

Staff Development Committee
Patricia Santana/Pei-Hua Chou Co-Chairs
Meeting Minutes
February 9, 2005

Present: Nancy Asbury, Rik Barnes, Pei-Hua Chou, David Detwiler, Sandy Lyon, Barbara Modica, Marie Ramos, Patricia Santana, Nanette Wier

Absent: Shari Ball

The meeting was called to order by Patricia Santana at 2:00 pm.

Approval of Minutes

The minutes of November 10th were approved with one correction.

Spring 2005 Staff Development Week-how did it go? Suggestions for improvement?

- ❖ The Committee commends Rocky Rose for the great job he does each semester keeping the Staff Development Online Calendar up-to-date and current with all the last minute changes.
- ❖ The Committee received many positive comments in regards to the Spring 2005 Convocation. The program was very informative and entertaining and the staff liked the seating arrangements.
- ❖ A suggestion was made to ***(star) and bold** the workshops on the At-A-Glance Brochure that require pre-registration.
- ❖ Comments were received pertaining to last minute cancellation of workshops and the impact it has on adjuncts trying to complete their flex hours.
- ❖ The Committee will review the Staff Development website and make any changes/updates that are needed including the addition of a list of alternate staff development activities.
- ❖ A suggestion was made to add a “department” column to the sign-in sheet for tracking purposes when completing college surveys or reports.
- ❖ Online registration for staff development workshops was discussed and tabled until the next meeting.
- ❖ Since department meetings during Staff Development Week are held at the same time, it was recommended that we offer department specific technology workshops throughout the semester.
- ❖ A suggestion was made to change the name of the poetry and music workshop to “Sight, Sound and Words” in order to broaden the scope of the workshop to include art.

Staff Development Coordinator Position-an update

The position of Staff Development coordinator for the 2005 – 2007 term will be announced to all full-time faculty on campus. However, faculty with staff development experience would have more of an advantage. The announcement will also include a job description for the position. The term of the new coordinator will overlap with the term of the current coordinator for about a month.

Faculty Committee members Needed-Kari Wergeland, Kathryn Ingram no longer members

Kathryn Ingram and Kari Wergeland will no longer be able to serve on the Staff Development Committee. Nanette Weir replaced Kari’s position on the Committee which leaves a vacancy for one faculty position. The coordinator will contact the Academic Senate for a recommendation.

Title III Information-Pei Hua Chou & Patricia Santana

The Staff Development Committee will assist the Title III Office in identifying topics and developing guidelines and criteria for developing online staff development workshops. Presenters will receive additional flex credit for developing these types of workshops. One of the main focuses of the Title III Grant, year two, is to implement technology integration into online staff development workshops.

Staff Development Week Orientation/Open House

The College will host a half-day college-wide event, “Open House”, during the Fall 2005 Staff Development Week. Each department will have a table staffed with available faculty (flex credit available) and counselors to talk to students and address any needs they may have. The Staff Development Committee endorses this idea and will help organize the event. No staff development workshops will be scheduled during the timeframe of the event.

Staff Development Funding Requests

The following requests were approved:

None

Total **0**

Other

- Reminder: Meetings are on the second Wednesday of each month at 2:00 PM. March & April meetings will be held in F106.

Adjournment

The meeting adjourned at 3:20 pm.

Staff Development Committee
Patricia Santana/Pei-Hua Chou Co-Chairs
Meeting Minutes
March 9, 2005

Present: Nancy Asbury, Shari Ball, Rik Barnes, Pei-Hua Chou, Carmen Cox, David Detwiler, Peter Haro, Sandy Lyon, Barbara Modica, Marie Ramos, Patricia Santana

Absent: Nanette Wier

The meeting was called to order by Patricia Santana at 2:00 pm.

Approval of Minutes

The minutes of February 9th were approved with one correction.

Welcome New Committee Members

The Staff Development Committee welcomed the following new members:

- Carmen Cox, full-time English instructor, faculty representative
- Peter Haro, adjunct History instructor, adjunct faculty representative

Welcome Guest-Lyn Neylon

Lyn Neylon gave a presentation to the committee for an idea of creating a faculty newsletter. The newsletter would promote academic excellence and student success through articles concerning best teaching practices while creating a sense of community amongst all faculty members. The Staff Development Committee endorses the concept of creating such a newsletter.

