**Staff Development Committee Meeting**

**Wednesday, February 27, 2019**

Present—Katie Obrien, Vanessa Chavez, Maria Martinez, Sable Cantus, Sandra Hernandez

Staff Development Minutes—The minutes of the February 27, 2019 meeting were approved.

Low Cost Grant Recap—Committee agreed to move the one Low Cost Grant request to the next meeting and will be sent to the committee members electronically.

Spring Items

Digital Learning Day—

* Four RSVPs for LR128 viewing, however many more will be viewing from their computers
* Sable and Zulma will provide Tech Support
* Clarification was made that the Adobe Spark session is for all faculty who use online resources and not just for those that teach online
* Faculty who view sessions from their own computers will need to self-report Flex credit.
* Sign-in sheets for each session for those coming to the Viewing Room are needed.

Vision Resource Center

* A fully integrated website for FLEX/Professional Development tracking is possible and colleges can now to pilot this.
* Katie sent pilot project information to Teresa Dreyfuss, Gary Van Voorhis, Shawn Smith, Michelle Bean and Jill Pfeiffer to see if the college would like to move forward. A survey and application need to be completed by March 1st to participate in two upcoming pilot cohorts but Katie has yet to hear any response.
* Matt Koutroulis will be stepping away from maintaining FLEX Reporter in the next couple of years so this may need to be underlined to the Administration to highlight the need to adopt

some new system such as the Vision Resource Center.

Other Workshops

* Past surveys indicate Thursday’s at 1:00pm is one of the more popular times to offer workshops, however, as there is no remaining Thursday that doesn’t conflict with a department or RCHFA meeting, it was suggested to change the time to Wednesdays at 1:00pm. Katie will continue to work to contact presenters. Ryan Carey has agreed to present on Medical Situational Awareness and Katie will see if Kenn Pierson is available to reprise his “Critical Thinking in Post-Truth World” session.
* Katie wondered if a session for faculty on using the Vision Resource Center would be helpful but it was suggested that this information just be sent out via email.

Needs Assessment 2019

* The last assessment was done in 2017.
* Katie asked for a subcommittee to work on this. Vanessa Chavez agreed to work on this, and Sandra recommended Lisa Sandoval and Maria preferred we ask Ruthie Retana. Katie reminded the committee of our desire to ask managers to identify “required” professional development needs as part of our program plan. Katie also asked the committee to consider whether it made more sense to again use one more detailed instrument with various branches for employee groups, of 3, different more streamlined instruments per the samples provided from College of the Canyons. Katie will contact IRP to discuss further. The hope is to have this out to the campus the 1st or 2nd week of April.

By-Laws

Katie and Maria will work on this.

Planning Fiscal Council

* Katie submitted a written Staff Development written report submitted to PFC this month.

Updates—

CSEA

* Classified will receive a substantial amount of professional development funding per AB1808. Details are needed to ascertain what these funds are to be spent on and how these monies can be accessed.

Guided Pathways

* Katie sent a list of recommendation to the GP group that included having a skilled facilitator help craft a cohesive plan and having workgroup areas identify needed professional development that can then be forwarded to this committee to help facilitate implementation.

Basic Skills

* Two workshops are scheduled for faculty who want supplemental instruction (SI) in their classrooms.
* A final Chancellor’s Office report is being prepared and Maria will be contacting Katie to provide needed professional development information.
* There is an Equity Institute for Teaching and Learning for the summer prioritizing part time faculty.

SanFACC Mentor Program

* First call for 2019-2020 applicants has been sent to the campus.

FLEX Meeting

* The committee reviewed FLEX Day survey feedback. One observation was how folks appreciated having a diversity of breakout topics.
* Committee members also brought up experiences of FLEX and other campuses, including the closing of all campus offices so that all employees could participate. Vanessa volunteered to explore and report back on how other campuses organize their FLEX Days.