

Staff Development Coordinating Council

Approved Minutes

July 8, 2011

8:30 a.m. – 9:30 a.m.

L149

Attendees: June Charles, Stephen Eaton, Joyce Ester, Chris Hitchcock, Rich McCrow, Candice Sifuentes (co-chair) and Bonnie Suderman (co-chair)

Absentees: Amber Chiang, Lisa Kent, Richard Marquez and Angela Mora

Recorder: Candice Sifuentes

1) SDCC Website/SDCC Luminis Channel Presentation

David Barnett and Richard Robinson of Information Services presented the SDCC Luminis Channel and the SDCC internal website. The channel will display only three days of workshops at a time. The registration process was demonstrated for the channel and how it differs from registration that may be done on the internal SDCC website. If someone would like to sign someone up for a workshop other than themselves they would have to do this on the internal website. In the future the SDCC Channel will be able to remind people that they've signed up for a workshop prior to the event. It will also be able to notify the presenter of a workshop in advance as to how many people have signed up for the workshop they are presenting. The channel will not allow a person to sign-up for a workshop twice. If a person is not be able to attend a workshop and would like to cancel their registration they would have to notify an SDCC member who has access to the content management system so that they may delete them from the registration list. The channel will also be able to list workshops from other websites and will provide the web address. In the future the internal SDCC website will be part of a bigger website intended for employees.

David and Richard also demonstrated the content management system (CMS). The CMS is what populates the SDCC channel and the SDCC website with information. The CMS can populate the channel and the website simultaneously with workshop information. In the future the CMS might be able to send out sign-in sheets as well. One can add/delete people from workshops within the CMS as well as keep track of attendance. It was suggested that workshops that can be viewed/taken at any time be placed in the Resources section of the SDCC website. We could have someone create recorded workshops on entering grades and how to use the waitlist. Candice was identified as the primary person to enter information into the CMS. Amber was suggested as a possible back-up for content entry into the CMS. There should be three people trained on the CMS in case someone is out ill, etc. Using the CMS for distribution of workshop evaluation forms was briefly discussed however, it was decided that

Survey Monkey made the review of workshop evaluations much easier with its summarization capabilities. The electronic flex forms were briefly discussed. David indicated they could program completed forms to go to an identified person such as a dean or flex coordinator. Having the flex forms available on the channel at all times was identified as a priority. A brief discussion of how to survey staff who take advertised external workshops took place. It was stated this would not be able to be done with the SDCC Channel. Perhaps if at the end of the semester we ask staff if they took part in any of the external workshops that were advertised and if so to please take a survey in order to get feedback.

The possibility of conducting a survey of workshop attendees to see if they applied the material presented in the workshops they attended was also discussed.

The question was asked should we be tracking staff development participation more precisely (as we do a student's course history)? It was thought yes however, how do we do it (outside workshops were presented as a problem to track).

The channel and internal website will be presented at opening day ceremonies. It was suggested that perhaps it be presented at an Administrative Council meeting prior to that.

The question of could we make insideBC be the first thing we see when logging into our computers in the morning was posed. The immediate response was that it would probably make a lot of people mad. David did say that the intent for the future is that people will go to it more regularly than they do now.

Action: Bonnie and Stephen pose the question of staff development tracking at a deans meeting. What sort of confirmation is needed that they completed a workshop/training? Do we need more precise tracking of it?

2) Approval of Minutes

Minutes for the following meetings were approved: May 4, 2011, June 1, 2011 and June 24, 2011.

3) Review of Assigned Tasks/Action Items

The following action items from May 4th were reviewed:

Action item: Workshops will be looked at to offer to the Delano campus. A Safety workshop will be presented in the Distance Learning Classroom to interact live with Delano participants.

The following action items from June 1st were reviewed:

Action Item: Candice will be the primary person that people can contact for information regarding workshops. Being done however, Lisa Kent may serve as back-up once workshop proposal form is in place.

Action Item: Amber will look into the SDCC database connection and within a couple of weeks to determine if we can utilize it for the registration of workshops. She will also look into getting an SDCC email address. She will send this information to Joyce, Candice, June and Lisa. At this time the SDCC Channel will be taking place of the old SDCC website registration process.

Action Item: Stephen will revise the Staff Development Proposal document as suggested.

Action Item: Joyce will send documents to Candice to post to Luminis.

Action Item: Joyce will donate fall 2010 editions of DIVERSE to Levinson 40 for reading. Completed.

Action Item: Stephen will review the book on teaching strategies within six months and determine if he would like to present this material at an SDCC workshop next fall.

Action Item: Joyce will send the link to SDCC council members for Doodle. We will use it to determine the best dates to hold events. It was decided that it would not work for what we needed.

Action Item: Joyce will check with Greg on the possibility of changing Flex Week to Staff Development Week.

The following action items from June 24th were reviewed:

Action Item: Candice is looking into the possibility of changing the term Cross Training to "College Knowledge." Bonnie and Candice spoke with Sue Vaughn regarding this. Sue will continue to hold Cross Training sessions as she has done in the past. She did not mind that we repeat some of what she has done in the past (an hour devoted to a couple of areas to provide a summary of the services they provide).

Action Item: Candice will do a bc-all inquiring about social/collegiate activities involving BC Staff. The committee questioned should we advertise these types of events since all employees do not get credit for them. Perhaps we can color code workshops that are personal development.

