



Staff Development Committee

HR Conference Room (1500 Building)

September 9, 2011- 10:00 a.m. to 11:00 a.m.

AGENDA

- 1. Adoption of the Agenda**
- 2. Approval of Minutes**
- 3. Reports & Discussion Items**
 - 3.1 Overview of Professional Development Purpose**
 - 3.2 Set Goals for 2011/2012**
 - 3.3 Overview of Flex Day Professional Development Requests**
 - 3.4 Professional Development Opportunities in the TLC**
- 4. Next Meeting - October 14, 2011**
 - **Agenda Items**
- 5. Adjournment**

Staff Development Committee Meeting

Minutes

Date: Friday, September 9, 2011
Present: Faye Smyle, Jan Schardt, Laura Ecklin, Mary Shea, Rebecca Scott, John Dota
Start time: 10:00 a.m.
End time: 11:00 a.m.
Prepared by: Jan Schardt

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

The agenda was adopted. M/S/C (Schardt/Smyle) that the minutes from the May 13, 2011 meeting be approved.

FOLLOW UP INFORMATION FROM MAY MEETING: Laura Ecklin reported that the Bias Incident Team is working on a "No Hate" campaign and a "Power of Words" campaign both to be promoted in the spring. Rebecca Scott reminded the committee that there are trained facilitators for "Stop the Hate" which is to be rolled out from the TLC. The trained facilitators are Rebecca Scott, Jeremy Ecklin, Maria Villa-Gomez and Diane Van Deusen. These campaigns are to be taken to the Inclusivity Committee next week.

Laura Ecklin reported that HR hosted a stress workshop. Jan Schardt asked that the HR staff send her the number of people in these trainings so that the numbers can be tracked for reporting purposes.

COMMITTEE PURPOSE: Committee composition was discussed and it will be proposed to the Academic Senate that they change the Professional Development committee to read as "Chair, Academic Senate Professional Development Committee or appointee. Laura Ecklin and Rebecca Scott will send a joint email to Ann Gross requesting this. The rationale is that the chair is not always available to attend and this will allow them to have input; the chair will be copied on all minutes and correspondence.

The purpose, plan, and responsibility of committee members were reviewed with no changes.

Laura Ecklin reported that the HR staff is starting a spreadsheet of trainings that are mentioned in employee evaluations. She will review the spreadsheet periodically and inform the committee as to what trainings are being requested.

Jan Schardt will be contacting all deans, division chairs, coordinators and supervisors to offer the menu of choices. A database on what people want and a database on who will do the training will be developed. When staff shows an interest in a workshop Jan Schardt will follow up with a personal phone call. Rebecca Scott reported that the menu of choices will be presented to Instruction Council at their next meeting. It was decided to put the topics in categories. We will also need to think of a way to thank all of the volunteers who are putting on the workshops for us since we have no budget.

WORKSHOPS: It was decided that we need to create traveling workshops. "Stop the Hate" should be done by departments. A subcommittee will meet to work with the HR staff about the EAP and Safe Schools trainings that are available.

GOALS FOR THE YEAR: One of the most important goals is to get all of the trainings connected to the TLC. To get the menu of choices out and to meet the needs of the departments and individuals in regards to evaluations.

Rebecca Scott will send out an email announcing the upcoming workshops and announce that Jan Schardt is doing the coordinating. On November 15th from 12:30-1:30 a workshop on Mobility in Education will be presented this is through Apple. More details will be coming out as they are developed.

SPRING FLEX DAY: This may be needed for assessment so it could turn out to be a half day on SLO's.