Charge of the Staff Development Committee

The Staff Development Committee at Cuyamaca is made up of administrators, coordinator, faculty (full-time and part-time), classified and supervisory personnel. The announcement for the position of Staff Development Coordinator will be sent out to the campus next week.

- Administrative responsibilities: Set up overall framework of how the committee conducts business and makes sure the college is in compliance with the state regulations (AB 1725). The Staff Development Office processes all flex reporting paperwork and works closely with the Payroll Office.
- Coordinator responsibilities: Coordinates workshops and other activities having to do with professional development for staff, faculty and administrators; a member of the Innovation & Planning Council, Title III and Academic Senate Officers Committee. The Committee reviewed the Staff Development Coordinator job description and timeline for selecting the new coordinator. The announcement for selecting a new coordinator will be sent out to the campus next week.
- Committee responsibilities: Review travel requests and proposed individual flex plans.

Beyond Staff Development Week-list of activities

The Committee discussed additional activities beyond Staff Development Week that faculty can use for flex credit. Further discussion will be held at the next meeting.

On-line Pre-registration for Staff Development Week Workshop?

Discussion tabled until the next committee meeting.

Other

- A new title for the poetry workshop will be discussed at the next meeting. Members should come with ideas.

Staff Development Funding Requests

The following requests were approved:

None

Total* **0*

Other

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Adjournment

The meeting adjourned at 3:35 pm.

Staff Development Committee
Patricia Santana/Pei-Hua Chou Co-Chairs
Meeting Minutes
May 11, 2005

Present: Nancy Asbury, Shari Ball, Rik Barnes, Pei-Hua Chou, Carmen Cox,
David Detwiler, Peter Haro, Barbara Modica, Marie Ramos,
Patricia Santana, Nanette Wier

Absent: Sandy Lyon

The meeting was called to order by Patricia Santana at 2:05 pm.

Approval of Minutes

The minutes of March 9th were approved with one correction.

Welcome Guest-Mary Graham

Mary Graham gave a follow up presentation to the committee. The idea is to have a newsletter once per semester that will be concurrent with Staff Development Week. The newsletter would be attached to Staff Development but would not be the responsibility of the committee. The Foundation will fund the first issue to get the project started. Mary discussed the following ideas with the committee:

- The first issue would be an introduction to the newsletter and would provide information on staff development
- The Graphics Department would provide the design
- Editorial guidelines and a mission statement would be created
- Ten hours of flex credit would be given to the editors and the balance would be financed by the Foundation
- Editorial guidelines would be set up and then approved by staff development
- The newsletter would be uploaded to the campus website
- The goal for the first issue would be Spring 2006

Fall 05 Staff Development-Progress report/subcommittee meeting

The call for presentation forms have been coming in. The subcommittee of Patricia Santana, David Detwiler, Rik Barnes, Barbara Modica and Nancy Asbury will meet to put the Fall 2005 calendar together. The draft will be distributed to cabinet and the instructional deans for review.

On-line Staff Development Activities-Rik Barnes

Rik Barnes will research possible external staff development activities and make recommendations to the committee for further discussion. Patricia distributed Appendix A of AB 1725 to the committee which lists the authorized uses of faculty and staff development funds per Education Code, Section 87153.

Beyond Staff Development Week-Activities

The Committee discussed and revised the list of activities faculty could use to satisfy flex requirements beyond Staff Development Week.

Staff Development Matrix—On-going Institutional Staff Development Activities

Patricia distributed the grid of on-going institutionalized workshops that are offered each semester.

Staff Development Funding Requests

The following requests were approved:

None

Total **0**

Other

- Title III may offer stipends to faculty for attending summer technology training sessions.

Adjournment

The meeting adjourned at 3:30 pm.

Staff Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
September 14, 2005

Present: Nancy Asbury, Shari Ball, Lindy Brazil, David Detwiler, Peter Haro,
Sandy Lyon, Barbara Modica, Jodi Reed, Larry Sherwood, Nanette Wier

Absent: Marie Ramos

The meeting was called to order by David Detwiler at 2:05 pm.

