LAS POSITAS COLLEGE
STAFF DEVELOPMENT COMMITTEE
SEPTEMBER 14, 2009
2:30 P.M., ROOM 1603

(Approved) Minutes

Present: Catherine Dunbar, David Everett, Greg Johns, Dyan Miller, John Ruys, Angella VenJohn, Scott Vigallon

Excused: Jeff Sperry

Guest: Laurel Jones, Robin Roy

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

2. **Welcome and Introduction**
Welcome and introductions were made. Mr. Ruys spoke briefly about the Staff Development website and how to access it. It was noted there is now a calendar of events, etc., which faculty and staff can access along with a link to sign-up for various workshops.

3. **Agenda**
Agenda was amended to add item 4a – Innovation Center name change. Agenda was approved as amended.

Mr. Ruys thanked Jeff Sperry and Scott Vigallon for their work on constructing the website and to Carie Kincaid for her assistance with Staff Development in general.

It was announced that Dyan Miller will serve on the committee this year as the Administrative representative; any questions/comments can be forwarded to her in Dr. Jones' absence.

4. **Approval of Minutes**
(Everett/Miller) to approve the minutes of April 13, 2009 as written; motion carried with two abstentions. There are no May minutes to approve.

4a. **Innovation Center Name Change**
Mr. Vigallon provided a brief history regarding the name, noting the name prior to the Innovation Center was PDC. It has been suggested that another name change may be in order. It is proposed the name be changed to the "Teaching and Learning Center." It was explained that initially an "innovation center dean" was going to be hired and there was a "think tank" approach to the center. It is clear Staff Development and the Innovation Center are part of the Teaching and Learning paradigm, and was suggested that perhaps it is time to begin the steps of integration and beginning meaningful discussion regarding best practices. Dr. Jones reported that last year the committee crafted proposed best practices as part of the Staff Development plan submitted by Dr. Pollard. Other names suggested:

- Professional Teaching and Learning Development Center
- Teaching and Learning Technology Center
- Professional Development Technology Center
- Professional Development and Organization Center
- Institutional Learning and Development Center

Concern was raised that given the tight budget times, the cost associated with changing the name may not be prudent at this time. It was noted this will be researched and brought back to the committee. In the meantime, it was suggested this be taken back to division meetings for feedback.

Mr. Vigallon commented on the amenities to be added to the center:

- Electronic copy board
- Furniture – tables and chairs
- Mobile panels for room separation
- Flat panel monitor
- Bookcase for Staff Development materials
- Technology related items
- Area for research, reading, and possible meeting room usage

5. **Shared Governance Document**

The current shared governance document was distributed for feedback. It was announced the committee has been charged to review it and make any changes. There was a discussion regarding the reporting relationship; the current document states the committee reports to the college president and college council with appointments made by the Academic Senate, Classified Senate, and Administration.

The question arose regarding the specific reporting relationship to the Academic Senate. It was stated that if this is the case, wouldn't they [Senate] have to approve the faculty assigned to this committee? Who then reports to the Senate? It was noted there are concerns with the term "appointment." It was suggested this term may have been used for contractual reasons; it is uncertain. A brief discussion ensued regarding the definition of a shared and participatory governance committee. Dr. Jones suggested College Council be asked what the term "appointment" means; there is a lack of clarity regarding the reporting relationship of this committee. Other items noted to change/update on the charge:

- Remove: "*First year selected by lottery*." (do not currently do)
- Remove/Change: *"PDC"* (no longer referred to by this)
- Review: the term/language *"Appointments by."*

In conclusion, Dr. Jones commented in regards to institutional policies; noting they are in the purview of the College Council; this committee should report to the council.

6. **Best Practices In Staff Development (handout)**

Mr. Ruys provided a copy of the proposed best practices document drafted last year as part of the Staff Development program proposal. Everyone was encouraged to review it and provide any feedback.

7. **Themes for 2009-10**

It was announced the five (5) main themes this year are:

- Personal development and wellness
- Leadership and management development
- Teaching and Learning
- Technology
- Service to students

8. **Cost Savings Measures**

Several ideas were brought forward as potential cost saving measures due to the limited funds this academic year. They are:

- Find experts on campus for possible presentations and/or workshops
- Larger on-campus sessions such as the brain based learning workshop
- Hosting non-profit on-campus training opportunities with local businesses, etc.
- Seek additional funding and grant opportunities
- Possible reduction in conference eligibility back to $300 per fulltime faculty/staff, per year.
- Limit the number of individuals from same departments that attend the same conference.
- Community partnerships
- Remove meal payments/reimbursements
- Encourage early registration payments for conferences since they tend to be reduced in price.

