

STAFF DEVELOPMENT COMMITTEE

MEETING MINUTES

February 21, 2008

Attendees: Francine Van Meter (chair) , John Govsky, Sesario Escoto, Loree McCawley, Sue Slater, Vicki Fabbri, Rory O'Brien, Winnie Baer

1. Introductions: Francine welcomed Winnie to the Staff Development Committee. Winnie is the new SLO Assessment Coordinator
2. Staff Development Funding Requests
 - a. Conference and travel requests for three faculty were funded at \$500 each; Angela Gleason, Sharon Took-Zozaya, and Lalu Simcik
 - b. Guest speaker stipend of \$400 approved for Gary Marcoccia
 - c. The process to award adjuncts staff development money that resides in the divisions will go through Staff Development. This is money left from retirees, and instructors no longer with the college.
3. Spring 2008 Flex Week Assessment
 - a. Attendance totals were good and only a handful of workshops had low attendance numbers. (attached) The Committee talked about the challenges of scheduling, particularly placing department-level events in competition with events that have broader interest. Francine stated some departments do this each semester and insist on putting it in the calendar instead of using the Individualized Flex Form to schedule outside the calendar.

The Committee received a handout of comments taken from the evaluation forms. It asked what people liked best about an event, and how it could be improved. By and large, the comments were very positive. (see attached)

Sesario expressed concern regarding wine being served at the *Talking Teaching and Governance with the Board* evening event. There were students in attendance and he feels this was inappropriate for a Staff Development sponsored event. Sue stated she thought this was for faculty and staff, as the description stated. Rory also supported the notion this event was targeted for faculty and staff and student attendance wasn't considered when planning the event. Francine added events at UCSC have included alcoholic beverages, and perhaps it's an opportunity to model responsible behavior. Everyone agreed there are concerns when students are involved, and perhaps the administration can provide more direction for future flex presenters.
4. Fall 2008 Flex Week is scheduled August 25–29, 2008. Div/Dept Day is on Thursday, All College Day on Friday. **Deadline for Flex Proposals – Thursday, April 10, 2008**
 - a. The Committee received a memo signed by 14 employees endorsing a proposal for an All College Day guest speaker who will address the topic of climate change and sustainability. Loree asked if the Committee ever solicits ideas from the general campus community. Francine stated that ACD guest speaker recommendations generally come from faculty and administrators through the Staff Development Committee. She also commented the Committee did not have much input in the planning of ACD over the past two years. The administration

has since agreed that planning for ACD should shift back to the Staff Development Committee.

- b. An email will go out to everyone calling for proposals and suggestions for ACD guest speakers. The Committee will discuss themes at the next meeting.
- c. Some suggested topics included budget-related issues; how do we continue to provide outstanding teaching in tough times, what gets us through?

Spring 2008 meeting dates

Thursday, February 21, 3:30–5pm

NEXT MEETING — Thursday, March 20, 3:30–5pm

Thursday, April 17, 3:30–5pm

Thursday, May 15, 3:30–5pm

Flex Week Comments

Visual Impact, Teaching Astronomy in the Planetarium

"The whole planetarium exposition is great!"

"I enjoyed reviewing and expanding knowledge of astronomy."

"I highly recommend this flex exercise."

Music Technology Committee Meeting

"Ground Level Exposure to Process of New Program in Formation."

Not Just Bathing Beauties, but Gutsy Gals as Well: Women in Santa Cruz History

"Sherrie is a fantastic story teller and her stories of Santa Cruz history was fascinating!"

"Would like to have part II next flex week."

"Engaging stories, Invited discussion."

Sustainable Cabrillo

"Fascinating possibilities emerged. Let's keep going!"

"Repeat each flex semester."

Education for Ecoliteracy

" discuss/explain goals before we each looked at the hand-out."

"Very stimulating to meet the challenge of how different disciplines could use this."

Stretching and Sketching

"Great way to focus and loosen up pre-semester."

"A very good way for art faculty to interact."

"Wonderful escape to something new - just what flex is all about."

Strategic Master Planning Process

"More communication to increase attendance."

"The level of interactivity w/ the audience - very thoughtful discussions."

"Great location, important topic."

Behind Many a Successful Student

"Teaching/recognizing student disabilities."

"The audience had generally no experience or knowledge of the array of services & agreed they needed follow-up info to reinforce."

"You could add example scenarios of students who need services from instructor's p.o.v., then explain to whom we could refer them."

"All of the services are great - but confusing! It would be wonderful to see a synthesis of the services, or a flow chart, or maybe just a centralized referral center for all of them!"

"A flow chart for all the services w/criteria for eligibility & contact info."

"More time, more focus on each group."

"Opened my eyes to the array of services available to students."

Part-Timer's Solidarity Breakfast

"Did not leave enough time for Q&A."

"Opportunity to share concerns and information with other faculty."

"I always come away feeling a renewed camaraderie, (Even if I feel depressed!)."

"Asked for issues and then didn't discuss them. There was a little too much encouragement to be negative."

"Brought a scattered group together and we found that we share a lot of the same issues."

CCFT General Council Meeting

"News on prop 92 & budget issues union history fit well w/ Harry's talk."