Action Item: SDCC will create criteria for the selection process for applicants and determine the percentage or dollar amount that will be paid to offset the cost of applicants attending workshops. This will be discussed at a future meeting once the budget is set. Perhaps a subgroup of SDCC can pursue this.

Action Item: Joyce and Bonnie will check with Greg on introducing SDCC on Opening Day. Bonnie spoke with Debbie Spohn about time during opening day. Waiting to hear from Greg.

Action Item: Joyce, Bonnie and Candice will have the information on @One, SDCC portal, Moodle, Traci's MicroSoft IT Academy, SDCC Calendar, etc., "Things We Know" to present at Opening Day. @One information will be put on the SDCC internal website possibly under resources. Moodle workshops will be on the SDCC channel. Still working with Tracy to do a Microsoft IT Academy presentation.

Action Item: Candice will look into the possibility of a Public Safety Workshop. Chris Counts has agreed to do an interactive safety workshop to Delano during Staff Development Week.

Action Item: Joyce E. will check with Joyce Coleman on a Health and Wellness Resources Workshop (contents of material covered will be advertised in bullet form) informing faculty about services available to students including physical and mental health. Joyce has contacted a colleague at UCSB to see if she would do a presentation on disruptive and dangerous behavior. Joyce is also exploring a contact she has at CSUF. The Chief of Police at CSUF may be able to do a presentation for us. Student Services is willing to pay part of the expenses for the UCSB presenter to come present.

Action Item: Bonnie and Candice will take the lead on getting the "College Knowledge" set up and started on CCCConfer. The College Knowledge workshops are being set up and we're exploring with Kristin Rabe whether they will be able to be recorded and viewed at a later time.

Action Item: Bonnie will include the Flex Activities Schedule online. The workshops will be posted online on the SDCC channel within insideBC.

Action Item: Amber will check to see if the President is sending out a letter and if so, can SDCC information be included. This is still being pursued.

Action Item: Joyce will commit to providing at least two activities/training workshops for classified staff before the semester starts. Joyce will check with Financial Aid and Admissions and Records departments for the best times for their participation. Sue Vaughn has agreed to do an Admissions and Records presentation already. We would still like to get Financial Aid to present.

Action Item: Joyce, Bonnie and Candice will check into having the SDCC table w/ balloons on Opening Day. Need to put a request through Tarina for a table to be set-up outside of forum where opening day will be held. Raffle could be for \$100 put toward some sort of professional development activity of winner's choice.

Action Item: Joyce will continue the process of developing “Learning at Lunch” every Tuesday with discussion on articles or current events.

Action Item: Bonnie will look into the possibilities of using a Computer on Wheels (COW) or having a Skype connection in Lev 40.

Action Item: Joyce will check with Greg to see if SDCC will be responsible to pay the NISOD subscription renewal of \$1,000.

Action Item: Everyone is asked to donate current periodicals, journals and articles for reading material in Levinson 40.

Action Item: Amber will check on the “Years of Service” pins.

4) Meeting Date and Time

Discussion was held to move the SDCC monthly meetings to the first Wednesday of every month at 10:30 a.m. so that we can keep Richard Marquez as a faculty member on SDCC. Everyone felt this meeting time would work with their calendars.

5) Budget

The SDCC budget is \$10,000. We need to decide how we want to divide that up. The President’s Office currently oversees all SDCC budget transactions for us. Bonnie had suggested that the Assessment Committee and SDCC join together to put on an end of year event. The Board of Trustees has already been invited to this event by the President. The Assessment budget has money for this event. Ideas as to how to split up the budget were solicited from the committee. It was pointed out that bringing in speakers to the campus would serve more employees than granting financial assistance to individual employees. Committee members also supported SDCC financial assistance to participate in staff development themed workshops. A suggested budget was: \$2500 for SDCC Financial Assistance, \$7000 for speakers/programs, and \$500 for food. Members supported a set amount of assistance with a set maximum that would be funded and that those granted assistance should present on the topic after their return.

6) Fall 2011 Workshops

Bonnie ran through a list of workshops that are scheduled for Staff Development Week and workshops we’d like to include they were: Safety, Media Services Open Forums, Teaching with Technology, ODS for Department Chairs and Deans, Plagiarism, College Knowledge, and Moodle (online). It was noted that we’re light on pedagogy and strong on technology and noted that our collegiality workshops are up in the air at this time.

The previous Classified Retreats were mentioned and what a morale booster they were for staff. Joyce mentioned that she had done something similar at Fresno State that was done on campus with resources on campus for little money. It was suggested that perhaps we do something like this either at the end of the fall semester, during Staff Development Week prior to the spring semester or perhaps next year (2012-2013) when the budget is supposed to be horrible and morale is low.

Action Item: If members know of anyone to teach a topic in pedagogy please send their name to Bonnie and Candice.

7) Assignment of Tasks

Action Item: Joyce will pursue her contact at UCSB for the disruptive students' presentation and obtain a proposal.

Action Item: Bonnie, Candice, Stephen and Rich to work on process, procedures and form for SDCC financial assistance.

Action Item: Everyone to be thinking about the Assessment/SDCC social event to take place during the spring semester.

8) Good of the Order

9) Adjourn

The meeting adjourned at 9:57 a.m.

Next Meeting: Wednesday, August 3, 2011 at 10:30 a.m.