

Las Positas College

Staff Development

Approved Minutes

March 13, 2006, Room 1603

2:30-4:30 PM

Present: Rebecca Baraconi, Toby Bielawski, Greg Johns, Ann Jones, Cynthia Keune, Barbara Morrissey

Absent: Philip Manwell

Call to Order: 2:35 pm

Agenda:
Agenda was set.

Minutes:

A motion was asked for to approve the February 13, 2006 minutes as written.

Motion: To approve the February 13, 2006 minutes as written.

MSC: T. Bielawski/G. Johns
Approved - Unanimous

Reports:

4A. Constituencies-Divisions, Classified, Administration:

Mr. Johns reported for the Classified. The Classified Flex Day is scheduled during Spring Break for April 14. Dr. Manwell has volunteered to be guest speaker on the bus, and has been working in conjunction with the De Young Museum to coordinate a tour. Other events for the day will be to tour the Conservatory of Flowers, and possibly visit the Japanese Tea Garden. There was an inquiry as to what services will be open on campus during spring break. It was reported there will be limited Counseling, and Admissions and Records.

Carie Kincaid provided a brief report on the recent Help Desk at Your Desk sessions. Overall, the response has been positive and time slots tend to completely fill. The March 17 date has been extended by one hour. The main topic assistance is being sought for is Groupwise.

4B. Chair Report (Barbara Morrissey):

Chairperson Morrissey reported she has a meeting scheduled this week with Karen Halliday to discuss the Staff Development budget. Later meetings are being planned to address the issues involved with the SLO Assessment Report. Once more information is known, it will be distributed.

Chairperson Morrissey will be attending the 4CSD conference in late March. Information will be presented at a future meeting.

Ms. Bielawski reported she has contacted a colleague at Chabot regarding grant-writing. It was suggested the @One Institute may have an online grant-writing course.

5. Approval of Conferences

#33-06 Andrea Alvarado

Approved, \$300

#34-06 Steve Navarro

Approved, \$300

#35-06 Nan Ho

Due to the date of her conference, she will be asked to resubmit during the next fiscal year as funding cannot be allocated this year for a conference to occur next year.

#36-06 Barbara Morrissey

Approved, \$300

#37-06 Elizabeth Noyes

Approved, \$300

#38-06 Keith Jolly

Approved, \$300

6. Dollars for Departments Mini-grant Approval

The following Dollars for Departments mini-grants were submitted. Chairperson Morrissey noted many of these may be eligible for additional SLO funding, and she is working with Maureen O'Herin:

#01-06 Ruth Hanna

Geology Department Workshop, approved up to \$265.

#02-06 Stuart McElderry

History Department Workshop, approved up to \$510.

#03-06 Elena Cole

English 1A SLO Workshop. This was approved with budget amendments to reflect stipends to be paid at \$25/hour for six (6) adjunct faculty members. The total amount of the request is \$685. It was noted this grant may be eligible for SLO funding. Up to \$600 was approved from Staff Development.

#04-06 Greg Daubenmire

Mathematics Department Meeting (both adjunct and full-time faculty). There were a couple of issues with this grant request. First, the meeting date noted was the deadline date for submittal of all documentation for processing. Due to the potential size of the group involved, and time constraints, the date will not allow enough time for the documentation to be processed. Secondly, there were questions regarding the budget. The stipend will need to be changed to reflect a \$25 flat fee stipend per participant (up to a maximum of \$600, or less should other expenses be submitted). An inquiry was raised about the room rental fee of \$100-200. Several committee members inquired if this could be held at a private home, or suggested it might be held on campus, or the Livermore Library has a large room which they rent for \$50.

Chairperson Morrissey reported she has contacted Mr. Daubenmire to get clarification but has not been able to reach him. It was noted Mr. Daubenmire will be asked to look into the feasibility of changing the date, and the stipend will be changed to a flat fee of \$25 per person. Approval of \$600 from Staff Development is pending. This proposal may be eligible to receive additional SLO funding.

#05-06 Cynthia Keune

Ms. Keune reported math faculty has been meeting to work on SLO materials; this request is a continuation of that. There was an inquiry regarding the materials noted on the proposal. Mr. Johns inquired if there is other funding available for the purchase of books. It was clarified that in this case, the book/materials being purchased is not for an on-going resource library therefore no additional funding source is available. It was noted budget adjustments will be made, specifically the amount provided for stipends.

Since it is not known how many attendees there will be, it was proposed that a flat fee stipend of \$25 per person be given to those that attend up to a maximum of \$300, with \$100 remaining for food expenses. Ms. Bielawski proposed the idea that an RSVP could be distributed and those that respond first will receive a stipend. The proposal was approved for Staff Development funding up to \$600, with the possibility of additional SLO funding.

#06-06 Karen Pihl, Nan Ho, and Barbara Zingg

The proposal presented is for a Biology Department Workshop for adjunct faculty. It was approved for Staff Development funding up to \$596.00.

#07-06 Tiina Hukari

Ms. Hukari's proposal is similar to Ms. Marquis'; however, Tiina will be working on intermediate level ESL assignments for 120A, 121A, 120B, and 121B. There will be minor budget adjustments to the stipends to reflect payment at \$25 per hour/per person (up to the maximum of \$600). This proposal is eligible for potential SLO additional funding.

#08-06 Melissa Korber, Nolan O'Brien, John Gonder

The proposal submitted is for the Unification of LPC Student Media. It was clarified most of the hours noted in the proposal are for Mr. O'Brien. There was a brief discussion regarding the project, the purchase of call letters, and pod casting. Most of the inquiries pertained to involvement, if any, of the district public relations department. Staff Development approved funding up to \$600.

#09-06 Marilyn Marquis

This proposal was for beginning level ESL ILC assignments for ESL 130 A/B, 131 A/B, and 133 A/B. There will be minor budget adjustments to reflect a \$25 per hour/per person stipend (up to a maximum of \$600). This proposal is eligible for potential additional SLO funding. Staff Development approved funding up to \$600.

7. SLO Assessment Report

Copies of the SLO Task Force Assessment Report were distributed. Chairperson Morrissey highlighted several portions pertaining to Staff Development. It is unclear at this time what the recommendations in this report will mean for Staff Development. It was emphasized these are recommendations only. There is concern this document, based on the current language recommends Staff Development "oversee" such things as the assessment cycle, resources, and stipend payments. The concern is that SLO's in terms of process are still undetermined. Upon closer review of the report, the proposed process does not include additional items Staff Development encompasses outside of SLO's. The question arose as to how Staff Development should be guided through this process, and what resources will be made available to Staff Development to accommodate these tasks.

Concern was voiced that mandatory faculty Flex Days appear to be being used solely for SLO work. Several committee members noted they would like to see it return to a day of choices consisting of topics other than SLO's, as it is meant to be a professional day.

There was a brief discussion as to the definition of an SLO. It was defined as measurable objectives students are expected to learn by the end of a course. All committee members were asked to review the report and provide feedback.

8. Resource Book Collection in the Library

Dr. Manwell is spearheading this project and laying the ground work. At some point, communication should be distributed indicating which books might be included. The project may be put on hold due to budget concerns.

9. Good of the Order

Ms. Bielawski reminded everyone to submit there desire to attend the California Great Teachers Seminar, as she has volunteered to collect the responses. She also reported the Poetry Slam has been set for April 27.

10. Adjournment

The meeting adjourned at 4:05 p.m.