

LAS POSITAS COLLEGE
Staff Development Committee
Minutes

March 8, 2004

PRESENT: Barbara Morrissey, Giovanni Ortiz, Lettie Camp, Mark Tart, Scott Vigallon,
LaVaughn Hart, Toby Bielawski

ABSENT: Steve Gunderson, Frances Hui, Ann Jones, Lucy Sponsler

EXCUSED: Philip Manwell

1. CALL TO ORDER

Scott Vigallon called the meeting to order at 2:36 p.m.

2. APPROVAL OF MINUTES

The minutes of February 9, 2004 were approved as presented.

MSC: Mark Tarte/Giovanni Ortiz
all in favor

3. AGENDA

The agenda was approved as presented.

4. PROPOSALS

There were no Staff Development proposals submitted for this meeting. There were a total of six (6) \$\$\$ for Departments proposals submitted. There was a short discussion on setting appropriate honorariums. A look at previous records showed an established pattern of a \$50 flat fee for presenters and \$16 per hour for p/t faculty. At this time there is no amount payable to f/t faculty or classified. All six (6) proposals were approved.

5. REPORTS

- A. PDC – Mr. Vigallon reported that the “Four I’s” program will begin on March 17. It will give instruction on how to supplement classes with the web. Ms. Noyes is starting a Web Advisory Group that would consist of faculty, classified and administrators. The group will be working on improving the LPC website. Their meetings will be on Wednesdays.
- B. TTIP – Ms. Hart reported that she is working with Ms. Reding and Ms. Jennings on the upcoming Classified Flex Day. Some of the workshops that will be offered are: Zip it or lose it, Just say no to white out, and Getting the attention you deserve. The Classified Flex Day is scheduled for April 6.
- C. Title III – No Report.

6. TEACHING & LEARNING GUIDELINES

A handout with the Teaching & Learning guidelines was provided for your review. There was a lengthy discussion on how the Staff Development Committee could successfully and efficiently distribute the Teaching & Learning Funds. An appropriate timeline was also the topic of discussion. The members were in agreement that this process should begin as soon as possible. The committee decided that the application should be made available by March. Mr. Tarte and Ms. Bielawski offered to coordinate the Teaching & Learning Funds.

Ms. Morrissey mentioned the importance of the three (3) meetings listed in the guidelines. Mr. Ortiz talked about perhaps formatting this project to fit around what the Staff Development Committee already has set up.

A motion was made that the Staff Development Committee will take on the Teaching & Learning Project.

MSC: Lettie Camp/Toby Bielawski
4 in favor/0 opposed/2 abstained

A timeline was set up. The applications will be available by March 31. They are due to the committee by May 3. The committee will review them and receive presentations at the May 10 meeting. It was agreed that the May 10 meeting would start earlier at 2:00 p.m. since presentations are to be expected.

7. NEW BUSINESS

- A. "Critical Thinking" Conference – Tabled.
- B. Strategic Plan for Staff Development – Tabled.

Both items of business were tabled due to the lengthy discussion on the Teaching & Learning Initiative.

The members requested getting a current Staff Development budget report. Ms. Romero provided an update and was officially designated to provide the monthly budget report to the committee.

8. NEXT MEETING

The next meeting is scheduled for April 12, 2004 at 2:30 p.m. in room 102. The chair for the April meeting will be Frances Hui.

9. ADJOURNMENT

Chairperson Scott Vigallon adjourned the meeting at 4:35 p.m.