**Staff Development/FLEX Committee Meeting**

**Wednesday, October 10th, 2018**

**Present –** Sable Cantus, Katie O’Brien, Kathy Gomez, Maria Martinez, Ruthie Retana, Brenda Harlow, Alice Mecom, Kelly Lynch, Vanessa Chavez

**Approval of Minutes –** The minutes of the September 26, 2018 minutes were approved as submitted

**Low Cost Grant Review –**

* + Alexandre Dejean – request to attend the National Communications Association Conference – approved for $200.00
	+ Zachary Jensen – request to attend International Literature Festival – approved for $200.00

**2018 Falls event update –**

* + Reflection & Retreat applications for 10/26/18 event are due this Friday, 10/12/18
	+ President Dreyfuss did give approval to proceed with the two planned Professional

Development workshops after Katie made the request outlining key points made by the

committee.

* + The Situational Awareness session led by Dean Mark Yokoyama had 28 attendees from across all employee groups and was said to be informative and engaging. The Gen Z session is coming up 11/1/18.
	+ A workshop on utilizing technology to engage students is being planned for the week of January 21st. This will be sponsored by Title V with an emphasis on FYS and Avance Counseling faculty however it’s anticipated that at least a portion of this session will be open to all faculty. A facilitator is still being looked for.
	+ The Basic Skills Pilot Partnership will fund an April 5th workshop with DJ Corson on “Engaging Students while Ensuring Rigor in the Classroom.” This will be open to all faculty and will include an option of earning stipends. This is also being built into the schedule of the New Faculty Success Seminar. Maria recommended a special invitation go out to those in the “Café con Libros” group as their discussion of the book “The College Fear Factor” has included the topic of rigor.
	+ A Project Based Learning training is still being pursued for the week of May 27th. This will also be open to all faculty, however those instructors who may want to be added to the FYS teaching pool would be required to attend.
	+ The committee is encouraged to think about additional workshop topics (including Cyber security) we’d like to offer for the spring.

**Updates**

 A. MCC – Katie informed Mark Yokoyama from MCC that while no set aside other than the funds for the Great Deans/Admin 101 is available, MCC would be welcome to apply for a grant to support a spring

 event.

 B. Leadership Academy – Kelly reported that cohort will be creating a Leadership Academy website and

 one additional project (a bench or a community service event) to still be finalized as part of their CIP.

 A holiday toy drive for the Interfaith foodbank is being organized.

 C. Basic Skills – The campus continues to work toward implementation of AB 705. A consultant is

 coming to campus to train tutors in the LAC and MSC.

 D. Technology Training – The college now has a site license for Adobe Creative Cloud. Any staff member

 can request access to this via IT.

**Fall FLEX Day Evaluation Review**

 Based on a review of the quantitative and qualitative feedback of the FLEX Day evaluations, the

 committee makes the following recommendations:

 -Continue to hold the general session in the Campus Inn, however have the check-in

 tables outside and have 4 sections of seating.

 -Offer two streams of breakout sessions whenever possible

 -Be mindful of making the PowerPoints as visible as possible given the back lighting

 -Have a drawing prize for MCC/CSEA employees who fill out the evaluation to encourage

 more completers.

 -Ask MCC if they would like to be included in the Fall FLEX Day convocation welcome

**Spring FLEX Day**

 A. President Dreyfuss would like to bring consultant Melinda Karp to the campus for our Spring

 FLEX day to offer a keynote and breakout session on Guided Pathways. $2500 of her $5700 fee will be coming out of Staff Development’s “Speakers” allocation and the remainder will be out of Guided Pathways funding. Input will be sought from the Guided Pathways Leadership team and Steering

 Committee on what focus would be serve the campus.

 B. SLO Coordinator Alyson Cartagena has requested some time be allotted for SLO work. Katie has noted this and also let her know that many constituencies are involved in the make-up of FLEX Day.

This meeting adjourned with the next meeting to be on Wednesday, October 10th, 2018