

## Staff Development/FLEX Committee

### Meeting

Wednesday, July 15, 2020

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**Present via Zoom** – Teresa Martinez, Alice Mecom, Kathy Gomez, Lisa Sandoval, Ruthie Retana, Sandra Rivera, Brenda Harlow

**PD Integration Team** – Alice explained to the committee that this PD integration team was put together by the VPAA some time ago so that different campus groups offering PD activities could have a way to organize in a de-siloed manner, by establishing a PD plan that includes all campus efforts (Equity, Guided Pathways, Distance Ed, etc). Alice will meet with them once a month to streamline PD campus-wide. The team consists of Juana Mora, Jill Pfeiffer, Lydia Gonzalez, Kevin Smith, and Laura Ramirez. Alice will be meeting with them on August 24<sup>th</sup>, 2020 and will report out. We will leave this item on the agenda for the future meetings

**Faculty on SD committee** – Alice will be speaking with Kevin Smith to see if Kelly Lynch and Jose Arroyo would like to stay on the committee; depending on their responses we may need to get two more faculty representatives.

**MCC Representative** – Michaela will send an email out to MCC to get a replacement for Alice who cannot serve as manager rep and Flex/SD coordinator at the same time.

#### **CSEA PD Post meeting** –

- FLEX Day ideas to have a workshop on what the different offices are doing and getting to know what each area offers and the people who work there
- The purpose statements were put on a word document so that we can review them
- It was suggested that these purpose statements can be used for email signatures, or maybe make a newsletter
- Need to upload the classified workshop (Demystifying) recording to the SD website

#### **Review of FLEX Day Agenda** –

- The committee reviewed the FLEX Day agenda, and all agreed that agenda is fine
- Have the morning session speakers be pre-recorded a week before FLEX Day – Alice, myself, Ruthie, Carlos Monteros, and Eric Telles from A/V will meet to see how we can record these speeches
- Alice created a canvas shell with all FLEX Day materials
- We have received the following workshops –
  - Grant Tovamasian - Integrating Immediacy Into the Classroom – Approved
  - Luke Gunderson – CalStrs Pension Basics for adjuncts – Approved
  - Connie Gutierrez & DSPS Staff – Serving DSPS students during remote class instruction. Support and tips for faculty – Approved
- The committee reviewed the Guiding questions for 10:30 Breakouts – the committee agreed that the questions are relevant for the day

This meeting adjourned at 3:30pm, next meeting will be on Wednesday, July 29<sup>th</sup>, 2020

## Staff Development/FLEX Committee

### Meeting

Wednesday, July 29, 2020

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**Present** – Lisa Sandoval, Teresa Martinez, Alice Mecom, Kathy Gomez, Brenda Harlow, Michaela Brehm

#### **Updates -**

**CSEA** – No updates at this time - A lot of classified are busy on FLEX Day, so we will plan a follow up CSEA PD event at a later date

**MCC** – The MCC is wanting to resurrect the Leadership by Strengths training. They are going to re-pitch the idea to the MCC to see if they fund it somewhere else

**Technology Training** – no updates

**Leadership Academy** – no updates

**Distance Ed.** - no updates

**Guided Pathways** – The new Guided Pathways is looking really good

**SanFACC Mentor Program** – no updates

#### **Professional Development Integration Team –**

- Alice will be meeting monthly with Juana Mora on Equity, Alyson Cartagena on SLO's, Lydia Gonzalez on Guided Pathways, and Jill Pfeiffer on Distance Ed to combine PD efforts. Alice will report out to the committee

