**Staff Development/FLEX Committee Meeting**

**Wednesday, April 6th, 2022**

**2:30pm – 3:30pm**

**Present** – Katie O’Brien, Teresa Martinez, Sable Cantus, Sandra Rivera, Alice Mecon, Michaela Brehm, Kelly Lynch,

**Approval of the Minutes** – The minutes of the March 16th, 2022 meeting were approved with an edit regarding the Professional Development task force report.

**Updates –**

**CSEA –** Sandra, Kathy, and Lisa are exploring the organization of a classified activity to seek ideas on how on how to improve the FTES from a classified perspective. More to be discussed on this topic.

**MCC –** Nedra Brown Dean of KDA would like to be part of the committee. Nedra needs to speak with Le Ann Unger, the current President of MCC to seek appointment by this body.

**Leadership Academy**- 9 alumni that attended the first part of the event Leadership event and it was mentioned more time should have been set aside for this portion. The talk offered by Dr. Yeoh was highly effective with many additional members of the campus community attending. Russell will be speaking with President Dreyfuss one more time one more time to see if the Leadership Academy can move forward for this fall. If this isn’t approved, plans will be made to speak with the new President once she comes on board.

**Meeting remotely –** The committee again agreed to the necessity of meeting remotely due to the Pandemic.

**Grant Request –**

* Mike Garabedian – Request for $597 to pay for breakfast and lunch for a Library Planning retreat – Committee approves.
* Kathy Gomez and Fatima Garcia – Request to pay registration for ACTLA Conference “Meeting the Students where they Are” for $250 each. – Committee approves.

**Podcast Kit request –**

* Sable described a one unit 4 person recording Podcast kit that could be checked out it by Rio Hondo employees that would cost approximately $3000. This kit includes a mixing board, 4 high quality microphones, mic stands, headphones, and a carrying case that should be usable for 20 years. Sable says that the mixing board is easy to set up and that directions on how to set up the include will be provided. The Committee recommends moving forward with this expenditure. Katie will speak with President Dreyfuss to see if she will approve this purchase.
* If this item is approved, we will need to discuss where this will be housed and checked out. Sable reached out to the A/V team and has not heard back yet. The Library could maybe house this as well. Sable is willing to offer training as needed for those using the kit.

**Rio Talks podcast –**

* Sable demonstrated the Podcast webpage with a sample from each of our episodes. Three episodes are uploaded and available for listening and Katie will send out a campus wide announcement about this.

**Other –**

-R&R gathering is taking place April 8th and folks can still sign up.

-The final workshop Flower Darby’s “Stronger than Before” series will take place on 4/21/22 from 2:30-3:45PM

**FLEX Requests**

1. IRP would like to add the following items to the All Faculty approved list:

* 1)    ANNUAL PROGRAM PLAN TRAINING - An introduction to Rio Hondo’s Annual Planning Process, templates, and resources. (1 hour)
* 2)    DATA & ANALYSIS TRAINING - An introduction to Rio Hondo’s data visualizations and analysis for Annual Program Plans and Program Reviews (1 hour)
* 3)    PROGRAM REVIEW ORIENTATION – Orientation for programs going through Program Review (1 hour)
* 4)       PLANNING “OFFICE HOURS” - Drop-in webinars offering Annual Program Plan, Program Review, and Annual Unit Plan support. (Duration varies)

The committee approved items #1-3. Item #4 was not approved as it involves the work of Planning which is contractually obligated.

2. FLEX credit request for members of the English Composition LAB taskforce. The Committee approves with the understanding that Outcomes work cannot be used for FLEX but that exploring various topics like the impact of Covid-19 on instruction could be. Katie will communicate this to the requestor, Tom Callinan.

3. An email chain from a faculty member who did not believe specific information should be required for a FLEX submission. The Committee confirmed that as has been required of all faculty, specifics such as names of articles, books, videos… are required for approval.

This meeting adjourned at 3:30pm with the next meeting to be on Wednesday, April 20th, 2022