"The knowledge & commitment of the presenters is inspiring."

"Great - always a helpful update to the big picture."

The Balancing Act: Teaching and Care giving

"We need more social fun networking. Thanks!"

"Relaxed interaction, a chance to reconnect with Cabrillo parents and talk across disciplines."

New Adjunct Faculty Orientation

"Information about admissions & records was very important."

"Helpful to meet personnel from different departments."

Managing Student Behavior for a Healthy and Secure Learning Environment

"Was able to ask all of my questions, and got good answers."

"Clear description of process for reporting disruptive behavior."

Dancing with the Stars, Meet the Dance Department

"The intimacy dancers have beautiful souls."

"This may be my favorite flex week activity."

"Meeting and hearing from the dance instructors."

Learning Communities

"New ideas to think about."

"Lovely energy, nicely thought provoking."

The A Word: Active Learning

"She presented a dazzling array of techniques which seem extremely useful."

"Came away with concrete tools to use with my classes immediately."

Getting Comfortable with Web 2.0

"The amazing knowledge of the presenter."

"Need more discussion on how to use for teaching."

"Kept moving, lots of info, websites for follow-up, and very clever library handouts."

"Getting savvy on the new tech stuff inspires ideas for more courses."

Scotts Valley Center Orientation

"Refreshes site procedures."

"Friendly helpful intros/people."

Interdisciplinary Teaching in Health and Wellness

"Learning about the progress of this program's efforts."
"Brainstorming" and "Good networking"

CabrilloARTS: Redefining the Arts in Summer

"The growing feeling of quality that surrounds the art department & VAPA that these workshops contribute to, and our new facilities, which undoubtedly comes from those directing these great things. Thanks to Dan and Everyone."
"The numbers tell the story."

How to Write a Student Learning Outcome

"Overview of theory and detailed 'how to' info for both included and the two presenters [offered] complimentary information."
"Diversity of attending faculty and the info disseminated. Continue each semester, always more to learn!"
"Hands-on practice" and "breakdown of specific SLO's"
"Good examples offered and the differentiation of rubrics, SLO's and objectives was thorough."

Talking Teaching and Governance

"Wonderful personal stories!"

Toward a Second Annual social Justice conference

"A deep sense of the connection between the classroom and life issues."

Breakfast with the President

"The overview provided a jump-start to the semester and long range goals."
"I like that it provided a chance for everyone to get caught up with the big picture for Cabrillo."

Courage to Teach

"An opportunity to consider deeply my teaching from a more 'heartfelt' perspective."
"sharing, honest dialogue, educational"

Instruction Program Planning

"I think it will be immediately helpful to our own Reading Department."
"Clear Information - Relevant to our project."
"It is important to meet people who are resources - e.g. Rick Fillman, etc."

Cabrillo Climate Initiative Organizational Meeting

"BTW, let's figure out an online method for these evaluations, so we can save all this paper."
"We need to meet again to establish priorities."
"Passion for ideas."

Simulation: Realism & Safety = Efficient Student Learning

"The Sims Scenario."

"Preparation of materials, lead-in presentation, and live experience - each done with such quality and skillfulness!"

"I'd like to see a more intense and chaotic scenario."

"Involvement of students from other disciplines - not just staff."

Individual Creativity in Math Teaching

"Sharing with colleagues about teaching."

"Relevant and informative to my teaching."

"The collaboration amongst math instructors is wonderful."

"More ways to 'turn students on' to math."

Managing Your Virtual Classroom

"- more discussion specific to retention strategies."

"New to this so all information was useful - some terminology (short cuts) was unknown."

"Francine's vast knowledge: for every question/comment could lead to enhancements, new resources, and experience."

iTunesU @ Cabrillo

"This is a great application for new ways of teaching, and I want to see part-2."

"Easy intro to a tool that has many possibilities."

"Garage Band!"

"The hands on time to try it out!"

Blending Concepts of Yoga and Strength Training

"Great interaction & organization between instructors."

"Liked the combined concepts - hooray!"

"Very balanced with sound principles."

Great Student Writing: English Writing Workshop

"Reading creative work by our students."

"Lots of fun; a chance to see stellar student work; a chance to meet and work with faculty."

Web-enhanced Teaching with Blackboard CE6

"Continues to reinforce Web-learning."

"There is so much to learn!"

"Hands-on: well paced discussion."

"The hands-on approach made this workshop really useful."

More Than Meets The Ear - Innovative Ways to Teach the Listening Class

"Getting together to brainstorm ideas with my department is always so beneficial."

"I left with so many new ideas for my class."

"Thanks! I'm glad that I got great resources."

Program Chair Meeting

- "Beth making this 2-hrs this time - not as rushed."
- "Sesarios Presentation."
- "Student behavior segment was great."

Vacated Space - Who Gets It?

- "Double-D acting serious."

Watsonville Center Faculty Meeting and Orientation

- "Wonderfully interesting and useful background info about our student population in Watsonville."
- "Organized handouts easy-to-read and applicable."
- "I am grateful for the online-roster training."
- "Rachel thinks of all we need."

