



Staff Development

Approved Minutes

October 9, 2006, Room 1603

2:30-4:30 PM

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

Absent: Roni Jennings

Guest: Tina Inzerilla

1. **Call to Order** 2:35 p.m.

2. **Agenda**
By consensus the agenda was approved as written.

3. **Welcome and Introduction of Staff Development Committee Members**
Due to a change, Keith Jolly replaces Lisa Weaver on the committee. Introductions were made for those not present at the September meeting.

4. **Minutes**
A motion was asked for to approve the minutes of September 11, 2006. Michelle Gonzales noted her last name was misspelled. It should be an "s" at the end, not "z".

Motion: To approve the September 11, 2006 minutes as amended.

MSC: A. Jones/J. Fitzgerald
Motion passed.

5. **Reports:**

A. Constituencies-Divisions, Classified, Administration

Michelle reported for Art and Communications. She noted feedback focused mainly on Teachers Teaching Teachers and whether or not there was interest in it. Cynthia reported her division feedback consisted mostly of inquiries about the conference proposal forms, specifically if it is appropriate to include more than one individual on a form if the conference is the same. Dr. Jones indicated this does pose a dilemma for her office in the context of reporting. She indicated she will follow-up with Martha Konrad. After a brief discussion, it was the overall consensus the forms should be completed on an individual basis; however, the committee would like to hear Martha's feedback.

There was no report from Business, Computers, and Applied Technology. Jackie reported for Social Science and Wellness. They have been informed about the conference proposal eligibility of \$300 per year for full-time faculty and \$150 per year for adjunct faculty, as well as the criteria. A concern raised by members of the division pertained to the lack of the ability to reserve funding for future conferences. For example, should an individual want to attend a conference in May, they should be able to reserve their \$300/\$150 eligibility now. Chairperson Morrissey noted to her knowledge this has never been done. There are many reasons for this, but mostly it centers on the workings of the budget and how Staff Development receives its funding for an academic year.

B. Chair Report (Barbara Morrissey)

Chairperson Morrissey briefly highlighted the new faculty orientation and distributed copies of the program and binder for committee members to look through. It was noted that Carie Kincaid designed both.

Help Desk at Your Desk flyers will be distributed to everyone's mailbox shortly. It will also be distributed via email. If the time slots fill, a waitlist will be created for a possible additional date.

6. Approval of Conference Proposals

An inquiry was made regarding faculty coverage when the same conference is attended by multiple staff within a department. It was reported there is generally no coverage.

#9-07 Dale Boercker
Approved, \$300

#10-07 Teri Henson and Kristine Woods
Approved, \$300 each

#11-07 Craig Kutil
Approved, \$300

#12-07 Greg Daubenmire
Approved, \$300 (out-of-state, pending Board approval). Dr. Jones suggested the process for out-of-state proposals be emphasized on the Intranet.

#13-07 Mary Campbell/Jim Heiner/Cindy Rosefield
Approved, \$300 each

#14-07 Elena Cole
Approved, \$300

Due to Ms. Cole being on sabbatical, an inquiry was raised regarding whether or not an individual can be on sabbatical and still receive Staff Development funding for a conference. It was determined this was appropriate. The proposal was approved.

#15-07 Christine Acacio
Approved, \$300

#16-07 Brenda Weak
Approved, \$300

7. Program Planning

A. TTIP Funds

A brief history of TTIP funds within Staff Development was provided. For the past few years, Staff development was responsible for TTIP funds. The committee funded technology related conferences, mini-grants, and provided many technology related programs and activities. Since the state no longer provides districts with TTIP money, there is \$16,163 carried over from the original TTIP funds. This is the last money LPC has under this funding category. It is believed we will be able to rollover this money for at least one more year.

B. Update Staff Development Information Sheet for conference proposals

At the previous meeting, the Staff Development Legitimate Uses document was distributed and discussed, feedback was requested.

Feedback received consisted of revising the document to clarify which criteria is state mandated and which is LPC. It was proposed the document title(s) be changed to reflect this. Other ideas consisted of including sections which highlights examples of the types of activities/events allowed/not allowed, adding the process/timelines for out-of-state conferences, and incorporating the potential for mini-grants with specific information about the application criteria and amounts available. Chairperson Morrissey noted the context of the document will be changed to promote more clarity. Revised documents will be forwarded to the committee at a later date for review and feedback.

C. Discuss and prioritize Staff Development ideas from divisions

Committee members went around and shared division feedback. Michelle reported her division would like to see more funding for a basic skills program. Resources are needed to pay adjuncts and bring full-time faculty together. Cynthia reported it was a similar discussion within her division, and the best way to get participation is through stipends and food. She briefly highlighted the mini-grant she received last spring in which Staff Development worked in conjunction with SLO's. She noted it was a very positive and productive activity.

