

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

**Date:** Thursday, February 23, 2012  
**Present:** Dianna Chiabotti, Laura Ecklin, Jan Schardt, John Dotta, Michelle Burhorn, Rebecca Scott, Faye Smyle  
**Start time:** 11:30 am  
**End time:** 12:30 pm  
**Prepared by:** Laura Ecklin

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**Minutes:** Approved minutes from meeting of December 9, 2011. While what was said with regard to the Flex Day agenda going out with Academic Senate Executive Committee's approval was accurate, it was recognized that this does not follow process. The Academic Senate members will express concerns to the Executive Committee about having the PDC meet deadlines.

**Meeting Schedule (Bring your own lunch):**

Wednesday, March 21 12:45 p.m. to 1:45 p.m. Location: TLC  
Wednesday, April 25 12:45 p.m. to 1:45 p.m. Location TBA  
Wednesday, May 16 12:45 p.m. to 1:45 p.m. Location TBA

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**Review TLC Website:**

- Began reviewing the website; there was agreement that SharePoint is not user-friendly, which resulted in not all updates being saved.
- Agreed that the welcome page should list mission of the TLC and how it operates. Eliminate "about the TLC" and put it on the welcome page.
- Suggestion: On welcome page, have links to different formats, like; scheduled on the calendar, request a workshop, publications, online trainings, new faculty learning community, etc.
- Maybe have something on the home page on how to use the website.
- Also recommended the ability to click on the specific workshop topics and go right to the description.
- Decided to defer thorough review until such time as we have a comprehensive plan.

**Other:**

- Concerns were expressed about not having enough money to support professional development, particularly since this is required for contract faculty.
- It was suggested that we have a retreat to flesh-through our mission and plan and then take it to the appropriate groups, which would include a funding commitment.
- Then, we could work through how to use the TLC, the website, etc.
- Rebecca suggested that we take the Flex Day workshops and repeat them through the semester, with stipends going to the presenters.
- Need to build the culture that all trainings should go through the TLC.
- Jan has tried to outreach to division chairs to get requests for training; this has not generated requests.
- Rebecca pointed out that people don't do "optional."
- We also want to have a strand for adjuncts.

**CONTINUED ON REVERSE**

**Other (cont'd):**

- Agreed that we need a plan before getting into the specifics on the website and the delivery; will focus on that topic at next meeting and then take plan to respective groups and subsequently take it to the BOT to express importance of skill and professional development.
- Jan will do some research on how College of the Canyons and other colleges support professional development.

**Next Meeting:**

- Wednesday, March 21, 2012 from 12:45 p.m. – 1:45 p.m. in the TLC.
  - Homework: Review the draft plan, think about the big picture of delivery of trainings.
  - Agenda items will include:
    - Staff Development Plan
      - Review /Feedback
      - Committee Role
      - Goals (ALO's)
      - Processes
      - Training Strands
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