**Staff Development/Flex Meeting**

**Wednesday, 3-3-21 2:30pm – 3:30pm**

1. **Welcome new MCC representative – Dean Adam Wetsman**
2. **Review of Notes from 2-3-21 and Minutes from 2-17-21**

**III. Updates**

A. CSEA

B. MCC

C. Technology

D. Leadership Academy

G. Integrated Professional Development Campus Plan

H. Distance Ed

I. Vision Resource Center Cornerstone Integration

K. Other

**IV. Spring Events**

A. Inaugural RIO Talks report

B. Yoga & R & R Sessions

C. Happy Hacks – Request for 3:1 FLEX for those who send recordings with transcript

D. CSEA Drop in Lounge

1. Schedule of leads who will create Zoom links/facilitate

2. Any topics?

3. Marketing beyond Integrated calendar?

4. Other

**V. Staff Recognition Nominations (see two revised submissions below)**

A. Should revised submissions be announced? If so, in what venues?

B. Should program continue or be suspended until largely back on campus?

C. Other

**VI. FLEX Day Follow-up**

A. Status of FLEX Inputting

B. Will review FLEX Evaluation next meeting

C. Where to house breakout links.

D. Should asynchronous webinar list be re-activated or just provide some with a link to 3CSN site?

E. Other

**Sheila Lynch (re-submitted for “Rio Star” award)**- "Wow! It is hard to list just one event, but I will focus this on Sheila's work to again reach out each semester to promote OER and her willingness every term to help those who chose to take on the transition. As she is doing yet again in Spring 2021, Sheila has on multiple occasions, across disciplines, across semesters worked to promote OER adoption and continued OER use. She hosts OER workshops at practically every Flex Day each semester. She meets individually with individual faculty, as she did with me, to promote the use of OER resources and to promote accessibility and ethical attribution of OER resources. She has contributed so much to promoting OER with insufficient recognition. Specifics: She met with me, on her own time, to help me to understand how to appropriately include appropriate attributions in my work. She co-hosted one of her multiple Flex day workshops on OER adoption. She is an amazing, giving, supportive, much-valued colleague. Thank you, Sheila, for all you do!"

**Office of Online Education Nominated for “Better Together”**- When the pandemic first hit and RHC transitioned to fully remote learning, the Office of Distance Education worked long hours to get faculty trained and move all classes online. This was a truly Herculean effort. On March 14th, there were about 600 Canvas shells in existence. By March 21 there were more than 1,400. In other words, the Distance Education staff built over 800 Canvas shells in a mere 7 days, often working nights and on the weekend. The staff worked through spring break to ensure that all classes were ready to resume remotely. Since then, the Distance Education staff has routinely worked overtime hours in order to support Rio Hondo’s remote offerings. In addition to hosting live webinars, the DE staff offered emergency Canvas trainings (some of which were scheduled on Saturdays) to acclimate faculty to the online learning environment. They also provided training to all Instructional Assistants, including covering basic features in Canvas and Zoom. All the while, they constantly updated the Faculty Resource Center in Canvas as a hub for collected resources during the transition to online instruction. The DE staff also made themselves available by Zoom conference and by phone. Gabriela Olmos, Zulma Calderon, Dr. Grant Linsell, and Distance Ed faculty coordinator Jill Pfeiffer worked almost around the clock to ensure there was no interruption in instruction. They made the transition as seamless and painless as possible.