

Staff Development Advisory Committee
March 26, 2015

Members present: Rebecca Scott, Jan Schardt, Cristine Vasquez, Shawna Bynum, and Laura Ecklin.

Members excused: Dan Estep, Kelly McCann and Jessica Millikan.

Rebecca Scott called the meeting to order at 12:35 p.m.

Agenda: Approved by consensus.

Approval of February 26th minutes: Tabled until the April meeting.

Public comment: None

Project Grant Update: Jan Schardt reported that the Office of Institutional Advancement is still working on creating a process for the requests to be electronically submitted. There was a discussion over the process, it was decided that Rebecca Scott and Laura Ecklin request a meeting with Lissa Gibbs,

Accreditation: Laura Ecklin shared the draft of what was submitted in regards to staff development for accreditation. She asked that the committee review the document and send her feedback. There was a discussion on surveying staff and it was decided that spring is more appropriate than fall as the surveys are used to create trainings and flex days. Spring surveys will need to be put on the meeting agenda for the November meeting. Jan Schardt will send the committee a copy of both the classified and faculty surveys which were use this year.

Fall Flex Days: The focus has been changed to assessment. There will be 2 segments 1 will be the opportunity to direct the assessment process and the 2nd will be to run open labs. It was suggested that the labs include Snagit, TracDat, CurricuNET, Sharepoint. There will be no lectures in the labs it is to just guide the staff in using these applications; Rebecca Scott will talk to Terry Giugni about this.

There was a discussion on how a perfect model for assessment is needed and that faculty knows the model they just don't do it. The committee needs to bring John Dotta in to be instrumental in the process. It was suggested that the training for leaders in each division/department come in right after classes for the training, they will be paid for half of a day to do this, contracts will need to be developed to go to the May board meeting. We will also need LOAC to help with this as they are the content, the TLC is logistics. Rebecca Scott will talk to Terry Giugni about the leads and who should be trained.

There was a discussion about lunches for Flex Day. Cristine Vasquez will check with the Classified Senate to see if they want to do a fundraiser lunch on the second day. It was suggested that when Lissa Gibbs meets with Rebecca Scott and Laura Ecklin that they ask her about obtaining sponsors to pay for lunch for all staff on one of the days. There was a brief discussion about holding a social. This will need to be decided by the President's office.

Respectfully submitted,

Jan Schardt