

Staff Development Committee Meeting

Minutes

Date: Thursday, November 10, 2011
Present: Rebecca Scott, Laura Ecklin, Jan Schardt, John Dotta, Michelle Burhorn,
Faye Smyle, Dianna Chiabotti
Start time: 10:00 am
End time: 11:00 am
Prepared by: Jan Schardt

Rebecca Scott called the meeting to order at 10:05 am.

Agenda: Faye Smyle moved that the agenda be approved as presented. John Dotta seconded the motion. Motion carried.

There was a discussion on dates for future meetings. By consensus it was decided that we will meet on the second Friday of the month from 9 am – 10 am.

Minutes: Correction that Human Resources will coordinate the hiring committees and the TLC will help roll out the trainings and track the numbers. Laura Ecklin moved to accept the minutes with the correction. Michelle Burhorn seconded the motion. Motion carried.

Reports & Discussion Items

1. **Report on the Status of Professional Development offered through TLC:** Jan Schardt reported on the menu of choices and descriptions for the workshops. An explanation of how this will work with the website for trainings and media production. Jan has also sent out a request to the division chairs and has offered to come to their meetings and promote the TLC. This has been done with Health Occupations and the faculty was very receptive and appreciated that the TLC model is changing. Outreach has also been sent out to faculty on the tenure track to offer them training based on their evaluation outcomes. It was suggested that a team of three meet with tenured faculty to offer training.

CurricuNet, SharePoint, Blackboard and TracDat are on the schedule for the spring semester. These trainings need to be 2 to 3 hours and days and hours should be staggered to accommodate schedules. It was decided to do a theme week such as technology being the focus for a week. We also need to have a reason as to why they need the training, for 15 weeks of the semester. Another suggestion was to have brown bags for faculty to talk about teaching pedagogy.

There was a question asking if the Hispanic Servicing Institute dollars can help with funding trainings. This will have to be looked into to see what money is available and how it can be spent. There was also a question as to if faculty could receive credit towards their teaching loads of reassigned time. This will have to be looked at to see if it was possible.

2. **Report on Status of Professional Development Offered Through the Office of Human Resources-** Laura Ecklin reported that they are going to have a Safe Colleges link and the Online Hiring Committee training as links on their webpage and the TLC should have these links as well. She will have her office get the statistics to Jan Schardt on the trainings that they have offered

so far this year. Laura will revise the staff development plan to accommodate what we have changed.

3. **Flex Day-** There was a discussion on the needs of the faculty and that the PDC would like to do a survey as they are hearing from faculty that Flex Day does not include enough on pedagogy. A draft agenda has been submitted, the PDC has added assessment into the schedule, and they are waiting for approval from the Faculty Senate before moving forward.

Classified staff has requested to have a Flex Day. Laura Ecklin is looking into the legal aspects of closing the campus.

Next Meeting: December 9th from 9 – 10 in the HR conference room. Agenda items will include: Professional Development for Classified, Theme Flex Day, reports.

Miscellaneous:

1. It was suggested that we have a joint committee meeting with all of the staff development committees on campus.
2. There is a need to have a coordinator for the TLC.
3. There was a discussion about how the focus of trainings is technology related and we need to promote the non-tech workshops.
4. Reminder about the Mobility in Education Workshop being sponsored by Apple which will be happening on November 16th.