**Staff Development/Flex Meeting Minutes**

**Wednesday, 11/15/23 3:00pm – 4:00pm- LR 128**

Meeting commenced at 3:00pm

Present: Katie O’Brien, Brenda Harlow, Kathy Gomez, Michaela Brehm, Adam Wetsman, Jose Arroyo, Haruka Ito

**I.** Introductions and welcome of guest Haruka Ito. She is a participant in the New Faculty Success Seminar and is observing this committee meeting as part of that program.

**II. Minutes** from 11/1/23- approved as submitted.

**III. Updates**

**A. CSEA** – N/A

**B. MCC**– N/A

**C. Technology**– N/A

**D. Leadership Academy –** December 1st session will focus on Strategic Planning and Securing Funding.

**E. Distance Education** – N/A

**IV. Consideration of Professional Development Request Process –** Academic Senate President asked Katie to ask the Committee if there should be a more formalized process for employees to suggest professional development offerings. The committee discussed the current processes which involve bi-annual surveys, responding to state initiatives and administration directives, and constituency group needs as brought forward by their representatives on the committee, all of which are then discussed in the committee. The committee is not opposed to creating a form that could be put on the Staff Development website, but largely believes the process current works fine.

The Committee then discussed a speaker, Kathy Espinoza, that MichaelaBrehm put forward based on an email she received. As no one on the committee is familiar with this person or their work, Michaele Brehm will do more research to see if there is reason to consider this further.

**V. Other**

**A. On Course ChatGPT Workshop Update –** Katie O’ Brien sent out soft launch invitation to people who voiced initial interest, and later sent out a registration link campus-wide for people who are interested in the workshop. The workshop will take place January 24, 2024. Brenda Harlow suggests using rooms B107 and B108. Kathy Gomez will help book room LR128 as a backup and Katie will speak with the facilitator about his preference.

**B. Equity & Culturally Responsive Teaching course –** This online course for faculty was created and customized for Rio Hondo last winter and has been offered twice, Julio Flores, and Kelly Lynch will again facilitate a session from January 2-25th, 2024. 12 $500 stipends will be available for those who would prefer that to FLEX credit. Stipends for the facilitators and completers are coming from the state set aside for faculty professional development related to culturally responsive teaching.

**C. Staff Recognition for IT Update** – KatieO’Brien will contact Dr. Flores regarding the Staff Recognition nomination the committee approved for IT’s efforts to deal with the cyber-attack.

**FLEX Meeting**

**I. FLEX Reporting Deadline for Adjuncts –** December 1st is the deadline to submit documentation for fall obligations. Brenda.Moran will send a list to the Deans and Division Secretaries of faculty who are still missing required hours for additional follow-up.