Approval of Minutes

The minutes of May 11th were approved.

Welcome New Members

The Staff Development Committee welcomed the following new members:

- Larry Sherwood, Interim Associate Dean for Learning Resources, Staff Development Administrator
- Lindy Brazil, full-time English instructor, faculty representative
- Jodi Reed, full-time CIS instructor, faculty representative

Fall 05 Staff Development Week-How Did It Go?

The Committee received numerous positive comments on the quality of the workshops and food service. Suggestions were made to change the menu items at the next luncheon and the need to increase the time for some of the workshops. Staff were disappointed about the need to cancel the Poetry and Music Workshop which was due to a scheduling conflict. The Poetry and Music workshop will return next semester.

- Suggestions were made for possible future workshops such as:
 - Additional evenings for Old Globe plays (very popular event)
 - Series of workshops on topics such as: teaching online classes, WebCt, and BlackBoard
 - Workshop on emergency preparedness kit contents and how to be prepared at home for a natural disaster.

Review Deadlines for Staff Development

David Detwiler reviewed the full-time and part-time flex requirement deadline dates with the committee. The dates are noted on the back of each hire letter.

Flex Credit Discussion

- a) Flex credit for presenters-presenters receive two hours staff development credit for every hour of presentation. David Detwiler read the nine statutory approved activities listed in Title 5 of AB 1725. Larry Sherwood gave the Committee a brief summary of the original intent of AB 1725, which was “how to make people better teachers?” How do we revitalize and get teachers excited about teaching, give them new skills and keep them aware of the latest technology? The decision was to reduce instructional time each semester by one week with the idea that the time spent on staff

development activities would more than pay back the students for the loss of instructional class time. A suggestion was made to write to Title III for a grant asking for support in order to bring outside people in and pay them as consultants. Jodi Reed discussed a presentation she attended recently at a conference. The presenters discussed developing one or two unit classes on improving instruction. The classes were taught by different college faculty that specialized in a particular area.

- b) Workshops at other colleges (ie. Mesa College)-Adjuncts that work at other colleges have been requesting flex hours completed at other colleges be used to satisfy flex hours at Cuyamaca. The committee suggested these adjuncts sign a form stating they are not using the same hours to satisfy flex hours at both colleges.

Cuyamaca College Faculty Newsletter Proposal

This item will be discussed at the next meeting.

Future Staff Development Meetings (meetings will be held from 2:00 – 3:30 pm in the TLC)

- October 12
- November 9
- December 14

Staff Development Funding Requests

The following requests were approved:

None

<i>Total</i>	0
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Other

- None

Adjournment

The meeting adjourned at 3:00 pm.

Staff Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
October 12, 2005

Present: Nancy Asbury, Shari Ball, Lindy Brazil, David Detwiler,
Larry Sherwood, Nanette Wier

Absent: Peter Haro, Sandy Lyon, Barbara Modica, Marie Ramos, Jodi Reed

Others: Maria Mendoza-Bautista, Jackie Hider, Steve Weinert

The meeting was called to order by David Detwiler at 2:00 pm.

Approval of Minutes

The minutes of September 14th were approved.

Welcome Guests

The Staff Development Committee welcomed the following guests:

- Maria Mendoza-Bautista, Title III Director
- Jackie Hider, Reading/English Instructor
- Steve Weinert, Psychology Instructor

Title III

Maria Mendoza-Bautista gave a presentation on a workshop Title III would like to sponsor at Cuyamaca College, September 15-17, 2006. The three-day Skip Downing workshop entitled "On Course" explores learner-centered strategies for empowering students to become active, responsible learners. Title III will cover the cost of the workshop for 50 people; flex credit will be available. Jackie Hider gave examples of the value of this workshop and how she was able to incorporate some of the principles and tools she learned at the workshop into her teaching methods. The Staff Development Committee endorses the idea of bringing the Skip Downing workshop to Cuyamaca.

The Committee discussed the idea of Title III funding the cost of 4faculty.org for one year. 4faculty.org is an online professional development network of resources and learning modules designed specifically for the needs of community college faculty. One of the goals of Title III is to bring online staff development workshops to Cuyamaca College. Eventually, 4faculty.org could be institutionalized and paid for by TTIP. Staff Development will submit a mini-grant proposal to Title III to fund 4 faculty.org for one year.

