DISTRICT-WIDE STAFF DEVELOPMENT CHAIRS COMMITTEE  
Tuesday, February 14, 2012  

The District-Wide Staff Development Chairs Committee met on Tuesday, February 14, 2012 at 1:30 p.m., at the Anaheim Campus in room 100B.

Present: Kenneth Robinson, Chair  
Alix Plum-Widner, Jackie Boll, Wendy Bailey, Fullerton College  
Rebecca Gomez, Sharon Lauderback, Cypress College  
Jorge Gamboa, SCE  
Cathryn Neiswender, SCE and DMA  
Gary Schneider, District Offices  
Angela Cotton  

Guests: Heather Cook and Adam Howard, Information Services  
Christina Camayo, CSUF Student Intern  

The meeting convened with introductions.

STAFF DEVELOPMENT REGISTRATION CALENDAR UPDATE:  

Since Bob Hughes is no longer with the District, Ken invited Heather Cook and Adam Howard to the meeting to further discuss the needs in developing a standard evaluation/survey tool which would be used to measure the outcomes of attendance at workshops, trainings, etc. It was confirmed that Banner does have a survey component and that it would be possible to automatically send out a survey to attendees following training. Discussion followed including:

- Identify what should be included in a standard survey
- Should pre or post surveys be developed?
- Schedule follow up surveys three to six months later
- Somehow incorporate the nine staff development standards in the survey
- Most workshops/trainings are currently surveyed immediately following the event
- First Aid, CPR/AED training currently not surveyed, but could be included in the future
- Consider an incentive for completion of surveys such as a gift card from “In and Out”
- Consider conducting pre surveys for a facilitator prior to events/trainings
- Phase I - Heather and Adam to bring a list of generic questions to the next meeting for the initial survey
- Phase II – expand survey with specific questions
- Contact campus researchers for input in types of questions to include

Ken noted that survey results would be discussed with the Chancellor and the Board of Trustees.

REVIEW SECTION OF DECISION MAKING RESOURCE MANUAL PERTAINING TO DISTRICT STAFF DEVELOPMENT:  

The Decision Making Resource Manual was approved at the January 23, 2012 Chancellor’s Cabinet and DPC meeting. As a result, the District-wide Staff Development Chairs Committee will now be known as the District Staff Development Committee, will have a more defined organizational role and will be restructured to include appointed representatives from CSEA and the Confidential Group.
MICROSOFT OFFICE 2010 TRAINING – ADDITIONAL TRAINING NEEDS:

Survey results from the training held at Cypress College on January 11 were circulated for review. Since there were very few respondents to the training held at Fullerton College on January 18, it was decided not to share that information. Discussion followed, including:

- Gary to contact each campus for a count on the number of computers that have Office 2010 installed.
- Cypress College would like to schedule PowerPoint and Intermediate Word training.
- Alix will survey staff at Fullerton for their future needs and Jorge will survey staff at SCE.

Updates will be given at the next meeting.

CLASSIFIED LEADERSHIP INSTITUTE - June 14-16, 2012, Ventura:

Ken reminded that he has not received the name of the classified staff representative from Cypress College who will be attending the CLI. It was suggested that those employees attending the event be invited to give a brief presentation at the September committee meeting.

NISOD INTERNATIONAL CONFERENCE ON TEACHING AND LEADERSHIP EXCELLENCE – May 27-30, 2012:

Ken shared information regarding the upcoming conference scheduled for May 27-30, 2012, in Austin, Texas. It was agreed to sponsor one representative from each campus.

UPDATE ON INNOVATION FUND:

Ken reported that 38 proposals had been received and will be reviewed by the Innovation Fund Committee next week. Recommendations will be forwarded to Chancellor’s Staff and then on to the Board of Trustees.

QUESTION FROM REBECCA ON DISTRICT STAFF DEVELOPMENT FUNDING TO THE CAMPUSES:

Rebecca noted that she is planning for 2012/13 and questioned whether the Great Teacher’s would be supported by District-wide Staff Development funds next year. Ken confirmed that support will remain the same as in previous years i.e., paying for three registrations from each campus, with the campus covering hotel and miscellaneous expenses. Alix suggested that those attending the 2012 event should be required to present lunch and learn workshops during the following semester.

STATE-WIDE FLEX CREDIT WEBINAR:

Jorge reported that he had signed up for a flex credit webinar on February 27 and wondered whether anyone else might be interested in signing up. He was reminded that with the new 16-week calendar, flex reporting will no longer be an issue for our regular full-time faculty.

FULLERTON COLLEGE UPDATE:

Alix distributed copies of the staff development activities scheduled for February. There was brief discussion about the lunch and learn wellness seminars presented by Longevity Early Detection. She also reported that a Zumba fitness class was being planned for all staff.
**CYPRESS COLLEGE:** Rebecca reported as follows:

- Two Word and Excel classes were available to staff prior to opening day
- CSEA workshops planned for classified staff:
  - Culture Through Someone Else’s Eyes
  - Dealing with Difficult People
  - Dealing with Difficult Students
- Hosted California Blackboard Users Group addressing what’s new in Blackboard.
- Selling discount cards for $10 each as a staff development fundraiser through (www.enjoyaccess.com)

**DMA:** Cathryn reported as follows:

- DMA will be reviewing chapters 5-7 from the “One Book” project.
- An “outdoor” end of the year event is planned for June at Fullerton College.

**SCE:** Jorge reported as follows:

- Program Review was submitted last week and will be graded and scored within the next two weeks.
- SLO templates – full-time staff will input and adjunct will continue with the process. Jorge, Cathryn and Jason McPherson will give a presentation at the next meeting.
- Five Gmail training sessions held.
- Two myGateway trainings held.
- Classified Appreciation Lunch scheduled for Friday, May 25.

**OTHER:** Ken asked the committee to include at least a one-hour diversity presentation in their opening day events. He further noted that Fullerton College will be hosting a Human Relations Education workshop presented by Josef Levy in April for classified staff. Further information will be distributed as soon as details are confirmed.

**ADJOURNMENT:** The meeting adjourned at 3:30 p.m. The next meeting is scheduled for Tuesday, March 13 at 1:30 p.m.