

# Summary Notes

May 10, 2007

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## I. CONFERENCE REQUESTS

The committee approved the following individuals' requests for conference money: From the remaining funds for this year – Barbara Worthington, Cindy Hicks, Val Jean Dale, Jane Wolford From next year's allocation, we approved Mary Pastore, and Cristina Ruggerio, both with caveats that funding was pending our budget allocation for next year.

For details on conference details and amounts, see Rosie, who is the keeper of all the official paperwork, (thank the gods for Rosie).

We also discussed Kip Waldo and Carol Bauman's request for the *S.F. Mime Troup*'s Fall show visit and we agreed to ask some further questions about their funding (specifically why is PAC charging them, when this is such an integral part of our academic programming here.) I agreed to follow up with Kip and Carol before we approved their request for money. SD is supportive of the event; we just want to explore the costs a little further.

## II. ELECTION OF CHAIR

The committee then re-elected Rachel LePell as the chair for next year. She "ran" unopposed.

## III. NISOD AND POD CONFERENCES

Marcia reported on the NISOD conference and the POD conference and said that while Cindy was going this month, SD should consider sending a team of "leaders" to this conference next October, as it is a top priority of the college in terms of teaching and learning, learning assessment, learning centers, etc....

Marcia assured us that she would keep us abreast of the materials and deadlines and we agreed to take this up "right away" in the Fall. Marcia reminded the committee that SD might want to be more "assertive" (my quotes here) about sending faculty, staff and administrators to various events and conferences that we deem valuable to the college as a whole. NISOD might be a good test pilot in this regard (my words here).

## IV. CONVOCATION

Then our conversation turned to Convocation; Carmen and Bill both commented about how different it seemed than our initial brainstorm and ideas about the event. All of us agreed it looked pretty dry. *Wednesday afternoon: Retention; Thursday morning: SLOs, and Thursday afternoon: Accreditation Self Study.* After the Retention discussion there will be a few breakouts: Sabbatical Leave Committee update, Crisis Management, and D.E. from 3:30 – 4:30 pm. We want to lace these together with some scenes and/or music that SD provides, in order to break up the

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rhythm with poignant and engaging moments. We agreed on the need for comedy, with perhaps a song or two. (Details on the convocation page of these minutes)

Marcia reminded us that we didn't want to "talk at" folks, and expressed her concern for "too much comedy and entertainment." I assured her that we will make the event as interactive and engaging as possible.

I reminded the group that I had talked to Carlson, Arnold and Ambriz at length about their needs for Accreditation Self Study, SLOs and Retention...these are the "big three" at this point.

**CONVOCATION SUB-COMMITTEE** (at this point is):

Rachel LePell, Bill Johnson, Carmen Johnston, Barbara Worthington, Marcia Corcoran, Katherine Tollefsen, Gloria Meads.

We will be working with:

- ✓ Robert Carlson and Melinda Matsuda in terms of the **Retention** portion -- Wed. afternoon
- ✓ Jan Novak – D.E. Dennis Chowenhill – Sabbatical, Mac Wright? **Crisis Management?**
- ✓ Norma Ambriz/Carolyn Arnold on **SLOs** -- Thursday morning
- ✓ Chad Mark Glen and Robert Carlson – **Accreditation Self Study** -- Thursday afternoon

SD needs to make sure that all these parts have strong organization, and this will require meetings and plans. We will be more directly responsible for:

- ✓ Scene for Retention
- ✓ Scene for SLOs
- ✓ Song/etc...for Accreditation

And these will require meetings and rehearsal times.

**Performers:**

Gloria Meads...Robert Carlson...Melinda Matsuda...Carmen Johnston...Daryl Minus?...Bill Johnson...Steve Woodhams...Ron Taylor?...Sam Chaires (student)...Cherise Beyelia (student)...Parker Sannebeck (student)

**Convocation Subcommittee Meeting Times?**

Tues, June 12<sup>th</sup> @ 1-4 pm  
Tues June 19<sup>th</sup> @ 1-4 pm  
Tues June 26<sup>th</sup> @ 1-4 pm  
Early August TBA

## Convocation Schedule

# DRAFT

Wed.	1-1:30	Carlson	Accomplishments, achievements, Good News. Introduce <b>Retention</b> as a major theme for the year
	1:30 -2	Matsuda	<b>Retention</b> status report
	2 – 2:15	Scene	<b>Retention</b> -- comic look at some issues
	Break		
	2:30 – 3:30	LePell	<b>Retention</b> Discussion/Breakouts for strategies
	3:30 – 4:30	Breakouts	Sabbatical, D.E. Crisis Mg.
Thur.	9 -9:15	Taylor Ambriz Arnold	Introduction <b>SLOs</b> <b>Cafeteria</b>
	9:15 – 9:30	Scene	SD or Ogman : <b>SLO</b> commentary and comedy
	9:30-10:30	Presentation	<b>SLO</b>
	10:30	Break	
	10:45-12:15		<b>SLO work session</b>
<b>LUNCH:</b>	<b>(President's Awards, etc)</b>		
	1:30-1:45	SD	Song/Improv Accreditation Self Study Laughs
	1:45	Carlson	Introduce Accreditation Self Study Timeline, etc - Glen
	2-2:15		Introduce Team Leaders – Standards or Themes
	2:15 – 3:30		<b>Team meetings: Self Study Team Work Session</b>
Fri	9 – 12		Division Day with possible follow up to <b>SLOs/Retention/Accreditation</b>
	1-3:30		Area Meetings: possible follow up to <b>SLOs/Retention/Accreditation</b>