Professional and Staff Development Committee

*Approved during the March 12, 2013 meeting*

Minutes Feb 12, 2013

Present: Stephanie Atkison-Alton, Michael Climo, Jesse Sanchez, Dorothy Mundt, Patricia Rodriguez, Maria Granados, Marie Zaiens, Monica Moreno, Roula Dakdouk, Suzanne Mignosi, Aleida Gomez, Christopher William, (Dolita Young missed the meeting but consulted with co-chair Michael Climo prior to the meeting.)

Action Items:

1. Change of name and objective of committee: a) New Name: The new name of the committee will be The Professional Development Committee. b) The Professional Development Committee will be responsible for coordinating the training of staff and faculty.

2. $400-500 to pay for Miguel Bautista from the Yucatan Peninsula to come to LAMC for the Health & Food Expo on April 11, 2013.

Discussions:

1. Objective and Name of Committee – see the action items below. Statewide there are several key issues being discussed in response to the Student Success Task Force recommendation related to professional development. Statewide, the recommendations are to name committees Professional Development Committee. The focus of trainings for all workers on campus should be student success. Student success includes the ability to work with people from many cultures, learn, and much more. Being healthy is part of student success since a healthy body leads to a healthy mind.

2. Breakfast By the Patio – March 28 by the CAI, outside. Details: Breakfast and award ceremony 8am-9:45am. Mandatory Emergency Training for all classified staff in CC 10-12noon. The President has agreed
to letting all supervisors know of the importance of the training on Emergency Preparation. Online surveys being distributed – first to supervisors. Then, lists out for a vote. There will be many awards. A focus group has been established to coordinate the event.

3. ASO Events for Black History Month – The ASO is doing a great job getting events planned, including movie nights and the big event on Feb 24.

4. Free Tai Chi Week – date changed from initial proposal. 1-2pm, Feb 25-28 in the Quad.

5. Online Trainings – Dare to Care, Etudes, MS Academy, @One, CSN3, and more are available.

6. President’s Workshops
   1. Multi Cultural communication—Co sponsored by the AFT Faculty Guild in late March
   2. Transition of Young Adults with Autism to the Community College- Late April
   3. Organizational Culture and Team Work—Early May

7. Health and Food Expo – April 11. See action item below. Discussed the possibility of bringing in medical doctors with CHIP. A focus group has been established to help coordinate the event.

8. Counseling Workshops

Aleida Gomez is doing a great job planning and coordinating some counseling workshops. Initially, they were only going to be for faculty, but the decision is to make them available to all workers at the college. The two workshops that we are planning for this semester are:

   Counseling 101: Counseling Services for Student Success

   Counseling 102: Procedures and Forms for Student Success
We would like to see them offered in consecutive weeks, with each being offered more than once. The plan is to have them towards the end of April. The idea would be counseling 101 on Monday around noon, Tuesday evening, Wednesday evening, and Thursday noon, allowing everyone the opportunity to attend one that week. Then, counseling 102 would be offered the following week at the same days and times. Workshops would be about 1 hour long.

9. CHIP workshops possibility – The Complete Health Improvement Project is being considered for LAMC. This is one of the largest lifestyle programs that addresses healthy choices. We will either need them to coordinate this, or send two people for training to Ohio to coordinate the program on campus. They work with medical doctors, and have had phenomenal results, such as 20% cholesterol drops, reversing diabetes, and more, often within 30 days.

10. Armenian Cultural Event – a focus group has been established to coordinate and plan an Armenian Cultural Event.

11. Discussions of some possible upcoming workshops:

First, the committee is now starting to think and plan workshops for next academic year. The Academic Senate, according to the contract, is responsible for assisting with the planning of 33.5 hours of flex activities a year, including Flex Day. These can include workshops related to responding to the Accreditation Committee, our college retreat, district wide DAS meetings like the innovation day last fall and the discipline day in the spring, planning activities for the college, and more. The AS is responsible for guaranteeing that these 33.5 hours are high quality. This will be brought to the AS in the March meeting. The approval of these 33.5 planned activities needs to be made by the end of May to be submitted to the state. For this year, with the myriad number of meetings regarding all the accreditation standards, Flex Day, college planning, the Faculty Academy, DAS workshops, and more, we have planned far beyond our state requirements.

Beyond those hours that the AS needs to approve, any other Professional Development Activities can and will be developed. Our goal is to make a great Professional Development program at LAMC. All members of the committee attended this meeting (the student rep actually didn’t show up, but she met personally with Mike to help coordinate student activities, so the 11 members are coming together very well and
working hard. It is good to see the change in the committee since we added more AS reps last year, which was appropriate due to the change in the contract that placed more responsibility on the AS when it comes to Professional Development.

12. Future workshop ideas:

How to have effective meetings

More counseling and student services workshops

Health programs like CHIP, which go along with district planning

High Quality Workshops for teachers

Diversity activities

Awards and recognition of faculty to be part of Flex Day 2013

Workshops by graduates of FTLA

The Faculty Academy 2013

Continued workshops on emergency preparation – possible all day, all campus training, June 5, the day after graduation.

Workshop on graduation – effective teaching methods for student success for 2 hours before graduation + faculty can get 2 hours Flex for attending graduation according to the contract.