

LAS POSITAS COLLEGE

Staff Development Committee Minutes

February 9, 2004

PRESENT: Barbara Morrissey, Giovanni Ortiz, Lettie Camp, Mark Tart, Phillip Manwell, Scott Vigallon, Frances Hui, LaVaughn Hart, Ann Jones, Lucy Sponsler

ABSENT: Steve Gunderson

EXCUSED: Toby Bielawski

1. CALL TO ORDER

Giovanni Ortiz called the meeting to order at 2:30 p.m.

2. APPROVAL OF MINUTES

The minutes of December 8, 2003 were approved as presented.

MSC: LaVaughn Hart/Lettie Camp
9 in favor/1 abstention

3. AGENDA

There were additional items added to the agenda. Item B to Section 5, Item B to Section 6.

4. PROPOSALS

There were a total of four (5) proposals submitted. Two (2) were denied for lack of documentation, one (1) was denied for not meeting AB1725 guidelines and two (2) were approved.

5. REPORTS

- A. PDC – The list is out for all the PDC workshops that are available for the Spring '04 semester. The workshops provided are based on the survey results of the LPC faculty and staff. Two (2) new workshops this Spring are “Accessible PowerPoint” and “Creating Accessible Word Documents through Acrobat”. The Smart Thinking License is good through June 2004. Mr. Vigallon does not know if it will be renewed but he has received excellent feedback from both students and faculty.
- B. Title III – The open Math and English labs are flourishing and receiving positive feedback. Ms. Cole will be coordinating the Honors Program. Ms. Cole is working on establishing Honors classes. A first Summer Bridge Programs is in the works. The Summer Bridge Program would consist of students taking both an English and Math course along with an orientation class. The program would bridge together high schools students with LPC.

6. NEW BUSINESS

- A. Teaching & Learning Funds – Dr. Manwell informed the members that there are \$30,000 available through Teaching & Learning funds. It is Dr. Manwell's understanding that it is now the charge of the Staff Development Committee to disburse these funds. The criteria for the Teaching & Learning funds are different than the proposal outlines for Staff Development funds. The members will wait until President Halliday arrives to get more clarification on the role of the Staff Development Committee with the Teaching & Learning funds.
- B. \$\$\$ for Departments – The members discussed the need for this opportunity to be offered once again. The funds provided through \$\$\$ for Departments allow for departmental and work group activities. The proposal maximum would be \$400.00. The proposal must show how multiple people in a discipline/area would benefit. The members agreed to get the information out to LPC and to set the deadline of March 1 for proposals. The amount set aside for \$\$\$ for Departments is \$2,000.

7. OLD BUSINESS

- A. Group Feedback – The members decided that the original set amount of \$900 would be used for group feedback. Ms. Morrissey will talk to Ms. Rheinheimer to see if she would like to be involved in small group feedback.

8. GUEST SPEAKER

President Halliday expressed how she felt about the Staff Development Committee being the perfect vehicle to administer the Teaching & Learning Funds. The purpose would be to distribute the \$30,000 over an 18 month period. The funding will be affected by whether the upcoming bond measures pass. These funds may be used to augment Staff Development funds next year. At this time it is safe to say that there will be no additional money from the State for Staff Development. President Halliday wanted the members of Staff Development to know that now is a good time to start brainstorming and developing a plan for the future of Staff Development. The President made reference to the Staff Development Office of Santa Rosa Community College as a good model to follow. It would be her vision to provide on-going activities, retreats, etc. through Staff Development.

President Halliday explained how the passing of these upcoming bonds would free up funds from the District budget that would perhaps open doors for Staff Development. President Halliday also explained that Community Ed Funds are not a good source of income for Staff Development since they don't actually turn a profit. President Halliday's wish for the future of LPC includes having a full operating Staff Development Office with a segment assigned to PDC. The goal would be to provide mentoring, conferences, interdisciplinary activities, and to allow for creativity. President Halliday is of the opinion that a strong Staff Development is a component that helps with growth.

There was further clarification on the distribution of Teaching & Learning Funds. President Halliday suggested the use of previous criteria but if the committee is interested in adjusting the criteria that would be fine. This is a good time to be creative.

Mr. Ortiz asked if the Chair of the Staff Development Committee could get release time. President Halliday explained that at this time it would not be feasible because there are many areas to look at in other committees. At this time it could not be done just for Staff Development and not other committees.

Ms. Hart expressed her concern about not having enough support as a committee to deal with the distribution of Teaching & Learning Funds. President Halliday suggested talking to Ms. Luster, whom previously handled this project, to find out more about the work involved.

President Halliday made it clear that it is up to the Staff Development Committee to decide if they want to take on the distribution of Teaching & Learning Funds. President Halliday would prefer that the committee work on a dynamic plan for the future of Staff Development.

President Halliday would like to hear any recommendations or suggestions on how to use these funds.

The members discussed setting a real vision for Staff Development using the following priorities:

- 1) Learning outcomes is key.
- 2) Deal with growth that is going to occur.
- 3) Regular aspect of Staff Development is to give people the tools to be creative.

9. NEXT MEETING

The next meeting is scheduled for March 8, 2004 at 2:30 p.m. in room 1602. The chair for the March meeting will be Scott Vigallon.

10. ADJOURNMENT

Chairperson Giovanni Ortiz adjourned the meeting at 4:20 p.m.