

**LAS POSITAS COLLEGE**  
**Staff Development Committee**  
**Minutes**

**April 12, 2004**

**PRESENT:** Barbara Morrissey, Scott Vigallon, Philip Manwell, Frances Hui,  
Lucy Sponsler

**ABSENT:** Steve Gunderson, Ann Jones, LaVaughn Hart, Mark Tarte, Giovanni Ortiz,  
Lettie Camp

**EXCUSED:** Toby Bielawski

**1. CALL TO ORDER**

Frances Hui called the meeting to order at 2:40 p.m.

**2. APPROVAL OF MINUTES**

The minutes of March 8, 2004 were approved as presented.

**MSC:** Scott Vigallon/Barbara Morrissey  
2 in favor/0 opposed/3 abstentions

**3. AGENDA**

The agenda was approved as presented.

**4. PROPOSALS**

There were four (4) Staff Development proposals submitted for this meeting. All the proposals were approved for funding.

**5. REPORTS**

- A. PDC – Mr. Vigallon reported that the “Four I’s” program has been received well. The “Four I’s” program teaches the basics in the use of Blackboard. There has been a total of 25 people sign up for the training.
- B. TTIP – No report.
- C. Title III – Ms. Sponsler reported that the open Math and English labs are very popular. Currently a permanent lab is in the works and Title III funds will be used to renovate the space. There are Honors designated courses being established, these courses will also be open to non-honor students. Ms. Sponsler also reported that a Summer Bridge program is scheduled to run from 6/21-7/29 and Ms. Estela Guerra will be the coordinator.

## **6. TEACHING & LEARNING GUIDELINES**

Ms. Romero reported that the application form was distributed. Ms. Bielawski and Mr. Tarte have requested short presentations be given at the May 10 Staff Development meeting from the Teaching & Learning proposers.

## **7. NEW BUSINESS**

A. "Critical Thinking" Conference – Ms. Romero informed the members that an e-mail went out providing information on this particular conference. To date no one has responded with interest.

B. Strategic Plan for Staff Development – Ms. Morrissey reviewed the developed 2001 2004 Staff Development plan to see what was accomplished and what was not. She found that many goals were accomplished. Ms. Morrissey met with President Halliday and provided her a report of the accomplished items. Ms. Morrissey informed the members that President Halliday wants to see a plan from this committee. There is a high probability that Staff Development will be funded next year, at least the same amount of funding seen this year. President Halliday wants to know what the committee wants to have happen with Staff Development in the future. The members discussed making public the accomplishments of the Staff Development Committee, perhaps in a newsletter. There was discussion about the importance of having a full time person dedicated to the committee. Ms. Morrissey reiterated her thoughts on how Staff Development is not just a regular committee, there is a need for someone to manage the distribution of a budget. There was discussion on Flex Days receiving more academic support and perhaps having better attendance if they are faculty driven. There is a need for the members to do some brainstorming for ideas. Some ideas are: having a f/t person in a full time office, more on-site training programs, increase funding levels, partnering with foundation, community ed, etc. and doing a needs assessment. Mr. Vigallon suggested doing an assessment online. Ms. Morrissey will send copies of the plan with annotations to everyone. Ms. Morrissey will be drafting a letter to President Halliday letting her know what the Staff Development Committee is proposing and that a needs assessment is in the works. The goal is to have the letter to President Halliday by May.

## **8. NEXT MEETING**

The next meeting is scheduled for May 10, 2004 at 2:30 p.m. in room 102. The chair for the May meeting will be Barbara Morrissey.

## **9. ADJOURNMENT**

Chairperson Frances Hui adjourned the meeting at 3:50 p.m.