

Staff Development Minutes – April 24, 2007

Those in attendance: Shoushan Baklayan, Linda Delzeit, Jon Lester, Lorraine Megowan, Joe Messinger, Larry Pogoler, Alicia Rodriguez-Estrada

There was not a quorum, so we met as a Committee as a Whole. The minutes were approved.

The Committee agreed that a workshop on the textbook On Course would be appropriate for all faculty. However, because it is used as a textbook for a Personal Development course, we will request a counselor, who is familiar with the text, to offer the workshop.

Workshops on Procedures in Establishing New courses, Best Practices for On-Line Courses and Safety were presented in April. The presentations were excellent, but there was minimal attendance for each of them. The committee is searching for ways to encourage participation.

Workshop plans for the month of May include Advanced Power Point, Copyright Law and Practice, Microsoft Word and Microsoft Excel.

The Recognition Luncheon will be held on May 3. Staff Development is providing funds for food and door prizes. The President's office is providing the awards. Donations for the Staff Development Scholarship will be collected and all of the participants will be invited to attend the Preview performance of "A Brand New Day" in the Grand Theater immediately following the luncheon.

There was discussion regarding the President's Directives regarding deadlines for Conference requests. The memo reiterates the guidelines on the Staff Development website, but stresses that deadlines will be enforced. Objections have been raised by the AFT leadership as well as by individual committee members, who believe that the existing guidelines are too strict.

The committee agreed to amend the guidelines for next year. Applicants will be required to submit requests two weeks (14 calendar days) before Conference Attendance and will have three weeks (21 calendar days) to submit receipts for reimbursement. Copies of receipts will be acceptable.

Monies are being lost because some faculty members request funding and then do not claim the money allocated to them. These encumbered funds cannot be distributed to other faculty unless they are released. In order, not to penalize faculty members whose requests come later in the school year, funds not claimed in a timely manner, will be released back into the general Professional Growth Fund.

Flex submittals are being turned in without documentation. These submittals are returned to the faculty member with a request for documentation to accompany the resubmittal.

It was requested that faculty be granted flex time for tutoring students. The committee agreed that a maximum of 12 hours may be granted if the faculty member does not receive a stipend for this time and if the tutoring time is given above and beyond required office hours. In addition, documentation in the form of sign-in sheets including : date, time, and student signature must be submitted along with the Flex form.

Several workshop topics were suggested for the June Flex Day activities.

Podcasting Made Easy

How to Access Podcasting

Editing Audio Files

Camtasia

Snag It

Adobe/ Scanning

Microsoft Word

Microsoft Excel

First Aid

CPR

Procedures in Establishing New Courses

How to Promote Public Relations for your Department

Wine Tasting

Water Aerobics

The meeting was adjourned at 2:45 p.m.