

Staff Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
February 8, 2006

Present: Nancy Asbury, David Detwiler, Peter Haro, Sandy Lyon, Barbara Modica, Larry Sherwood

Absent: Shari Ball, Lindy Brazil, Marie Ramos, Jodi Reed, Nanette Wier

The meeting was called to order by David Detwiler at 3:00 pm.

Approval of Minutes

The minutes of November 9th were approved.

New Meeting Time

The new meeting time for future Staff Development Committee Meetings will be 3:00 pm on the 2nd Wednesday of each month.

Spring 2006 Staff Development Week-How did it go?

The Committee received positive comments on the workshops and food service. Staff Development Week was successful and went smoothly.

No Future Presentations by Publishers, Financial Planners, etc.

Risk Management notified David Detwiler that the District doesn't invite outside vendors or financial planners to the campus for liability reasons. Staff complaints were the reason cited for the new policy. David Detwiler will follow up on this new policy.

Continue to Promote Staff Development Offerings Focusing on Adjunct Faculty

- a) Department sponsored workshops-encourage more of these types of workshops in the future.
- b) Part-time faculty driven-discussion followed regarding flex requirement due dates and alternative activities for adjuncts. A number of adjunct faculty used 4faculty.org this semester to complete their flex hours. The Committee will research pursuing the pay-as-you-go method that was proposed a couple of years ago. There will be additional discussion on this item at next month's meeting.

Improving Staff Development Website (these items will be discussed at the March meeting)

- a) Include last minute additions
- b) Include section for ongoing activities (full-time faculty)

Updating Staff Development Handbook

- a) Report from faculty sub-committee-The sub-committee reported on the need to do at least a minor face lift of the Staff Development Guidelines and Procedures Booklet due to

outdated material such as, flex deadline dates, alternative activities (shadowing faculty members, 4faculty.org, videos), committee members, etc. The philosophy statement will also be revised.

- b) Procedure for updating handbook-committee members will start reviewing the current handbook and make suggestions for revisions at the next meeting. The goal is to have a revised handbook by Fall 2006.

Next Staff Development Meeting: March 8, 2006

Other

- David Detwiler passed around a flyer for a March workshop at Southwestern College on Plagiarism/Classroom Discipline.

Adjournment

The meeting adjourned at 4:35 pm.

Staff Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
March 8, 2006

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Sandy Lyon, Barbara Modica, Marie Ramos, Jodi Reed, Larry Sherwood, Nanette Wier

Absent: Shari Ball, Pete Haro

The meeting was called to order by David Detwiler at 3:00 pm.

Approval of Minutes

The minutes of February 8th were approved.

New Meeting Time: 3:00 – 4:30 pm

The new meeting time for Staff Development Committee Meetings is the 2nd Wednesday of each month from 3:00 – 4:30 pm.

Update on Presentations by Outside Vendors (Publishers, Financial Planners, etc)

Risk Management advised the Committee that outside vendors are allowed to give presentations during Staff Development Week as long as they are invited guests and don't follow up the presentations by showing up unannounced in peoples' offices to sell 403b's or other products and services.

Improving Staff Development

Recommended Modifications-The Committee is considering the following changes:

- ❖ Updated and improved, easy to navigate website
- ❖ Going paperless which would include an easy to print "At-a-Glance Flex Week Calendar" that is always up-to-date on the web
- ❖ All staff development forms online for easy access (additional forms available in the mailroom)
- ❖ Updated handbook

The Committee will continue to review the current handbook and update the alternative activities list. David Detwiler will present the committee's recommendations to the Academic Senate.

Call for Presentations: Fall 2006

- a) The Call for Presentation forms will be emailed to the campus March 17th with a return date of March 31st.
- b) The Calendar Committee will meet to put the first draft of the Fall 2006 calendar together during the first week of April.
- c) An off-campus Joint Unity Workshop for Grossmont and Cuyamaca faculty will be added to the Call for Presentation Form

On Course: September 15 - 17

Title III is sponsoring a 3-day Skip Downing Workshop entitled “On Course”. The workshop has space for 50 attendees and has been scheduled for September 15 – 17, 2006. Flex credit available.

FACCC: Academic Integrity Workshop

Southwestern College will host a workshop entitled “Upholding Academic Integrity in the Classroom Strategies for Faculty” on March 10th from 1:00 – 3:00 pm. (www.faccc.org , under education & events).

Next Staff Development Meeting: April 26, 2006

Other

- The Committee discussed pursuing the pay-as-you-go method for adjuncts in order to extend flex credit deadlines and allow adjuncts access to more activities.
- Staff Development supports Classified Staff Appreciation Day and will encourage the administration to allow staff to attend.

Adjournment

The meeting adjourned at 3:45 pm.

Professional Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
April 26, 2006

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Barbara Modica,
Larry Sherwood, Nanette Wier

Absent: Pete Haro, Sandy Lyon, Marie Ramos, Jodi Reed

The meeting was called to order by David Detwiler at 3:05 pm.

