Staff Development/FLEX Committee Meeting

Wednesday, October 21st, 2020

President – Katie O’Brien, Kathy Gomez, Ruthie Retana, Kelly Lynch, Lisa Sandoval, Sandra Rivera, Sable Cantus, Brenda Harlow, Sandra Rivera

**Approval of Minutes –** The minutes of the October 7th, 2020 were approved as submitted.

**Updates –**

**CSEA –**

* Gita, Kevin Smith, and Sandra met with Teresa Dreyfuss who offered her support to implement activities and initiatives suggested in the “Morale” surveys. More will be discussed on how Staff Development can collaborate as appropriate on implementation.
* Kelly is willing to facilitate a workshop on “Working from home while also helping your kids work on Zoom School.” This workshop will be focused on CSEA, but is open to the whole campus. Sandra will speak to Teresa to get release time for anyone attending. Katie will get back to the group with prospective dates.
* CSEA representatives recommended that the “Warm Handoff” workshop take place in the spring.

**MCC –** The MCC received their Strength Based Leadership books

**Technology –**

* We have a SharePoint for Staff Development. All SD documents, grants, etc. should be saved and uploaded there.
* Sable will be facilitating “Adobe Sign” workshop sessions for those planning on applying for fall grants.
* It was suggested that Marketing make custom Rio Hondo backgrounds to use for Zoom. Ruthie said that she can do that and Katie will send an official request to Marketing.
* Sable recommended inviting those on campus attending the USC Equity Now series to join a Microsoft Team in order gather resources and share campus wide. It was also suggested to have these folks offer a spring workshop(s) on this topic

**Integrated Professional Development –**

* Katie attended the latest “IPD” meeting. Marie Eckstrom reported that the Accreditation process now requires new Quality Focused Projects. One idea centers on the concept of “Care” and how to better arm staff, faculty, and Managers to be more caring to students. Sandra said we can use the data from the phone call that were sent to the students to check on them and see how they are doing during these challenging times.
* Another possible project suggestion was to expand the work of the Student Equity Rio Teaching for Learning Institute and use the book “Culturally Responsive Teaching and the Brain” along with materials provided by consultant DJ Corson to provide a series of sessions for additional faculty. It was strongly suggested that those faculty who the data suggests are struggling with equity and success rates be the focus of this work. The committee will continue to collaborate on these projects as is appropriate.

**Budget –** Katie met with President Dreyfuss who approved the committee’s suggested adopted budget.

**Fall Activities –**

* As noted, Sable will be holding two “Adobe Sign” workshops
* Fall Grants will be sent to Teresa and will be uploaded to SharePoint for the committee to review. The deadline date for this round of grants is October 30th, 2020.
* Katie is sending out weekly updates on Staff Development activities happening on and off campus that are also uploaded to the SD website
* A virtual Reflection & Renewal session is taking place on 10/29/20.

**FLEX**

* After consultation with requestor, Michelle Bean, the following Rio Raices activity was added to the All Faculty approved list under Category 6– “Rio Riaces training, networking, and affinity group events.”
* New FLEX Activity request: Course Revision using Peralta’s “Online Equity Rubric.” The committee agreed that such course revision is part of contractual duties so cannot be used for FLEX, however any additional training/mentoring on how to use the “Rubric” is fine for FLEX.
* FLEX Reporter update – FLEX hours are updated, but there are a few activities that were not transferred over from the two online systems that were used before the FLEX Reporter was put back in place. The committee agreed that we send an email out to the faculty to check their FLEX reports and if they find any missing activities, to “re-input” them.

This meeting adjourned at 3:30pm, with the next meeting to be on Wednesday, November 4th, 2020