Flex Credit for Survey

Steve Weinert would like to distribute a questionnaire to full-time faculty from the Student Success Committee and is requesting flex credit for those that complete it. The questionnaire addresses how faculty communicate with their students in order for the students to succeed. The Staff Development Committee endorses this idea and will grant two hours of flex credit for full-time faculty completing the questionnaire.

Spring 2006 Call for Presentations

The call for presentation forms will be emailed to the campus within a few days with a return date of November 4th.

Promote Individual Department Staff Development Offerings, Focusing on Adjunct Faculty

The coordinator will ask individual departments to present workshops for their departments during Staff Development Week and the week after. This would especially be of benefit to adjunct faculty trying to complete flex hours within the required time frame. Lindy Brazil will research information on having Richard Lederer as a speaker during Spring 2006 Staff Development Week.

Beyond Staff Development Week

This document will be distributed at the November 9th meeting.

New Staff Development Guidelines

The last revision of the Staff Development Guidelines and Procedures booklet was July 2000. David will distribute the most current edition of the booklet to the Committee at the next Staff Development Meeting. The Committee will revise the booklet and roll out the new version by Fall 2006.

Next Staff Development Meeting:

The next meeting will be November 9th.

Staff Development Funding Requests

The following requests were approved:

None

Total **0**

Other

- None

Adjournment

The meeting adjourned at 3:00 pm.

Staff Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
November 9, 2005

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Barbara Modica,
Jodi Reed, Larry Sherwood, Nanette Wier

Absent: Shari Ball, Peter Haro, Sandy Lyon, Marie Ramos

The meeting was called to order by David Detwiler at 2:05 pm.

Approval of Minutes

The minutes of October 12th were approved.

Spring 2006 Staff Development Week

Lindy Brazil gave an update on the play scheduled at the Old Globe Theater faculty can attend for flex credit. The play is scheduled for February 24th and is entitled "A Body of Water."

- a) Call for Presentations/Volunteers-The calendar committee will meet to put the first draft of the Spring 2006 calendar together.
- b) Richard Lederer-Lindy Brazil is trying to contact Richard Lederer for a presentation during Spring 2006 Staff Development Week.
- c) Online Staff Development-Title III made a commitment to fund 4faculty.org for the first year. The College will institutionalize 4faculty.org after the first year and fund the program with TTIP funds.
- d) Publishers, Financial Planners-Ron Barasch, Oxford Press representative, would like to present his materials from a pedagogical perspective by hosting a bookfair at Cuyamaca. David Detwiler will look into possibly having the bookfair during Staff Development Week.

Promote Individual Department Staff Development Offerings, Focusing on Adjunct Faculty

The coordinator would like to encourage individual departments to present workshops for their departments during Staff Development Week or the week after that would focus on adjunct instructors in order to help them meet their flex requirements. David would also like to tap into our own campus resources and encourage departments to present workshops in their area of expertise such as, workshops on automotive repair, health and wellbeing, book discussions, etc.

Beyond Staff Development Week

The coordinator distributed the "Beyond Staff Development Week" list of activities for the Committee to review.

New Staff Development Guidelines

The coordinator distributed the *Staff Development Guidelines and Procedures Booklet* to the Committee. David would like to revise this booklet and bring it up-to-date by Fall 2006. A faculty sub-committee of David Detwiler, Lindy Brazil, Jodi Reed, Nanette Wier and Pete Haro will meet before the next staff development meeting to discuss possible recommendations for revisions of the booklet.

Next Staff Development Meeting:

The next meeting is scheduled for December 14th.

Envelope Stuffing

The Committee will meet to stuff the staff development packets on January 5, 2006 at 2:00 pm.

Other

- Angela Nesta contacted David Detwiler about withdrawing the video series entitled Valuing Diversity from the library collection which was mainly used for flex credit. The collection is about 15 years old, is out-of-date or seldom viewed and would need to be repurchased in order to obtain a closed-caption series. The Committee feels there are numerous alternative activities faculty can use to fulfill flex credit requirements instead of using an out-dated video series.

Adjournment

The meeting adjourned at 3:05 pm.