Approval of Minutes

The minutes of March 8th were approved.

New Professional Development Procedures

- 1) Website
 - a. New look-David Detwiler gave a presentation on the new Professional Development Website to the Committee. The goal is to make the process simple and easy to follow.
 - b. Everything available online (Move toward “paperless”)-All necessary forms will be available for faculty to download online. This change will be communicated to part-time and full-time faculty in the following ways: Campus-wide email, flyers in mailboxes in May and at the beginning of Professional Development Week (Fall 2006), poster in mailroom, flyers provided to chairs and coordinators for new hires.
- 2) Academic Senate & United Faculty are both in favor of the Pay-as-you-go method. The Committee will pursue this method with payroll.
- 3) The Committee will review all current Professional Development forms to see if any improvements can be made to simplify the process.

Fall 2006 Calendar of Events

The Professional Development schedule for Fall 2006 will be available soon.

On Course: September 15-17

The *On Course Workshop* sponsored by Title III has 19 spaces available.

Next Professional Development Meeting: May 10th, 2006

Adjournment

The meeting adjourned at 4:00 pm.

Staff Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
May 10, 2006

Present: Nancy Asbury, David Detwiler, Pete Haro, Barbara Modica,
Larry Sherwood, Nanette Wier

Absent: Lindy Brazil, Sandy Lyon, Marie Ramos

The meeting was called to order by David Detwiler at 3:05 pm.

Approval of Minutes

The minutes of April 26th were approved.

Membership

Jodi Reed and Shari Ball are unable to continue serving as a member of the Professional Development Committee. The Committee thanks them for their hard work and contributions. The Professional Development Committee needs to recruit one faculty member and one classified member to serve on the Committee.

Professional Development Update

- a) New website complete-The new Professional Development website has been completed and includes a link to archives. The name Staff Development is being changed to Professional Development which more accurately reflects what the committee does and is also in alignment with Grossmont.
- b) Link to Grossmont Professional Development-The new website includes a link to Grossmont Professional Development under alternative activities.
- c) Electronic documents-All professional development forms are available online under "forms depot" on the new website. The Committee is looking into submitting the forms online in the future. David Detwiler gave a presentation to IC, IPC and Academic Senate regarding the change to paperless.
- d) David is looking into the possibility of adding text to the hire letter which would direct faculty to the Professional Development Website

Panel Discussion: Professional Development 101, during Flex Week

Members of the Professional Development Committee will present a workshop on Monday, August 14th from 9:00 – 10:00 am. The workshop will be a panel discussion and provide information regarding recent changes in Professional Development.

Union Thursday

David asked for volunteers that would be willing to produce a flyer publicizing the event and help with ice breaker activities during the joint social. Grossmont College has committed to fund the event and Cuyamaca College will provide staff for various activities. A Professional Development email address has been created for correspondence and RSVPs.

On Course: September 15-17

There is still space available for faculty to attend On Course.

Next Staff Development Meeting: September 20, 2006

Other:

None

Adjournment

The meeting adjourned at 3:40 pm.

Staff Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
September 27 2006

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Sandy Lyon, Barbara Modica, Nicole Mosa, Larry Sherwood

Absent: Marie Ramos, Peter Utgaard, Nanette Wier

The meeting was called to order by David Detwiler at 3:00 pm.

Approval of Minutes

The minutes of May 10th were approved.

Welcome

The Staff Development Committee welcomes the following new members:

- Nicole Mosa, instructional lab assistant, classified representative
- Peter Utgaard, full-time History instructor, faculty representative

Recap

a) On Course

Thirty-seven people attended the ON COURSE Workshop September 15-17. Attendees included faculty, staff and administrators most of which were from Cuyamaca, one from Grossmont and two from Southwestern. There will be a follow up workshop in Spring or Fall and a reunion of the participants. Attendees found the workshop interesting and informative.

b) Unity Forum

Grossmont College funded the event and Cuyamaca promoted it and put together the activities. This event was a day for teambuilding and bringing faculty from both colleges together. The day was a success and plans were discussed to hold this activity again in the future.

c) Professional Development Week

There were lots of positive comments about the week. The Committee discussed reviewing the workshop evaluation form for possible changes. The State may provide Professional Development funds again. Committee members suggested the Communication Department facilitate a workshop on cultural diversity in the future. David Detwiler read two letters from Dr. Perri commending the committee on their hard work in making the week a resounding success.

Problems with new format

a) Adjuncts

The change to paperless seemed to go quite smoothly. Most faculty received word through email, flyers or posters of the change to paperless although a few faculty reported not hearing of the new procedure. Faculty members were happy to have all forms online for easy access. The adjunct faculty rep would like extra copies of the individual record of attendance form and the at-a-glance brochure in the mailroom for easy access.

Transfer of Professional Development Hours from Other Institutions

Faculty may use professional development hours from other institutions as long as the hours meet our guidelines and are not from double dipping.