#### **FLEX Day Review -**

#### **Proposal Review -**

- Bill Curington - Online English Labs in a Covid-19 World – Approved
- Alex Dejean & Abraham Nesheiwat – Introduction to Gradebook, Speed Grader, and Rubrics – Approved
- Denna Sanchez & Glenn Heap – Teaching Students and Subjects- Students First – Approved
- Connie Gutierrez & DSPS Staff – Serving DSPS Students during a Remote Instructions – Approved
- Luke Gunderson – CalSTRS Basics for Adjuncts – Approved
- Jasmine Rodriguez – Virtual Field Trips: Online Learning in Living Color – Approved
- Joe Louis Hernandez, Oscar Duran, Jorge Rios, Margarita Angon - Start RISE at Rio, Go Anywhere – Supporting our students through an anti-deficit asset based approach by uplifting their lived experiences – Approved
- Grant Tovamasian - Integrating Immediacy Into Your Classroom – Approved
- George Wheeler – Preserving Guided Pathways for Music Students – Approved

Teresa will be sending the presenters a workshop confirmation email with the following information -

- Send a Zoom link by August 5<sup>th</sup>, 2020
- Require registration and send me the list of participants
- Record the meeting and send recording to Teresa
- Add Teresa Martinez as a co-host

**The committee reviewed the FLEX Day Canvas Shell -**

- There will be a campus wide email sent with the Canvas link
- The link will also be available on the Staff Development Website
- The welcome is on hold at this time
- The welcome speeches are supposed to be recorded; those speeches are still be worked on

This meeting adjourned at 3:30pm, next meeting will be held on Wednesday, August 5<sup>th</sup>, 2020

Staff Development/FLEX Committee

Meeting

Wednesday, September 2, 2020

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**Present via Zoom** – Sandra Rivera, Alice Mecom, Michaela Brehm, Jose Arroyo, Lisa Sandoval, Ruthie Retana, Kathy Gomez, Sable Cantus, Teresa Martinez

**Approval of Minutes** – The minutes of the July 29<sup>th</sup>, 202 were approved as submitted

Faculty Coordinator Position came out last week. There should be applicants soon.

**FLEX Day Review** –

- 307 filled out the survey
- The majority of the comments were positive, other than the technical issues that day. The content of the day, majority said it was engaging and productive.
- Very few classified and managers filled out the survey
- The results show the Care Webinar showed positive responses
- The department area Care reflection was well-received
- Workshops were well attended, Speed Grader and Equity workshops were most popular
- The Asynchronous option was well received
- Classified discussion area was well attended
- Canvas shell was clear and worked well – The Canvas shell has all the videos of the workshops but we have not announced it because they are not captioned. We will work on that.
- Divisions turned in their Care Strategies – Alice put together a list of trends
  - Learn names of Staff
  - Help students form study groups
  - Proactive intervention
  - Begin class with a check in/end with exit activity
  - Help students get to know each other
  - Opportunity for early feedback/Early success on Student work
  - Instructors humanize themselves
  - Get to know students/Survey
  - Assist with tech needs
  - Be approachable/responsive
  - Provide info on canvas progress
  - Bring in Industry speakers
- Alice has started Friday noon SD workshops using on campus resources – First one was on Bitmojis, second one was on How to Create Community in Your Classroom, the third on coming up is a meet and greet on Zoom with the tutors and Library Staff. More will be announced.

- We will be posting the workshops soon on the Staff Development website
- Sandra asked if there is any type of funding for or SD budget to support this initiatives? There is no set budget as of yet. Alice will speak to Laure about this, and get back to the committee.
- Sandra stated that Kevin Smith put together a committee to brainstorm about self-care strategies for faculty and staff – more to be discussed

### **Integrated Professional Development Team – (Summary Discussion)**

- The theme of Care has been adopted for 20-21 and is one of the 6 success factors
- They created a chart to show how the four pillars are being used
- The chart will be updated throughout the year

### **Updates –**

- Title V Grant has been awarded for 5 for more years – More to be discussed at a later date
- CSEA – Sandra, Kathy, Alice, and Lisa will meet to go over next steps on a classified event
- MCC – Moving forward with ordering the Strength based Leaderships books
- Technology Training – training continues to go on, a lot of adjunct training, and one global change to Microsoft Teams add students to the Teams.

