**Staff Development/FLEX Committee Meeting**

**Wednesday, August 8th, 2018**

**Present –** Katie O’Brien, Sable Cantus, Alice Mecom, Kathy Gomez, Lisa Sandoval, Ruthie Retana, Maria Martinez

**Approval of Minutes –** The minutes of the July 11th, 2018 were approved with a minor revision.

**Updates –**

**CSEA –**

* The new maximum award CSEA members can apply for out of their professional development set aside is $1100.00.
* Lisa summarized the findings from the CSEA PD Day evaluation that sought responses from both attendees and non-attendees:

 -Primary reason for non-attendance was due to A days, vacation and/or no workshop of interest

 -The vast majority of attendees found the sessions very valuable

**Leadership Academy –** The opening retreat is taking place this Friday and Saturday, August 10-11.

**Basic Skills-**

 We are in the 3rd and final year of two Basic Skills grants. The bulk of funds will be used to support faculty implementation of AB 705 and will include sending a group to Kansas City to explore adoption of Supplemental Instruction (SI). If there is some buy-in generated by this, SI training may be brought to the campus. CSEA reps. on the committee stressed the importance of including Instructional Assistants in potential SI training and implementation.

 Maria is working on a panel discussion of instructional support options and was interested in the best time to

 hold this. It was suggested to consider having this be a part of our Spring 2019 general FLEX Day morning session.

 The 2 day “On Course” training funded by the BSOT grant is taking place this week.

**2018-2019 Grants Discussion**

 Sable and Teresa have been working to simplify the grants application process. Sable reviewed the proposed

 fillable grants and received feedback and general support from the group. It was suggested that a line be added indicating the applicant’s responsibility to ensure the application has been forwarded to Staff Development by the appropriate deadline. Further suggestions should be forwarded to Sable.

 Katie proposed the following funding periods which were approved by the committee:

 -Fall 2018 – Applications due by 9/22, to fund projects from 9/28/18-2/28/19

 -Winter/Spring 2019 – Applications due by 11/30/18 to fund projects from 12/7-18-5/1/19

 -Summer 2019 – Applications due by 4/5/19 to fund projects from 5/1/19-9/25/19

**2018-2019 Meeting Times**

 Katie proposed moving meetings to the 2nd and 4th Wednesdays of the month from 2:30-3:30 and the committee agreed.

**Fall FLEX Day Agenda Review –** The agenda and workshops were approved by the committee.

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This meeting adjourned at 3:20pm, with the next meeting to be on Wednesday, August 22nd, 2018