Spring 2007 Call for Presentations

The Spring 2007 call for presentation form will be sent to the campus mid October and must be returned to the coordinator within two weeks.

Discuss Meeting Time and Day

The Professional Development Committee will meet the 3rd Wednesday of each month from 3:00 – 4:30 pm.

Next Staff Development Meeting: October 18, 2006

Other:

- The Staff Development Committee is working through the process of getting the name officially changed to Professional Development Committee.
- The Committee may need a new adjunct representative
- The Professional Development Academy at Cuyamaca College will offer a 4 workshop series for staff.
- The District Calendar Committee discussed a couple of different options for a new calendar that could have an slight impact on the Professional Development Calendar

Adjournment

The meeting adjourned at 4:05 pm.

Professional Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
October 25, 2006

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Nicole Mosa, Marie Ramos, Larry Sherwood, Nanette Wier

Absent: Sandy Lyon, Barbara Modica, Peter Utgaard

The meeting was called to order by David Detwiler at 3:00 pm.

Approval of Minutes

The minutes of September 27th were approved.

Introduce Guests:

The Professional Development Committee welcomes the following guests:

- a) Henri Migala (Executive Dean for Institutional Advancement)
Henri might be able to find grants that fund activities that include professional development as part of the activity. Henri asked the Committee to think about how they would design their professional development plan for the next year or two and what it would include (from an individual and department perspective).
- b) Katy O' Leary and Jennifer Lewis (Professional Development Academy-PDA)
The Professional Development Academy would like to work with the Professional Development Committee to see if they can contribute to our program via the workshops they offer. PDA provides courses through Community Learning or partners with businesses to provide staff training.

Adjunct Faculty Representative Needed

David will contact Ed Cline to find an adjunct faculty representative to serve on the committee.

Annual Implementation Plan 2006-2007: Promote Diversity

The Professional Development Committee is responsible for providing specific activities in the Annual Implementation Plan (1.B, 1.B.1, 1.B.2). The activities will assist the college in increasing institutional activities that will strengthen faculty and staff awareness of diversity as it relates to the total educational experience. The Professional Development Academy and the Communications Department may be able to provide workshops in this area.

Professional Development Week Activities

- a) Latin American Series
David discussed offering a series of workshops such as an African American series, Latin American series, Asian series, etc. Faculty members will receive flex credit for presenting the workshops. The Committee discussed various ways of offering these types of workshops on campus, such as showing films, literature, music, and multi-cultural theme lunches that include speakers, etc. Henri suggests a theme that is cross cutting amongst all disciplines and people.

- b) Q & A from the Professional Development Committee
The Professional Development Committee offered a Q & A workshop Fall 2006 Professional Development Week although there were no attendees. The Committee decided not to offer the workshop again Spring 2007.

Spring 2007 Call for Presentations

Zuk & Associates: CalStr, CalPers, The Educated Investor

The Committee will invite Zuk & Associates to present workshops on these topics as long as they are not selling a product.

Next Professional Development Meeting: November 29, 2006

Other:

1. The Calendar Subcommittee will meet on October 30th at 8:30 to start putting the schedule together
2. Henri Migala will join the Professional Development Committee as an ex officio member

Adjournment

The meeting adjourned at 4:40 pm.

Professional Development Committee
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Meeting Minutes
November 29, 2006

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Larry Sherwood, Peter Utgaard, Nanette Wier

Absent: Sandy Lyon, Barbara Modica, Nicole Mosa, Marie Ramos

The meeting was called to order by David Detwiler at 3:00 pm.

Approval of Minutes

The minutes of October 25th were approved.

New Funds:

David Detwiler advised the Committee that there may possibly be new professional development funds available from the State Chancellor's Office.

Adjunct Faculty Representative Needed

An adjunct faculty member is needed to serve on the Professional Development Committee

Annual Implementation Plan 2006-2007: Promote Diversity

The Committee discussed promoting diversity as it relates to the total educational experience as part of the 2006-2007 Annual Implementation Plan.

Revisit Incorporating a Theme for each Professional Development Week

The theme for Spring 2007 Professional Development Week will be Latin American. Some of the workshops and lunch will be centered around a Latin American theme in order to strengthen faculty and staff awareness of diversity as it relates to the total educational experience.

Spring 2007 Professional Development Update

The Committee discussed requiring call for presentations forms by the posted deadline in order to receive priority scheduling. Call for presentation forms submitted after the deadline may not be included in the schedule although those activities could be listed on individual proposed activity forms. David will advise Academic Senate and chairs and coordinators that priority scheduling will be given to those that meet the deadlines. The Call for Presentation forms will be revised in order to notify presenters of priority scheduling and of the Professional Development email address for submitting forms.

Next Professional Development Meeting: February 21, 2007

Other:

- The Committee will review and revise some of the standard professional development forms to make them more user friendly.

Adjournment

The meeting adjourned at 4:00 pm.