

NAPA VALLEY COLLEGE STAFF DEVELOPMENT COMMITTEE
October 23, 2014

Members present: Kelly McCann, Jan Schardt, Rebecca Scott, Cristine Vasquez, and Dan Estep.

WELCOME: Rebecca Scott welcomed everyone and introduced Dan Estep our student representative.

APPROVAL OF AGENDA: By consensus the committee approved the agenda

MINUTES: The minutes of the April 24th meeting were distributed. Kelly McCann moved to approve the minutes as written. Cristine Vasquez 2nd the motion, motion carried.

REVIEW OF PURPOSE AND COMMITTEE MAKE-UP: Rebecca Scott reviewed the structure of the committee and what the purpose the committee is serving.

PROFESSIONAL DEVELOPMENT REQUIREMENTS FROM THE CHANCELLOR'S OFFICE: Jan Schardt shared the new legislation and how this is going to change some of the requirements on campus. Flex Day is for all staff. The committee discussed how to close the campus so everyone can participate. It is not known yet as to the funding possibility due to the upcoming election and if the Governor will put the requested amount into the 2015-2016 State budget.

The professional development funding that is on campus currently is HSI/STEM, Basic Skills and Napa Valley College Project Grants. Jan will make sure these are listed on the TLC website. An email was sent out to the campus about the funding sources that are available but another reminder will be sent again. Rebecca Scott is also talking to Beth Pratt about utilizing Career Tech Ed funds.

FALL FLEX DAY REVIEW: The Professional Development Committee surveyed the faculty for professional development to determine what types of workshops are available for flex days. The Classified Senate also has surveyed the classified staff for professional development needs.

SURVEY DEVELOPMENT FOR FACULTY AND CLASSIFIED: both of these groups have yearly ongoing surveys.

SPRING FLEX DAY GOALS: Some of the goals for Spring Flex Day are SSSP, accreditation, PEP and assessment.

UNIT PLANS: There was a discussion about Schedule G and professional development needs in the unit plans from last year, and how we can schedule these as Flex Day activities and TLC workshops. Rebecca Scott will send out an email about the importance of Schedule G.

FACULTY EVALUATIONS: There was a discussion about faculty evaluations and the need for professional development activities. There is a need for a distribution list for faculty coaches and those faculty members being evaluated.

NEXT MEETING: Jan Schardt will send out a doodle poll to see when the majority of the committee is available. The meeting will be to review the NVC Project Grant Applications and possibly the Flex Day agenda. The grant timeline is short and a discussion followed about how we can turn the applications around. The committee agreed by consensus to approve the request from Cathy Gillis to be funded for 2014-2015 as by the time it was approved the conference she needed to attend had passed. This will allow her to attend this year's conference.

Recorded by,

Jan Schardt