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Summary Notes

October 26, 2006

Attending: Stephen Woodhams, Arlene DeLeon, Dennis Chowenhill, Marcia Corcoran, Katherine Tollefsen, Bill Johnson, Barbara Worthington, Nicole Soles, Judy Young, Carmen Johnston

Guests: Jan Novak, Tom Clark, Shoshanna Tenn

I. TTIP

Tom Clark shared TTIP State Guidelines (available online), including the State's intended use of these funds:

- ✓ Training of Tech support and users
- ✓ Infrastructure
- ✓ Optional areas--total cost of ownership, to improve learning services

Chabot's historical use has been to support faculty and staff training in technology.

Jan Novak distributed a handout outlining Distance Education Training Needs for students and faculty. Although she acknowledged student training would not qualify for TTIP funds, there were a number of training and support projects for faculty and staff involved in online courses.

Rachel observed there are "lots of pockets" of tech skill needs around campus. Where does Staff Development fit? Can we make a concerted commitment with TTIP money?

Marcia Corcoran concurred that anything considered "training" is within the TTIP parameters.

All agreed Staff Development committee should be more proactive about encouraging programs to use TTIP funds.

II. New Technologies

New technologies are being explored on campus: podcasts, WiFi, smart classrooms, etc. With new technologies comes the need for training, presenting opportunities for Staff Development involvement. One suggestion was that the Tech Committee look into establishing an online Tech FAQ for faculty and staff.

Rachel proceeded to cluster Technology training needs as follows:

- Distance Education-- online courses, web enhanced instruction
- Smart Classrooms
- Regular Classrooms
- Individual Office needs
- Whole campus/District needs-- Admin Systems, Banner, SIS, WiFi, IT [It was decided that funding for this training come from District funds]

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Let's look at what we already have and find out why they are working or not working.

- ✓ Apple Server? Why aren't we using it?
- ✓ How can we enhance what already exists?
Example: How to motivate faculty to use Blackboard?

Rachel suggested Staff Development dedicate a chunk of TTIP money to faculty/staff/administration support and training, in other words, move it to the front burner.

III. Mission Statement

The committee unanimously approved Dennis' most recent revision of the Staff Development Mission Statement. Rachel will include this in the next SD newsletter:

Staff Development encourages among all staff the pursuit of greater knowledge and skills, with the aim of enhancing staff members' work performance, satisfaction, and confidence. The varieties of this pursuit are great and continually expanding, including updating in education research and theory, in discipline knowledge and perspectives, in educational goals, in applications of technology, in state and national standards for all our interactions with students, and for site-specific projects. Staff Development also includes activities that promote the establishment and maintenance of professional contacts and visibility in the community.

IV. Updated Staff Development Proposal Forms

Katherine Tollefsen's revision of the "Attend a Conference" form was approved with a few minor changes. Katherine, Arlene, and Rosie will meet to complete the revision of the "Plan an Event" proposal form.

V. Looking Ahead

Rachel proposed that Staff Development start with a clean slate and redefine who/what Staff Development is. Possible ideas for future sponsored activities (to be discussed at a later date):

- Get outside speakers.
- Judy Young suggests we sponsor a discussion about "student privacy issues." Considering this topic's significance to all faculty and staff, it was decided this be a Flex Day activity, so all can attend.
- Offer possible stipends for attending on-campus activities.
- Provide release time so faculty/staff could attend a class at Chabot. Due to the high cost of this, only one or two would be awarded each year.
- Rachel encourages all to invent new ideas.

VI. Upcoming Events

November 2: "Making Visible Students' Reading" movie and discussion. The plan is as follows:

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- 3:15 - 4:00 watch movie
- 4:00 - 4:15 get food (in the lobby of the Little Theater)
- 4:15 - 5:00 small group discussions (moderators: Dennis, Tom, Cindy, Rachel, Sean)
- 5:00 - 5:15 more food and summing it up

Staff Development voted to cater this event for 35 people @\$10 each, for a total cost of \$350.

November 16: Roxanne Hercules will conduct a discussion about Homeland Security in the Little Theater. Bill Johnson will create a flyer for this.