There was an inquiry as to whether or not full-time faculty can be paid a stipend during normal work hours. It was clarified this is not done. It has to be time outside of their normal work hours. Tina Inzerilla noted she co-chairs the SLO Committee; they would like to see a greater participation in their workshops. To accomplish this, they would like to be able to obtain a mini-grant to assist with subsidizing the costs such for items such as food. Greg reported Classified would like to see a mini-grant available for programs that promote self-esteem, or to provide speakers along with workshops and programs outside of the normal Flex Days each semester. In an effort to get good participation, it was suggested the activity could be performed at a Town Meeting.

Keith reported his division would like to see more funding for assistance in development of new programs. Specifically for the time investment required, as well as the materials involved. Dr. Jones indicated she would like to see a developmental education/best practices speaker visit the campus. Other ideas included emergency preparedness training for all campus staff.

D. Mini-grants

Blank copies of the current mini-grant forms were distributed to all committee members after the last Staff Development meeting on September 11 for review and feedback. In an effort to revise the forms, the items to be determined were outlined as:

1. The purpose of the mini-grants
2. Funding
3. Criteria

Purpose: suggestions provided:

1. Using the Dollars (\$) for Department format, but remove the term "department." Don't limit it.
2. State on the form "Dollars for Mini-grants" and define usage.
3. Remove references to SLO's, leave in aspects of teaching, learning, and collegiality.
4. Incorporate the term "innovative" and a statement that reads "professional development activities that improve..."
5. Add a spot for the applicant to indicate whether it is an individual or group project.
6. Have speaker(s).

There was a brief discussion about the language on the coversheet guidelines. The document states: Staff Development funds are available to support innovative department, discipline, and workgroup professional development activities that improve Teaching and Learning, Student Learning Outcomes, and promote collegiality.

It was changed to state: Staff Development funds are available to support innovative ideas and activities that improve teaching and learning, promote professional development and collegiality.

By consensus it was agreed this was the language to use on the revised forms.

Funding: suggestions were:

1. Offer 10 \$600 grants for a total of \$6000.
2. Use a flat \$10,000 out of total \$30,000 budget for mini-grants.
3. Use TTIP funding for technology based grants. Use two (2) applications forms, one for the regular Staff Development grant (broad), the other for technology based programs (narrow).
4. Set aside \$4000 for TTIP technology grants (\$1000 each).

Criteria: suggestions were:

1. For TTIP grants: they should reflect the number of students served.
2. Outcomes should be shared campus wide for both types of grants. The form(s) should indicate how this will be accomplished. Check boxes could be provided for venues.
 - a. Town Meetings
 - b. Division meetings
 - c. Brown bag lunch

There was concern regarding the timelines to submit the grants as well complete them. The next Staff Development meeting is November 13 with the last meeting of the semester on December 11. The preference for submittals is to have all of them submitted at once for review by the committee. Dates were set as follows:

Submittal: Friday, November 17, 3:00 p.m.

Project completion: Friday, May 11, 3:00 p.m.

Emphasis was placed on the timelines. It is important to note that incomplete submittals will not be considered. Also, due to processing restraints in May, any project submitted after the completion date will not receive the funding it may have been approved for.

Forms will be revised as soon as possible and distributed to committee members for feedback.

8. **Budget**

For conferences this year, \$10,000 (\$5000 each semester) has been allocated. \$2000 will be set aside for funding the Classified Flex Days. A question arose as to whether or not the committee wanted to sponsor individuals to attend the Great Teachers seminar. Last year Staff Development funded two individuals at a cost of approximately \$1600. By consensus, it was agreed two (2) individuals will be sponsored again this year. Dr. Jones requested the information they bring back be shared with the overall campus community. Other items to be funded this year are Help Desk at Your Desk, and new faculty orientation program.

Dr. Jones proposed setting a portion of the budget aside for guest speaker appearances. Noting, guest speakers shouldn't have to be a part of mini-grants, as other funding can be set aside. Should the committee decide to pursue guest speakers, whether as part of a mini-grant or not, Dr. Jones indicated she is willing to facilitate on the program developmental portion of it. Jackie Fitzgerald, Michelle Gonzales, and Cynthia Keune volunteered to assist. By consensus, it was determined \$3000-5000 of the budget can be set aside for this.

9. **Good of the Order**

Nothing to report.

10. **Adjournment**

The meeting adjourned at 4:30 p.m.