

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 Sand

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[Redacted]

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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



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, x

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

Ortiz, Monica Minor, Mardjan Shokoufi
Final Resolution: Motion Carries

FTLC Process Evaluation Form 19-20.xlsx

* Note: Efrain Silva mentioned that the

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).

Imperial Valley College

Faculty Teaching and Learning Committee

For Academic Year

Major Accomplishments or
Achievements in Past Year

Chair Name

IVC Institutional Goals

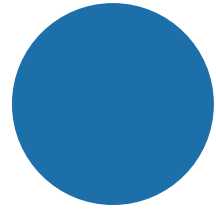
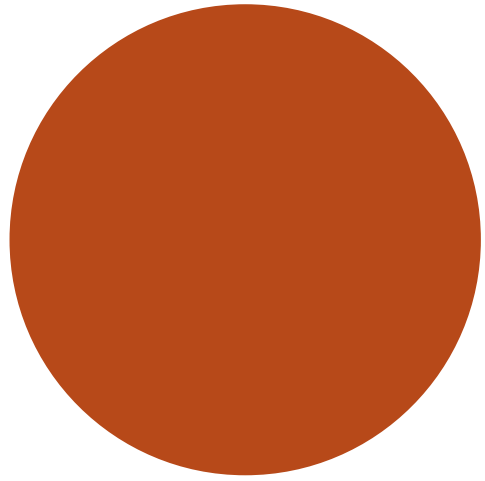
Goal 1 (Institutional Mission & Effectiveness):

Goal 2 (Student Learning Program & Services):

Goal 3 (Resources):

IVC Mission

The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, & abilities;

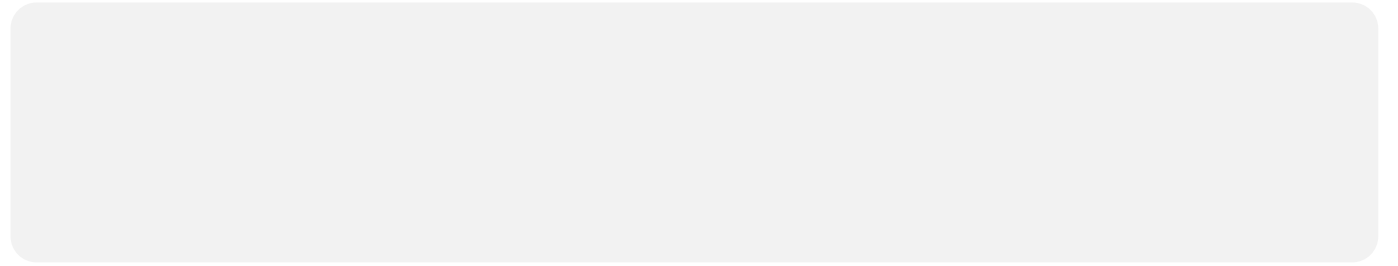


Fund Request Process for
Academic Senate Faculty
Development Funds

Faculty Teaching and
Learning Committee



Step 1: Fill
Out Fund
Request Form





Step 2: Requests Get Evaluated by Committee



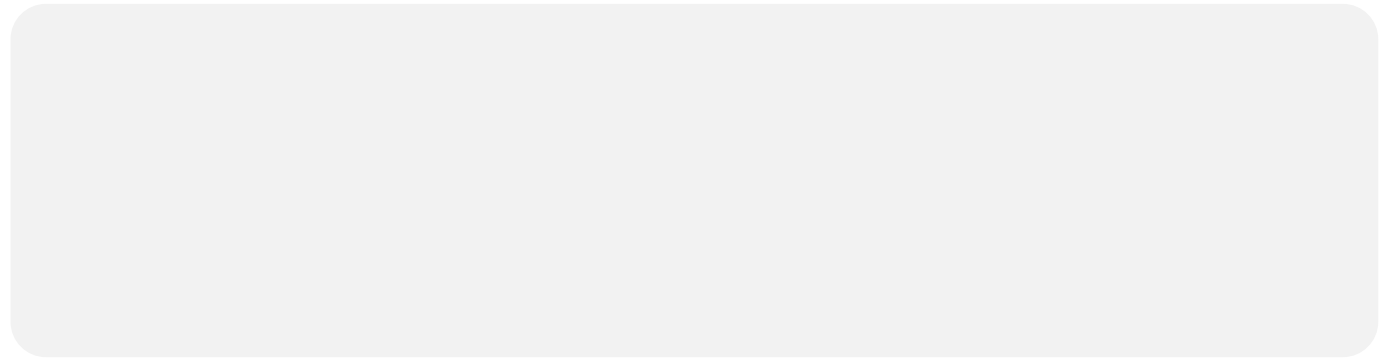
Committee will evaluate at monthly meetings; special meetings or electronic votes may be held as needed



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



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





Step 4:
Applicant Fills
Out Official
Travel
Request Form



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Step 5: After Event, Applicant Shares Information with Campus



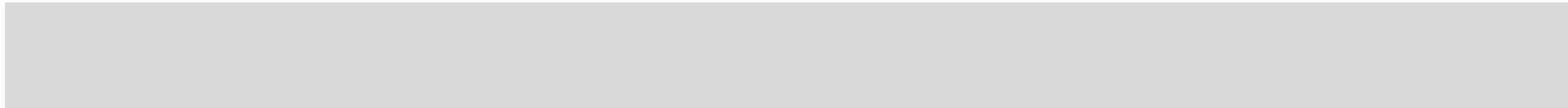
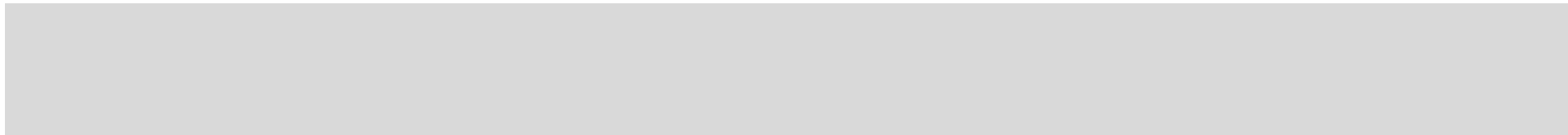
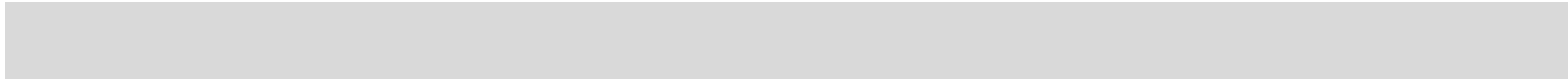
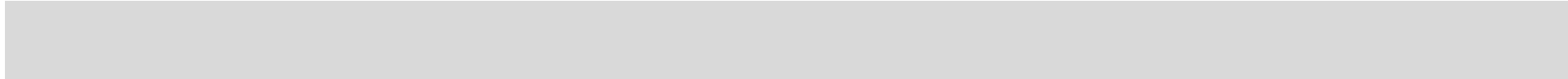
After completion of event or project,





Daniel Ortiz	Human Patient Simulation Network (HPSN) Palm Springs Regional SimDay,	November 4-5, 2019	\$ 475.06	sent to CTE	CTE	yes
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Toni Pfister



Partially approved by FTLC
on April 6, 2020.rs

Veronica Figueroa	UC Ensuring Transfer Success Counselors Conference	May 4-5, 2020	\$ 2,200.00
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