**Staff Development/Flex Meeting Minutes**

**Wednesday, 7/12/23 3:00pm – 4:00pm**

Meeting commenced at 3:00pm

**Present:** Katie O’Brien, Brenda Harlow, Lisa Sandoval, Michaela Brehm, Kathy Gomez, Kelly Lynch, Adam Wetsman, Sandra Hernandez,

**I. Minutes** from 6/21/23 were approved as submitted.

**II. Updates**

**A. CSEA** – N/A

**B. MCC** - N/A

**C. Technology** – Rudy Rios will be conducting three OWL Hybrid Meeting trainings that are open to all

employees who want to be able to utilize this technology.

**D. Leadership Academy** – N/A

**E. Distance Education** – N/A

**F. Other**

**III. Other**

1. **“On Course” ChatGPT/AI Workshop** – The committee discussed the possibility of sponsoring a group of employee to attend this remote workshop. Everyone thought this was a good idea and discussed how to distribute the opportunity across disciplines and how to also include some Instructional assistants. Adam suggested a simple application process. More will be discussed on this at the next meeting, but in the meantime, Brenda Harlow offered to facilitate FLEX Day sessions on ChatGPT/AI and can possibly mention the “On Course” opportunity. We will consider putting $2400 out of our funds toward this for faculty, and CSEA will consider putting funds toward Classified participants. Lisa and Sandy will get in touch with Mike Garabedian and Tyler Okamoto for suggestions on which Instructional Assistants might participate by out next meeting.

**B. Upcoming Summer Meeting:**  **8/02/23, 8/16/12** **3:00-4:00pm**

**FLEX Meeting**

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| **I. Fall Convocation Day Updates**  **A. 60th Anniversary Photo Shoot** - President Flores has announced that the morning session will take place  in the Gym, and the 60th photo shoot will take place on the soccer field. The Committee brainstormed alternative  means ways to have all of Rio Hondo staff participate in the photo as many faculty won’t be on campus and also  discussed issues of accessibility that need to be considered for those who’ll be participating. Katie will bring  these ideas/issues forward and will report back at the next meeting.   1. **Breakout proposals**- Katie sent the DSPS Director the faculty request for a session on how faculty can   support students with disabilities. The Director said the department was working on training modules and that this would be a priority so declined the request. The Committee approved all other proposed breakouts.     1. **Canvas Shell**- Modules will again be created as a central point to find information on the day. |
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