What's New? WebAdvisor for Faculty News

- "The Material was well explained."
- "The new features implemented in WebAdvisor."
- "Learning how to turn in census online was very helpful."
- "Clarified new WebAdvisor procedures and policies."
- "I'd like to see a video of this presentation, it was very informative."
- "Very informative - necessary information for this semester!"

Remote-Controlled Student Response "Clicker" Systems

- "Emphasized benefit to student & instructor."
- "Great fun to use the clickers."

Dental Hygiene Clinical Educational Methodology

- "Open communication and exchange of ideas."
- "Open Dialogue - thanks to organizers who put effort & thought into issues."

Keeping Students On Course

- "Content - delivery - applicability and collegiality."
- "There was a variety of active learning opportunities and the workshop was well organized."
- "Complete, tangible experiences through which to learn the materials."
- "Great strategies that I can use immediately."
- "The tools given are applicable in a variety of settings and transferable to many areas of life."

Strength and Conditioning for Performance and Injury Prevention

- "Both listening and movement with different exercises."
- "Great ideas! We need more time."
- "Demonstrations were excellent."

The Cabrillo College Honors Program

"Excellent spirit of collegiality on an upbeat topic."

"The enthusiasm from faculty who are considering honors courses."

"The open dialogue on access and reducing barriers to students."

"This program is an excellent idea!"

Scotopic Sensitivity Syndrome - What is it and how can we help students who have this?

"We need to see how a test is done to identify this disability."

Curriculum Business

"We made decisions and got work done."

CurricUNET: Programs, the Next Step

"Dale answers our questions and "puts out fires".

Ruby Make My Rubric Pretty...

"More people should use this resource."

Increase Classroom Retention and Improve Your Connection with Students: Digital Bridge Academy

"We need to include D.B.A. Graduates in this."

"I am very interested in participating in any DBA training."

"Powerful and inspirational panel discussion."

"I can see how this would help teachers improve their teaching strategies."

"This connects with where I want to go as a teacher!"

"Found more out about what the DBA actually does."

Spring 2008 Flex Week Attendance Totals

	Attendance		Attendance
Apples, Leopards, and Video...Oh My!	23	Program Chair Meeting	27
Are You Ready for the Next Emergency?	9	Remote-Controlled Student Response "Clicker" Systems	12
Behind Many A Successful Student...	25	Ruby Make My Rubric Pretty	4
Blending Concepts of Yoga and Strength Training	16	Scotopic Sensitivity Syndrome	8
Book Discussion on "The Courage To Teach" by Parker Palmer	11	Scotts Valley Center Orientation	14
Breakfast with the President	72	Simulation: Realism + Safety = Efficient Student Learning	11
Cabrillo Climate Initiative Organizational Meeting	21	Strategic Master Planning Process	11
CabrilloArts: Redefining the Arts in Summer	16	Strength and Conditioning for Performance and Injury Prevention	16
CCFT General Council Meeting	44	Stretching and Sketching	20
CCFT Luncheon	114	Sustainable Cabrillo	11
Curriculum Business	21	Talking Teaching and Governance with the Board	30
CurricUNET: Programs, the Next Step	28	Technology Fresh Start	16
Dancing with the Stars - Meet the Dance Department	17	The "A" Word! Active Approaches to Teaching and Learning	18
Dental Hygiene Clinical Educational Methodology	11	The Balancing Act: Teaching and Caregiving	6
Education for Ecoliteracy: Continuing the Conversation	12	The Cabrillo College Honors Program	20
Faculty Senate Meeting	23	The Latino/a Connection: Strategies and Content for Student Success	20
Getting Comfortable with Web 2.0	17	Toward a Second Annual Social Justice Conference	14
Great Student Writing: English Writing Awards Workshop	8	Vacated Space - Who Gets It?	39
How to Write a Student Learning Outcome	15	Visual Impact - Teaching Astronomy in the Planetarium	15
Increase Classroom Retention, Improve Your Connection With Students	40	Watsonville Center Faculty Meeting and Orientation	40
Individual Creativity in Math Teaching	19	Web-enhanced Teaching with Blackboard CE6	17
Individual Creativity in Math Teaching	10	What's New? WebAdvisor for Faculty News	47
Instruction Program Planning	20		subtotal 416
Interdisciplinary Teaching in Health and Wellness	24		TOTAL 55 workshops 1228
iTunesU @ Cabrillo	21		
Keeping Students On Course	30		Fall 2007 (60 workshops) 1244
Learning Communities: A new way of thinking about general education	7		Spring 2007 (59 workshops) 1146
Managing Student Behavior for a Healthy and Secure Learning Environment	10		Fall 2006 (57 workshops) 1122
Managing Your Virtual Classroom	13		
More Than Meets The Ear- Innovative Ways to Teach the Listening Class	8		totals do not include CCEU luncheon
Music Technology Committee Meeting	9		
New Adjunct Faculty Orientation	10		
Not Just Bathing Beauties, but Gutsy Gals as Well: Women in Santa Cruz History	35		
Our Gang Goes to the Big City.	10		
Part-Timers' Solidarity Breakfast	43		
	subtotal	812	