



Staff Development Committee

HR Conference Room 1544

October 14, 2011 - 9:00 a.m. to 10:00 a.m.

AGENDA

1. Adoption of the Agenda

2. Approval of Minutes

3. Reports & Discussion Items

3.1 Report on Status of Professional Development Offered Through TLC
(Menu of Choices) - Jan/Rebecca

3.2 Report on Status of Professional Development Offered Through Office of
Human Resources - Laura

3.3 Discuss on Promoting Professional Development Activities to Classified,
Faculty, and Administration.

4. Next Meeting - November 10, 2011 (Thursday)

- Agenda Items

Flex Day

5. Adjournment

Staff Development Committee Meeting

Minutes

Date: Friday, October 14, 2011
Present: Rebecca Scott, Laura Ecklin, Jan Schardt, John Dotta, Michelle Burhorn,
Faye Smyle
Excused: Dianna Chiabotti
Start time: 9:00 am
End time: 10:00 am
Prepared by: Jan Schardt

Rebecca Scott called the meeting to order at 9:00 am.

Agenda: Add committee composition and Student Task Force report. M/S/C (Smyle/Scott) to approve the agenda with additions.

There was a discussion on how decisions will be made at meetings and it was decided to use the consensus model.

Minutes: Approved by consensus.

Report on Status of Professional Development Offered Through the TLC: Jan Schardt reported on how she is promoting the TLC with current webinars and trainings being offered. Division Chairs and department coordinators have been contacted via email with the "Menu of Choices" and will now be contacted in person to find out what the needs are of each area on campus. During the opening session at the Spring Flex Day the trainings offered by the TLC will be announced.

Currently there are three types of trainings. The canned trainings are webinars, on demand which are full workshops or customized workshops. Dianna Chiabotti will need to be contacted to see what trainings the FCC committee needs. Currently there is no funding for the TLC. Rebecca Scott has put some funding in the Basic Skills Grant for professional development and the Hispanic Serving Institute Grant should have some funding in it as well.

Rebecca Scott will send out an update to the campus reporting on the outcomes of the Zoomerang survey done last spring, how the TLC is working with the departments, the website is being updated and a calendar is being kept current. Training needs are also being looked at through the evaluation process. John Dotta suggested that there be a workshop every Friday so the use of the TLC is consistent and people think about it. A calendar will be published showing the spring trainings and handed out at Flex Day.

John Dotta reported on the PDC and some of the ideas that they have developed. They would like to have the faculty that did step advancement projects report on their projects at the Flex Day opening session. Rebecca Scott reported that she has not received a draft agenda for Flex Day and needs to have details soon. There was a discussion about the LOAC committee and the PDC working together to meet the needs of the faculty and campus. A proposed agenda for Flex Day was developed for John Dotta to take back to the PDC:

Welcome – honor people for things they have done and the step projects.

1 ½ hours for the LOAC committee to do SLO's

3 or 4 workshops in the morning

3 or 4 workshops in the afternoon

Division meetings

Social

Faye Smyle and Rebecca Scott will work on this and take it to the PDC.

Report on the Status of Professional Development Offered Through Human Resources: Laura Ecklin reported that Safe Colleges has an online training and that this should be added to the TLC website as well. Employees have to contact HR so that they can be enrolled into these workshops. Legal trainings are being done and they will report the totals to Jan Schardt so there is current and correct data.

EAP workshops are selected by HR and will be rolled out by the TLC. Hiring Committee trainings will be coordinated through the TLC and the numbers of attendees will be reported to Jan Schardt. Sexual Harassment training has been done. The Bias Response Team and Inclusivity Committee need to work along with the TLC for the trainings that are being offered. Laura Ecklin also needs to work with the classified union to put training into the evaluation process.

Power of Words is starting up and the group the NOH8 group will be coming out and launching the campaign in November. The information needs to be given to Jan Schardt so it can be added to the TLC website and calendar. Safe Space will have information on the TLC website and the numbers need to be given to Jan Schardt on the sign ups and completions so that these can be tracked as well.

Discuss Promoting Professional Development Activities to Classified, Faculty and Administration:
Discussions were presented in the prior topics.

Committee Composition: John Dotta has been officially appointed as the PDC faculty representative.

State Student Task Force: Jan Schardt reported on the proposals of the task force and shared the document which reports on the importance of professional development.

Next Meeting: Thursday, November 10th from 10-11 in the HR conference room. Agenda will include Flex Day, TLC website, training requests and planning for spring. Also to be finalized is the committee purpose and procedures.