Committee members were encouraged to think about additional cost saving measures and contact Mr. Ruys. It was emphasized these are just ideas at this time.

9. **Budget**

The 2009-10 academic year Staff Development budget is $20,000. This is a reduction from last year. A proposed budget allocation was brought forward for committee approval. It was clarified funding can be moved among these accounts if necessary.

Proposed 2009-10 Budget Allocation:

Beginning Balance: $20,000.00	
Stipends:	$3,000.00
Office Supplies:	$500.00
Conferences:	$10,000.00 (split)
Memberships (4C/SD and NISOD):	$1,025.00
(NISOD is $950 per year)	
Staff Training & Workshops (includes $2000 for Classified Flex):	$5,475.00

After a brief discussion, it was decided conference eligibility will remain at $400 per fulltime faculty/staff for the year. It was noted that because there is less funding this year, less conferences will be able to be funded. It was determined the conference budget will be split per semester ($5000 each); there is a past practice of this occurring when budgets have been tight. Mr. Ruys also commented on the benefits of joining NISOD. It will provide more online resources, newsletters, and networking opportunities. There is a large yearly conference; if several individuals are interested in attending, it is possible a Foundation grant can be obtained.

(Johns/Everett) to approve the 2009-10 proposed budget allocation. Motion carried – unanimous.

A discussion ensued regarding conference proposal funding specifically for individuals within the same department that attend the same conference(s). Concern was raised this tends to “eat up” the budget resources for conferences each year, which may not allow for equitable funding for other individuals such as classified and administrative staff. It was also of concern how the information brought back from these conferences is being reported to colleagues. It was felt for example, that two (2) individuals from the same department could “pass along” conference data and information to others within the department/discipline. The committee was opposed to lowering the eligibility back down to $300 per year given the increasing costs of conferences. It was explained that historically, conference monies have been awarded on a first come, first serve

basis; there is currently no template for ranking proposals. Each proposal is reviewed by the committee and voted on via Blackboard.

Dr. Miller commented on how similar type requests were processed through her previous employer. She indicated the conference proposals went through the division; multiple requests for the same conference were included with others; ranked using a specific set of criteria and forwarded onto Staff Development with reporting out occurring at division meetings.

Dr. Jones indicated the reporting of information has been a concern of hers, to include sabbatical reporting. In conclusion after a brief discussion about budget allocation (current allocation comes from the college president), and splitting the conference monies per semester, it was determined the committee will put forth the recommendation that due to limited conference funds this year, it can fund only two (2) individuals per discipline to attend the same conference. Mr. Ruys noted he will communicate this to the campus.

10. **Approval of Conferences**

01-10 – Ken Ross
02-10 – Randy Taylor
03-10 – Nan Ho
04-10 – Aimee Suzara

Due to limited time to review proposals online, the committee requested the conference proposals be voted on via virtual vote. Mr. Ruys noted he will distribute an email notifying the individuals once the voting is complete. The deadline to submit a vote is Wednesday, September 14, 5:00 P.M.

11. **Other – Accreditation**
Dr. Jones provided a written report and asked everyone to review it. (See attachment #1)

12. **Good of the Order**
No items to report.

13. **Adjournment**
The meeting adjourned at 4:30 P.M.

(Attachment #1)

Staff Development
Vice President's Report
Academic Services
September, 2009

I want to take the opportunity to let the committee know that when our accreditation site visit team comes in October, the committee or committee members may be interviewed to discuss the role of staff development within the accreditation process. I want to remind the committee of areas where staff development has played a vital role in the success of our accreditation self study and areas where we may be asked a few questions. The visiting team will be looking at the committee's evidence of:

- How have we helped the college with professional development as it relates to the successful delivery methods used in the classroom both the traditional classroom and online?
- How have we evaluated our staff development program to assure we are meeting the needs of faculty, classified and administrators?
- What dialogue have we had regarding our role in student learning outcomes?
- Are we helping with technology training for the college?
- How have we ensured meaningful evaluation of professional development activities?

Also, I want to remind the committee of its review of all the program review goals submitted by the faculty through the last program review cycle. One of the demonstrated outcomes of that review was our co-hosting of one diversity training along with Curriculum and Campus Change Network, our work with the basic skills goals submitted by several discipline program reviews including training in adult learning and brain theory, and our work with providing training and resources for our initial student learning outcomes training as well. I am so very proud of the work we have done in this committee and the great work I know is ahead of us as we make our model program come to life. This committee is extremely important to the life of the college and to our accreditation mandates as well. Once the site visit is over, we will take time as a college to celebrate these wonderful accomplishments.