.00