**Staff Development Committee Meeting**

**Wednesday, October 20th, 2021**

Katie O’Brien, Teresa Martinez, Alice Mecom, Jose Arroyo, Lisa Sandoval, Brenda Harlow, Kelly Lynch

**Approval of Minutes** – The minutes of the September 15th, 2021 meeting were approved as submitted.

**AB 361**

Due to AB 361, we are required to confirm that we need to continue to meet remotely every month due to emergency conditions created by the Pandemic. The committee confirmed this need by consensus.

**Grant Request**

Individual request from Grant Tovmasian of $750 to attend the NCA Convention – Committee approves.

**Updates –**

* MCC is currently discussion potential professional development activities. MCC needs to pick another representative to replace Ruthie Retana as she has a consistent conflict with this meeting. We are open to having a Confidential representative as suggested Alice approach the current MCC president to seek a volunteer.
* Leadership Academy –The Steering committee will be meeting soon discuss how to move forward.
* Professional Presentation Kits – The requisition was approved and we are still waiting on the order.

**Fall Activities –**

* The Returning to Campus Anxiety workshop with Glenn Heap had 25 participants and appeared to go very well.
* Fall R&R session October 27th, 2021
* Staff Development members will continue to talk with Connie Gutierrez about a DSPS focused workshop.

**One Day On Course Energizer Conference and recommendations on a keynote for Spring FLEX day -**

* Jose Arroyo and other attendees of this conference recommended that Dr. Flower Darby could be an excellent FLEX day keynote. Jose will send a link of her talk to the committee to get further input.
* Alice Mecom also recommended Diego Navarro who recently presented in a webinar on equity and the physiological responses that students who feel marginalized have. Alice will send the recording to the committee to vet as well.

**Other -**

* Katie met with Sable to discuss creating a homegrown “Podcast Institute” for faculty and staff on how to create your own Podcast. Sable has suggested a curriculum and explained it to the committee.\* The committee all agreed that this is something that we should pursue but still needs to determine whether it’s best to offer one starter session and/or have a series so that participants can work on project elements between sessions.
* Katie suggested that we ask for $1000 from Covid 19 funds to cover costs.

**Spring FLEX day initial ideas –**

* The committee discussed how to approach spring FLEX day planning. It was suggested to perhaps mirror aim for 40% asynchronous (i.e. general updates…) with 60% in person. Discussions will continue.

This meeting ended at 3:30pm with the next meeting to be on October 20th, 2021.

\*What is a podcast and how do podcasts work?

* + How do you listen to a podcast? Discover podcast clients
  + Discover podcast styles that interest you such as “buddy show”, “live-to-tape”, “NPR”, “Radiolab”, “Morning Zoo”, “Driveway Moments”, etc.
* How do you create a podcast?
  + Recording audio and/or video
    - Audacity Digital Audio Workstation
    - Paid service
  + Microphone options
  + Setting up your recording space
  + Planning your content
  + Recording remote interviews over zoom?
* How do you “host” your podcast?
  + Do-it-yourself
  + Paid hosting options
  + WordPress and the PowerPress Plugin
  + Myth of download statistics