### **Other –**

- Michaela suggested that we put together a list of licenses and technology that we offer on campus so that the campus is all aware of what we have.

This meeting adjourned at 3:30pm, with the next meeting to be on Wednesday, September 16<sup>th</sup>, 2020.

## Staff Development/Flex Meeting

Wednesday, September 9th, 2020

1pm – 2pm

- I. Staff Development and Flex Minutes
- II. Rio Raices as a regular approved flex activity
- III. Reinitiating the flex grants
- IV. Flex activities to design and offer under our PD plan
- V. Campus PD Plan concept
- VI. Updates
  - A. CSEA
  - B. MCC
  - C. Technology
  - D. Leadership Academy
  - E. Distance Education
  - H. SanFACC Mentor Program (on hold due to Covid)
  - I. Title V
  - J. Integrated Professional Development Campus Plan: GP, DE, Outcomes, Program Planning, Equity

## Staff Development Committee

### Meeting

Wednesday, September 16<sup>th</sup>, 2020

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**Present** – Lisa Sandoval, Teresa Martinez, Alice Mecom, Brenda Harlow, Lisa Sandoval, Sable Cantus

**Approval of Minutes** – The minutes of the September 2<sup>nd</sup>, 2020 were approved as submitted

Request from a faculty to add Rio Raices to the FLEX categories, the committee agrees this should be added to the categories.

### **Grants for the 20-21 School year**

- Alice said that we can move forward with Staff Development grants for the 20-21 school year. The committee said that we need to go over the budget and discuss how to allocate funds. Alice would like to see the budget from last year so that we can follow what we did last year. More to be discussed at the next meeting.

### **Campus Wide Professional Development Plan –**

- Alice shared the Campus Wide professional development plan with the committee, the focus will be on Care and the chart will be used to record all PD activities that have taken place on campus and how the activities connect to the Pillars of Guided Pathways
- Sandra Rivera, Kevin Smith, and Gita came from the Covid Taskforce meeting and they took the results of the Classified and the Management Morale survey and these two groups are very stressed. The Care theme will really help by getting these two groups help with crisis management and technology help. Maybe use PD funds to have workshops on those two topics. Alice said that we can look into us SD funds
- The committee gave their feedback on what type of PD workshops we should have –
  - Technology
  - Self Care
  - Yoga
  - Meditation
  - Helping students with labs and how to encourage students form study groups

### **Updates –**

#### **CSEA –**

- Sandra has the survey results from the Classified Morale Survey and will share them at the next meeting

#### **MCC –**

- No new updates, but Michaela was able to get funding for the Strength Quests books
- The Managers Morale survey results will be given at next meeting

### **Technology Training-**

- Sable compiled a list of technology licensing and available resources from the Chancellor's office and shared it with the committee



**Staff Development/Flex Meeting**

**Wednesday, September 30, 2020**

**1pm – 2pm**

- I. Staff Development and Flex Minutes
- II. Budget Review and Grant Discussion
- III. Campus PD Plan concept
- IV. Updates
  - A. CSEA - PD evaluation, RP article
  - B. MCC
  - C. Technology
  - D. Leadership Academy
  - E. Distance Education
  - F. Vision Resource Center
  - G. Guided Pathways
  - H. SanFACC Mentor Program
  - I. Title V
  - J. Integrated Professional Development Campus Plan: GP, DE, Outcomes, Program Planning, Equity

## Trauma-Informed Pedagogy: Teaching in Uncertain Times- Free Seminar Available

Katie O'Brien <KOBrien@riohondo.edu>

Thu 4/16/2020 9:48 AM

To: AAA--Full Time Faculty <FullTimeFaculty@riohondo.edu>; AAA--Part-Time Faculty <AAA--Part-TimeFaculty@riohondo.edu>; AAA--Managers List <MangList@riohondo.edu>

Cc: Teresa Martinez <tamartinez@riohondo.edu>

Read below for a timely seminar coming up on Monday, April 27th.

