

Staff Development Committee Meeting  
Teaching and Learning Center  
March 21, 2012  
12:45 p.m. – 1:45 p.m.

**AGENDA**

- Approval of Minutes of February 23, 2012
- Staff Development Plan
  - Review /Feedback
  - Committee Role
  - Goals (ALO's)
  - Processes
  - Training Strands
- Other

## Staff Development Committee Meeting Minutes March 21, 2012

**Present:** John Dotta, Michelle Burhorn, Laura Ecklin, Rebecca Scott

**Absent:** Dianna Chiabotti, Jan Schardt, Faye Smyle

Minutes- Approved minutes from February 23, 2012.

### Staff Development Plan

Rebecca Scott had recently participated in a training regarding the Chancellor's Office Flexible Calendar Program, and shared the information with the committee. The Flexible Calendar Program supports campuses in conducting staff development activities in-lieu-of regular instruction. Participating colleges develop their flexible calendar programs to permit faculty (full time, part-time, instructional and non-instructional) the time to engage in staff, student and instructional improvement. The committee discussed the purpose and composition of the Staff Development Committee (SDC) in meeting the mandates of the Flexible Calendar Program. As NVC flex day activities participate in this program, the Staff Development Committee does meet the state mandates in the following responsibilities:

- ✦ Making recommendations on staff, student and instructional improvement activities
- ✦ Sharing in the comprehensive planning process including needs assessment and evaluation
- ✦ Membership is broadly based and representative of the campus

Rebecca expressed concern that the committee doesn't have student representation. The committee suggested that we approach Phi Theta Kappa honor society for student representation.

Further discussion ensued on the process of recommending professional development with regard to the SDC. Professional development activities are established by:

- Survey results from faculty, staff and administration
- Evaluations from Flex Day, committees, workshops and trainings and groups on campus

**The Professional Development Committee (PDC)**, composed of faculty and administration, seeks feedback from faculty, sets flex day agendas, makes recommendations for trainings to the Teaching Learning Center (TLC) with approval from the Academic Senate.

**The Classified Professional Development Committee (CPDC)**, composed of classified employees, seeks feedback from classified, makes workshop recommendations for flex day agendas, makes recommendations to the TLC with approval from the Classified Senate.

**The SDC**, composed of campus wide representation, as well as, committee representation from the PDC and CPDC, serves the campus in meeting professional development needs, and is the advisory committee for the flex calendar. Throughout the year, the committee works collaboratively in the shared governance model to establish and implement staff development activities.

Adjourn