

**Staff Development Committee Meeting**  
**Minutes**

**Date:** Tuesday, October 30, 2012  
**Present:** Laura Ecklin, Rebecca Scott, Jan Schardt  
**Absent:** Faye Smyle, Michelle Burhorn, Dianna Chiabotti, Cliff Zyskowski  
**Start Time:** 9:00 a.m.  
**End Time:** 10:30 a.m.  
**Prepared by:** Laura Ecklin

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- ❖ **Adopted the agenda.**
- ❖ **Approved minutes from May 16, 2012**
- ❖ **Final Review of Staff Development Plan:**
  - Received input from all committee members via email on the revised plan; it will be posted to the website.
  - We did amend the meeting protocol and removed the 48-hour notice for agendas since this committee is not subject to the Brown Act.
    - It will say "Agendas will be distributed in advance of the meeting date."
  - The revised plan was submitted along with the accreditation mid-term report.
- ❖ **Report from PDC/Spring Flex Day:**
  - The PDC has met this semester, and they put together a draft flex day agenda, which is January 22, 2013.
  - The LOAC has requested the morning for a presentation and three workshops.
  - Last semester, the PDC voted to not have an opening session with presentations from the college leaders; they just want a brief welcome and update from the President.
  - LOAC is meeting today to give us specific timeframes for their needs.
  - The PDC then went through the feedback from fall flex day to identify needs of the faculty.
  - They want to focus on best practices for teaching and counseling in the form of round table discussions.
  - There is not adequate time for workshops with specific curriculum/presentations.
  - Rebecca will send out an announcement to faculty to bring best practices to a round table, much like the "great teachers" format.
  - There will be division meetings late in the afternoon.
  - For the Classified, there will be workshops on making PDF fillable forms, as well as how to use the "In Design" creative suite.
  - We might also offer another SharePoint workshop.
  - Laura suggested offering a workshop on effective evaluation of employees for managers.
  - It was suggested that we start at 8:00 a.m. with coffee and pastries at 8:30 a.m. or 8:45 a.m. for the program.
  - The start time will depend on time needs of LOAC.
  - Even though there is interest in a reception at the end of the day, the SDC has no money and logistics will be difficult (food, drink, glasses, TIPS training, etc.)
  - If there is a reception, it can be hosted by the senates or unions.

**CONTINUED ON REVERSE**

❖ **Report from PDC/Spring Flex Day (cont'd):**

- Rebecca will follow up with Ann Gross to see if the faculty want to act as hosts for a reception and/or lunch.
- Rebecca will get a rough draft of the agenda out to the committee in the next few weeks, once she hears back from LOAC on their time needs.
- There is concern that we should be planning fall/spring of 2013-2014 now, so we are behind on the planning for spring 2013.
- When we meet in the spring, we need to plan for 2013-2014. This needs to be communicated to the PDC.
- The PDC sent out another survey, but they got few replies.
- Jan and Rebecca will work on sending out a survey this semester so we have data prior to our spring retreat.
- We will use a survey similar to the survey we sent out in fall 2011.

❖ **Website:**

- Deferred to next meeting. Will look at it as a full committee.

❖ **Funding:**

- Rebecca reported that there are some STEM funds for professional development.
- They are restrictive, but we will utilize them to the extent possible.
- The focus is on effective teaching strategies for basic skills students enrolled in math and science classes.
- These techniques would be applicable to all disciplines, so we will invite other faculty.
- It was recognized that we have no funds for professional development, yet we are still rolling out a significant number of trainings through the TLC and HR.
- Given the current state of the budget, no proposal for professional development funds has gone to the Cabinet.
- It was suggested that we look to the Foundation for support, even it is a few thousand dollars per year.

❖ **Update on Workshops and Activities:**

- Deferred to next meeting.

❖ **Other Business:**

- Concern was expressed about lack of attendance at Staff Development Committee meetings because of scheduling conflicts.
- One recommendation would be to use two PDC meetings each semester as Staff Development Committee meetings, where all PDC members could be present along with all SDC members.
- This would help improve communication between the two groups. Rebecca will follow-up.
- There were also concerns about Flex Day starting late and running behind all day in the fall 2012.
- We will ask Division Chairs and Deans to help get folks into the opening session.
- Email communication will also state that the activities will start on time. Also need to have a sign-in sheet to verify attendance.
- Rebecca and Jan will work with ASNVC on getting a student assigned to the SDC.
- Student Success Task Force for Professional Development developed a mission statement and goals; one of which is funding for professional development activities.

❖ **Next Meetings:**

- To be determined; need to poll the group.
- It appears that Cliff can only meet in the afternoons.
- Will have one more meeting this semester in preparation of flex day.
- Will schedule a retreat for early spring to focus on 2013-2014 flex days.