



Staff Development

Approved Minutes

May 14, 2007, Room 1603

2:30-4:00 PM

Present: Jackie Fitzgerald, Michelle Gonzales, Greg Johns, Keith Jolly, Laurel Jones, Cynthia Keune, Barbara Morrissey, Jeff Sperry, Kimberly Tomlinson

Excused: Tina Inzerilla, Roni Jennings, Ann Jones

1. **Call to Order:** 2:36 p.m.

2. **Agenda**

Developmental Education Conference follow-up was added as 7B. Agenda was approved by consensus with change.

3. **Minutes**

Barbara thanked Roni for drafting the April minutes. The April minutes were unanimously approved as written.

4. **Approval of Conference Proposals**

The following conference proposal was approved:

#58-07 Toby Bielawski (summer conference, out-of-state)

There was a brief discussion about the "new" procedure for distributing copies of conference proposals to committee members each month, and whether or not it should be carried forward into the fall. It was felt it would be worth trying again with possible adjustments as necessary.

5. **Committee Reports**

A. Feedback from Constituencies

1. **Divisions**

Jackie reported for Division IV, and noted the meeting ran short on time and no Staff Development feedback was brought forward. Michelle reported for Division I, where feedback was that Instructional Assistants would like to part of the next Developmental Education Conference/workshop, as well as any follow-ups. It was suggested that a survey of Staff Development themes might be asked for upon the conclusion of one of these events. Cynthia reported for Division III, where feedback consisted of similar comments as Michelle. The division would like to see additional Developmental Education follow-ups. The recent conference was praised and well received. Keith reported for Division II, and noted the division would like to see themes next year which could consist of technology, change, or lifetime learning. It was also suggested no theme might be appropriate due to Accreditation.

Dr. Jones commented about Accreditation and indicated it will not formally begin until Spring 2008. Surveys are going to be conducted in the Fall. It is anticipated additional

information about the timeline of events will be distributed at the upcoming division meetings.

2. Classified

No recent feedback by Classified was reported.

3. Administration

Dr. Jones spoke briefly about the Developmental Education conference held in March. She would like to see Staff Development develop 2-3 similar events under the banner "learning literacy's," which could dovetail under this. She emphasized the importance of including Classified staff. On a budgetary note, she is hopeful that Staff Development will get the usual \$25,000 next year, as well as a possible roll-over. She is also optimistic that there will be new program and funding opportunities.

The current planning processes were highlighted. It was suggested a "game plan" be put into place, if possible, to offset potential late planning issues. There was a brief discussion about Convocation day activities, specifically for the Staff Development day. Barbara explained that in the past, the schedule of activities has been compiled through collaboration between the Academic Senate President and Staff Development; however, of late it has been put together by the Academic Senate President. A question arose regarding purview. Barbara indicated she will follow-up on this.

In conclusion, everyone was thanked for their participation and work on the committee this year.

6. Budget Review

Handouts of the draft budget sheets were provided for review. It is unclear what amount of funding Staff Development will get for 2007-08. It is anticipated it will be approximately \$25,000. There was a brief discussion about potential uses for the funding. One suggestion was to increase the maximum allowable conference reimbursement from \$300 to \$400 for full-time faculty and put less money towards mini-grants.

For the 2006-07 year, a total of 58 conference proposals were approved. It was emphasized there will be no TTIP monies next year, which helped provide additional programs and conference funding this year.

7. Planning

A. Review Conference Proposal Form for 2007- 08

The current conference proposal form was reviewed. Several suggestions were made on how to improve and simplify it. One idea consisted of putting the deadline dates and similar information on the backside of the cover sheet. It was also felt the actual deadline time of 5:00 p.m. should be highlighted in several spots. Barbara thanked everyone for their input and noted the form would be modified to incorporate some of the ideas presented. On another note, potential meeting and proposal deadlines dates for 2007-08 were discussed.

B. Developmental Education Conference Follow-up

Due to the positive responses received about the conference held in March, it was suggested follow-up events be held next year. Michelle proposed the session(s) could be modeled after Teachers Teaching Teachers. A question arose as to whether or not something should be planned for next Spring with an "appetizer" in the Fall. Dr. Jones indicated she is willing to assist with facilitating future events. She also spoke about pulling out themes from the recent conference and incorporating them into possible activities next year.

8. Good of the Order

Keith thanked Barbara for her leadership throughout the year.

9. Adjournment

The meeting adjourned at 4:00 p.m.