



Staff Development
April 14, 2008, Room 1603
2:30-4:30 PM

Approved Meeting Minutes

Present: Carolyn Baranouskas, Toby Bielawski, Bob D'Elena, Greg Johns, Ann Jones, Laurel Jones, Jeff Sperry, Nancy Wright

Absent: Jackie Fitzgerald, Roni Jennings, Sylvia Rodriguez

1. **Call to Order:** 2:33 p.m.

2. **Agenda:**

It was requested a brief conference report by Nancy Wright be added under item 7. Amended agenda was approved.

3. **Approval of Minutes:**

*(B. D'Elena/A. Jones) to approve the minutes of March 12, 2008 as written.
Approved: unanimous.*

4. **Committee Reports:**

A. Constituencies:

1. **Divisions:** Mr. D'Elena reported the Chancellor was in attendance at their recent division meeting to answer questions; which was very beneficial.

2. **Classified:** No report.

3. **Administration:** No report.

B. Chair's Report:

Barbara Morrissey reported she recently met with Dr. Pollard to have a "Staff Development Introduction." Items discussed were shared governance documents, minutes, and the budget process. It appears Staff Development will be funded \$25,000 next year, but anything beyond that is unclear.

5. **Approval of Conference Proposals:**

The following conferences (44 & 45) were approved by consensus:

#44-08 Craig Kutil (out-of-state) \$300

#45-08 Catherine Eagan \$115.26

Several summer conference proposal requests were reviewed. The following were approved:

#SMR01-09 – Janet Brehe Johnson \$300
#SMR02A-09 – Toby Bielawski \$300 (out-of-state)
#SMR02B-09 – Toby Bielawski \$300

It was clarified that even though Toby submitted two conference requests, only one will be funded. It will be up to her to decide which one she will apply her funds to.

6. **Budget Update**

There are no significant changes to report. Several highlights noted:

1. Staff Development funded the Classified Flex Day recently, funding for faculty flex was not used.
2. Staff Development will be funding three (3) \$1200 Great Teachers Conference registrations.
3. Mini-grants will be wrapping up in May and Staff Development has set aside approximately \$4000 for these.
4. Fall and Spring Help Desk at Your Desk sessions were funded.
5. Funding has been used for New Faculty Orientation workshops.

It is anticipated a finalized budget will be available in May.

7. **Staff Development Activities Feedback**

1. Classified Flex Day – It was held once again this Spring at the Dublin SPCA Center, which is a wonderful facility for small gatherings/meetings. LPC student art is displayed in the gallery. As with last year, Paul Butler from NewLeaf was the guest speaker and presented topics such as teamwork, word choices for success, and overall positivity. Mr. Johns noted it was a great opportunity to meet and interact with colleagues not normally worked with. The afternoon session consisted of an engaging and informative discussion with Dr. Pollard. Attendance was approximately 40.
2. 4CSD Conference Report – Barbara Morrissey reported the conference was held in San Ramon this year. Approximately 40 college representatives, consisting of administrators, faculty, and classified personnel from all over the state were present. The theme was leadership; however, additional topics were Basic Skills, and technology. It was summed up as being a “great conference” with a vast amount of information and knowledge.
3. Help Desk at Your Desk – Carie Kincaid provided a brief report. Overall both Fall and Spring sessions have been successful and tend to enroll fairly well. Common areas of assistance still center on GroupWise.

This Spring, several adjuncts utilized the sessions. Mr. Sperry reminded everyone the Innovation Center is also available to assist adjuncts with these types of computer application issues too.

4. Library Workshop for Adjuncts - Barbara Morrissey reported a workshop was put on back in February with the assistance of Cheryl Warren and the librarians. Attendance consisted of approximately three (3) individuals. It is unclear if the low turnout was due to a timing conflict. Barbara will be working with Cheryl to potentially hold another workshop in the Fall.
5. "It takes a College" Conference Report by Nancy Wright - Ms. Wright provided a report on her recent Student Services conference. The conference focused on learning communities with Student Services being viewed as the "hub." The keynote speaker was Vincent Tinto. His presentation focused on issues of access, specifically that "access without support is not opportunity." Approximately 300 individuals were in attendance. Ms. Wright noted she would like to see Staff Development organize and fund similar types of "brain based learning" and skills building workshops. It was suggested perhaps a speaker such as Jim Gaston could be invited to speak to the campus regarding the technological aspect of implementing and pairing/linking classes and communities. In conclusion it was noted that Evergreen Community College in Washington state is a very good reference source.

8. **Staff Development Opportunities occurring Institutionally for 08/09**

Dr. Jones provided a brief summary of potential planning opportunities for 2008/09.

1. Basic Skills Initiative: There may be opportunities in Brain Theory and Best Practices in teaching underprepared students.
2. Opportunities may be present in Learning Communities and paired/linked teaching.
3. Reading and Writing across the curriculum.
4. Flex Day in October: SLO training (program outcomes) and subsequent steps.
5. Classified Flex opportunities
6. Potential Spring '09 Flex Day
7. Convocation speaker

A brief historical perspective of the Basic Skills Initiative (BSI) was provided. It was explained that the state has funded three (3) years of BSI and every college completes BSI tools (required by state) consisting mainly of best practices. It was clarified that two (2) levels below transferable constitutes basic skills. It was emphasized this is a very political issue. Currently both Mathematics and English are trying to ascertain curriculum and Accuplacer changes. Areas where BSI assessment tools can/are being utilized:

- Staff Development
- Cross disciplinary

- Other opportunity's with cohorts of learners in targeted amount of time (i.e. Summer Bridge)
- Intervention strategies
- Centralized support services

The LPC BSI tool is currently located on the Academic Services and Academic Senate websites. All questions, comments, or concerns can be forwarded to Barbara Morrissey, Melissa Korber, Pam Luster, or Laurel as they are all on the Learning Task Force.

There was a brief discussion regarding how to spend any/all of the Staff Development un-allocated funds by June 30. Ideas suggested:

- Summer theater/play – Shakespeare Festival?
- “Go Green” Initiative
- Motivational speakers
- Convocation/Graduation speaker(s)
- Podcasting support contract purchase
- Classified Summer event
- CSI – “College Summer Institute”
- Professional Library materials: tapes. CD's, DVD's – Dr. Jones noted she could more than likely find space for this should the committee decide to pursue it.
- Repetitive sessions/brown bag lunch workshops

In conclusion, it was commented that on average there isn't enough time during division meetings to discuss many of these topics and obtain feedback. It would be advantageous if a mechanism could be designed by which to get the information to all faculty for discussion and feedback.

9. **Conference Monies for Mid-year Resignations**

It was reported no action will be taken on this at this time. The current procedure of evaluating each case as it occurs will remain in effect. Mr. D'Elena reported he took the issue back to his division for feedback, with little or no response occurring.

10. **Good of the Order**

Mr. D'Elena reported on the recent New Faculty Orientation workshop he attended. Due to scheduling conflicts, attendance was low. He would like to see more information on various support services offered such as the ILC, etc.

11. **Adjournment**

The meeting adjourned at 4:05 p.m.