**Staff Development/FLEX Committee Minutes**

**Wednesday, January 29, 2020**

Lisa Sandoval, Sable Cantus, Jose Arroyo, Kathy Gomez, Katie O’Brien, Brenda Harlow, Ruthie Retana, Alice Mecom

**Minutes** – The minutes of the January 15th, 2020 meeting were approved as submitted

**Equity/Guided Pathways One Time Grant Applications –**

* The committee reviewed the application and decided to take out question #3 and add the following question: *Which of the equitable outcomes and/or Guided Pathways pillars would benefit from this grant?* It was also suggested to add a link to the 4 pillars.
* Katie will let Dr. Reyes, Laura Ramirez, Juana Mora, and Lydia Gonzalez know about the grant applications and will finalize and send out them out the week of 2/10/2020. Katie will also ask Juana and Lydia to help review applications
* We will award up to $5,700, which will leave $5,000 for general summer grants.

**Updates –**

**MCC –** There will be an executive meeting on Thursday, February 6th, 2020.

**Technology –** Tech training as scheduled.

**Leadership Academy –**

* Kick off to recruitment started on FLEX Day. There was a Manager’s Info session on January 21st, 2020 and there will be 3 general info sessions in February and March.
* The Leadership Academy website has the updated application and links to register for the Info sessions.

**Distance Education –**

* Jill Pfeiffer and Jodi Senk are hosting an Online Accessibility training workshop on February 7, 2020. 26 have signed up so far and 7 stipends are available out of Staff Development funds. Everyone who attends will receive an adobe license.

**VCR –** Katie needs to meet with Shawn Smith and Gary Va Voorhis to see if we will be perusing this.

**Title V –**

* Katie asked Barbara if there will be any professional development money available to spend before the grant sunsets. Barbara will be verifying what is possible. Two potential workshops: Dr. Miguel Powers on Growth Mindset and a 2 day On Course workshop on Neuroscience & Learner Effectiveness.

**Potential Spring events –**

* How Not to get Hacked Workshop
* Pearson Learning Catalytic (Katie will do some research on it)
* Online Education Accessibility Training
* R &R Retreat (April 3rd, 2020) at Mater Dolorosa
* Planning CSEA Guided Pathways/Equity Event
* 2 more rounds of grant applications

**Other- Spring Meetings-**There was some confusion about the meeting schedule for the spring. Starting on 2/19/20, meetings will be scheduled the 1st and 3rd Wednesday of each month from 2:30-3:30. CSEA Professional Development fund planning meetings will take place the 4th Wednesday of the month from 2:30-3:30.

**FLEX Day Initial Review –**

* Next meeting the committee will review the FLEX Day evaluations.
* Some informal feedback:
	+ The morning session was a bit too long, but it flowed smoothly.
	+ The PowerPoint presentation from the off campus keynotes was not readable.
	+ The Equity practices share out was well attended and engendered valuable conversations.

**Other –FLEX Request**

* There is a request from a part-time faculty to receive FLEX credit for faculty office hours. After a long discussion the committee feels part-time faculty office hours cannot be counted for FLEX credit as simply the “holding” of office hours does not guarantee any students will actually show up. However, the “All faculty pre-approved FLEX” list already contains items on tutoring students and offering workshops. Katie will let the requestor know that this sort of activity, as long as the faculty member can verify student’s attended and are not being otherwise compensated, can count for FLEX.

This meeting ended at 3:30pm with the next meeting to be on Wednesday, February 19th, 2020