**Staff Development/FLEX Committee Meeting**

**Wednesday, May 6th, 2020**

**Present –** Katie O’Brien, Teresa Martinez, Lisa Sandoval, Kathy Gomez, Michaela Brehm, Sandra Rivera, Brenda Harlow, Alice Mecom, Ruthie Retana, Sable Cantus

**Approval of Minutes –** The minutes of the last meeting were lost, if found we will come back to it

**Updates –**

**CSEA –** No updates

**MCC –** Michaela went to accounting to submit a requisition for the approved PD Strength Quest workbooks, but requisition was turned away and the request would not be honored even though it was already allocated. Katie will ask Dr. Ramirez about the Staff Development budget and set aside funds.

**Technology training –**

* There has been a large number of trainings taking place in the last year with 606 trainees from April 2019 to April 2020.
* Sable built a training lab for people who cannot work remotely and is hoping to create a faculty lab.

**Leadership Academy -**

* 13 strong applications have been received.
* Kelly Lynch is scheduled for an interview for the Faculty Coordinator position.
* The Steering committee created a survey to ask to 13 who applied what their preferred options would be if the Academy needed to be postponed or begun virtually.

**Distance Education -**

* The Staff Development office continues to work with Distance Ed and with Dr. Ramirez’ office to help facilitate the stipend process for the Online Teaching Certification. Over 170 faculty have requested the stipend and 60 faculty have completed it so far. The goal of Dr. Ramirez is to have all faculty complete this internal certification by the end of this calendar year.

**VRC –** Katie has been regularly logging in to see if there are any PD events that should be put on the Staff Development calendar.

**Guided Pathways –**

* Alice Mecom talked about the Virtual Success Teams that involved having Classified reach out and call students to see how they are doing.
* Alice summarized the experience and reported that even if Rio Hondo couldn’t provide all the resources that students needed, students appreciated the call and felt that Rio Hondo really cares about them.
* This was a good learning experience for those who helped with the calls.
* Next Friday there will be a webinar for the Rio Hondo Virtual Success teams to share their experiences.

**Spring Events**

* The Voices from the Deep River Reflection forum will continue for 2 more weeks. There sharing has been very rich.
* The Equitable Grading Policies in a Pandemic webinar was well attended with 40 participants.
* A sub-committee continues to meet to discuss a CSEA PD event. This is a work in progress and it’s still been determined when would be best to offer this.

**Other-**

* Katie received an inquiry from a part-time faculty about summer low cost grants. Since it’s unclear if we can use our remaining budget, Katie will consult with Dr. Ramirez and then circle back with the faculty member.
* Michaela is meeting with Chris Hawkins tomorrow and will ask him if we can use the federal CARES funding to support the Staff Development grants and other initiatives.
* There is still uncertainty about the future of the Staff Development Office. Katie has followed with the faculty leaders and there is no information being shared at this point.

**FLEX –**

* We extended the FLEX reporting deadline to Friday, May 15th, 2020. As usual, Teresa will send out reminders to the Deans about faculty who owe hours as that date approaches.
* Katie asked the Chancellors office if the faculty can carry over hours from spring to fall since there has been so much training as a result of Covid-19 but the response was “no.”
* Katie asked if we can add to the pre-approval list “Any trainings, webinars, research related to the migration to online instruction.” The committee agreed and this item will be added to FLEX category 2.
* The working theme for FLEX Day is “Staying on the Path in Times of Crises, Supporting Students, Supporting each other.”
* Alyson Cartagena reported that the Learning Outcomes committee would like to recommend that instead of offering any breakouts in the fall, that instead faculty focus on necessary Outcome discussions. As the committee believes that there are additional important topics to address beyond Outcomes this fall, that just one stream of two breakouts focus on Outcomes.

This meeting was adjourned at 3:30pm, with the next meeting