On a related note, the Staff Development office is working on a organized mechanism to alert you to the great number of professional learning opportunities available online. Please be on the lookout in the next day or so for information on what's available in the next two weeks.



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## Trauma-Informed Pedagogy: Teaching in Uncertain Times

**To register to this live seminar for free, enter coupon code [428MOS](#) in the cart prior to checkout. *Coupon code and registration for this live seminar both expire at 8:00 AM Central on Monday, April 27th.***

Educators from around the globe are facing so much uncertainty. With classes being suspended, courses being converted from face-to-face formats to online, closed facilities, and so much more, this no doubt not only has an impact on you, but your students as well.

This time of constant changes and uncertainty not only disrupts your students' educational pathways, but also their daily lives and impacts their emotional and mental well-being.

We are offering a live online seminar, titled **Trauma-Informed Pedagogy: Teaching in Uncertain Times**, to help educators further learn about how they can talk with their students about trauma and acquire further strategies they can use to help their students continue learning in the midst of this pandemic.

**Remember: To register to this live seminar for free, enter coupon code [428MOS](#) in the cart prior to checkout. *Coupon code and registration for this live seminar both expire at 8:00 AM Central on Monday, April 27th.***

[LEARN MORE ABOUT THIS LIVE SEMINAR](#)

For any educator who is faced with teaching in these difficult and trying times, especially through a remote platform that may seem to emphasize the distance between teacher and students, **Trauma-Informed Pedagogy: Teaching in Uncertain Times** will help you understand how trauma affects learning and what pedagogical techniques can be used to maximize student success in these uncertain times.



**Your Seminar Presenter:**

**Mays Imad, PhD**

Coordinator,

Teaching and Learning Center,

Pima Community College

# Trauma-Informed Pedagogy: Teaching in Uncertain Times

**DATE:** Tuesday, April 28, 2020

**TIME:** 2:00 p.m. EST; 1:00 p.m. CST; 12:00 p.m. MST; 11:00 a.m. PST

**COST:** Free when you use coupon code **428MOS** when registering before 8:00 AM Central on Monday, April 27th.

**TO REGISTER:** [Visit registration page](#) or email [support@magnapubs.com](mailto:support@magnapubs.com)

***Don't forget! To register to this live seminar for free, enter coupon code **428MOS** in the cart prior to checkout. Coupon code and registration for this live seminar both expire at 8:00 AM Central on Monday, April 27th.***

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## Updated Professional Development Calendar

Katie O'Brien <KOBrien@riohondo.edu>

Thu 4/23/2020 11:41 AM

To: AAA--Full Time Faculty <FullTimeFaculty@riohondo.edu>; AAA--Managers & Confidential Council <AAA--ManagersConfidentialCouncil@riohondo.edu>; AAA--Part-Time Faculty <AAA--Part-TimeFaculty@riohondo.edu>; AAA--Classified Employees <Classifieds@riohondo.edu>

Campus Family,

If like me you're struggling to keep up with the tremendous number of emails promoting valuable professional development webinars and opportunities, the Staff Development FLEX office will be regularly updating our online calendar so that you have one location to refer to for most upcoming events.

This includes both activities sponsored by Rio Hondo such as tomorrow's RTLA Student Equity Webinar with Dr. Frank Harris, as well as state sponsored opportunities such as the Webinar Series on "Racial Equity in Online Environments" organized by the Chancellor's Office and the Center for Urban Education.

Please follow this link view current offerings <https://www.riohondo.edu/staff-development/events/>.

As a note, if you click on the actual event, you will usually find a registration link as well.

We will continue to update this as activities become known to us and will send out an alert when we do so.

