

NVC STAFF DEVELOPMENT ADVISORY COMMITTEE

April 23, 2015

12:30 – 1:30

MEMBERS PRESENT: Rebecca Scott, Jan Schardt, Shawna Bynum, Cristine Vasquez, Kelly McCann.

EXCUSED: Dan Estep, Laura Ecklin and Jessica Millikan.

GUESTS PRESENT: Chris Farmer and Lauren Lee.

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

AGENDA: The committee approved the agenda by consensus.

MINUTES: The committee reviewed the minutes from the April 9th meeting and by consensus approved them.

FALL FLEX DAY: A draft of the Flex Day agenda was reviewed and modified. It was decided that we will ask LOAC if their next meeting can be a joint meeting with the Staff Development Committee since Flex Day is based on assessment.

We need a backup plan for the leads. As of now leads can't be appointed due to negotiations. Rebecca will check with Laura on this. If the leads were appointed then we could do the training before the end of the semester.

Next steps-

1. Combine meeting with LOAC
2. Need status report on each program from John (Rebecca will request)
3. Need to get all programs from Instruction and all Student Services (Cristine will do)
4. See if John will do a few minute over view as to why we need to do this
5. Identify the leads
6. Student Services training could happen in the summer
7. Close the campus? Rebecca and Laura will address this
8. Evaluation – will be done on Survey Monkey (Jan will work on this)
9. Visual flow chart (Jan will work on this)
10. Some sort of gage showing each program where they are in the process (such as a thermometer showing red as completed)
11. Posters for each workshop room showing the ILO's (Jan will work on this)

Meeting adjourned at 1:44 p.m.

Respectfully submitted,

Jan Schardt