Wishing you all well,

Katie

## Coming Attractions in Professional Development

Katie O'Brien <KOBrien@riohondo.edu>

Mon 9/27/2021 2:00 PM

Collegial greetings,

Our fall professional development calendar continues to be added to, so please take a few moments to review the events and activities currently available @ [View our Integrated Professional Development Calendar](#) . Activities taking place in the next two weeks are highlighted below:

### **External Event-CVC/OEI**

Bearing Witness as an Act of Love with Dr. Mays Imad

**Friday, 10/8/21, 9:00am-10:00am**

[Register for this session.](#)

Identifying your High Opportunity Students with a Getting to Know you Survey

**Friday, 10/8/21, 10:30am-12:00pm**

[Register for this session.](#)

To view previous sessions offered in this series on go to [Find prior sessions offered in this series.](#)

### **Distance Education**

Engaging Students in Remote and Online Classes-Regular & Effective Contact Standards

**Friday, 10-1-21, 12:00pm-1:00 pm**

[Join this session](#)

**Password: VRzyn6uigf**

### **External Series -Pathways to Equity Learning Series**

Strengthening our Focus On Equity

**Tuesday, 9/28/21, 10:00am-12:00pm**

[Register for this session.](#)

[Learn more about this series](#)

### **External Equity Series: "Decentering Whiteness in Pathways"**

Presented by USC's Race & Ethnicity Center

Wednesday, September 29th, October 6th, and October 13th, 10:00am-11:00am

[Register for one or more the webinars in this series.](#)

### **Morale Building**

"Better Together" & "Rio Star" Staff Recognition Nominations

**Due: Thursday, 9/30/21, 5:00pm**

[Submit your nominations here!](#)

### **Outcomes**

Closing the Loop: Outcomes and Program Planning

**Thursday, 9/30/21, 12:00-1:00pm**

[Join this session.](#)

Crafting Quality Outcomes Statements

**Friday, 10/1/21, 10:00am-11:00am**

[Register for this session.](#)

*Katie O'Brien*

EOPS Counselor/Professor

Staff Development/FLEX Coordinator

Reflection & Renewal Facilitator

Rio Hondo College

kobrien@riohondo.edu

*"We work to become, not to acquire." ~ Elbert Hubbard*

## Coming Attractions in Professional Development

Katie O'Brien <KOBrien@riohondo.edu>

Mon 10/25/2021 9:00 AM

We continue to add to our fall professional development calendar, so please take a few moments to review the events and activities currently available @ [View our Integrated Professional Development Calendar](#) . Below you will find activities taking place in the coming weeks **and** a new item highlighting modules available 24-7 through the Vision Resource Center open to all California Community College employees.

### **External Event-Classified Staff Professional Needs Survey**

Let your voice be heard at the state level on the Diversity, Equity & Inclusion (DEI) training needs of staff!

Chancellor's Office and Classified Senate Survey closes on Friday, November 5th, 5:00pm

[Complete Classified DEI Needs Survey](#).

### **External Event-CVC/OEI**

## **Changing Students' Learning Narratives with a Self-affirming Ice Breaker and a Wisdom Wall**

Friday, 11/5/21, 10:30am-12:00pm

[Register for this session.](#)

To view previous sessions offered in this series on go to [Find prior sessions offered in this series.](#)

### **External Event: Introduction to the Pathways to Equity Learning Series**

Understanding Guided Pathways Key Performance Indicators

Tuesday, October 26th, 10:00am-12:00pm

[Register for this session.](#)

### **External Event: Re-Designing Organizations to Increase Equity and Student Success in Postsecondary Education with Dr. Kristen Renn**

*Sponsored by California State University Educational Leadership, Student Affairs, and the Cynthia Johnson Endowment.*

Friday, October 29th, 10:00am-12:30pm

[View Dr. Renn's Bio](#)

[Register for this session.](#)

### **Wellness**

Fall Reflection & Renewal Session-Autumn Reflections: Letting Go & Gathering In

Wednesday, 10/27/21, 3:00-4:30pm

[Register for R & R](#)

### **New Vision Resource Center Modules**

**"I Don't See Color, I Just See People: Becoming Culturally Competent"** — this module examines the way in which the U.S. educational system perpetuates inequity and introduces various frameworks



