



**ADVISORY COMMITTEE & FACULTY SUBCOMMITTEE
MEETING AGENDA**

July 23, 2008

1:30 p.m. – CDC Conference Room

1. Change back to Friday, August 29, 2008 for mandatory on-campus Professional Development (Flex) Day

2. Plans for Friday, August 29

Continental Breakfast: Increase number to _____

Classified Staff to attend. Offices not to open until 9:00 a.m.

Dr. Daniels/Vice Chancellor Columbo needs 45 minutes to 1 hour for Accreditation.

Toni Rhodes: “Courageous Conversations”

Glenn Yoshida: SLOs

Sioban Dillon: Overview of Moodle

Vibha Gupta: Smart Classroom?

Dean Walden: ASAP?

Dr. Sharon Maselli & Sabrena Turner-Odom: ?

Dr. Danny Martin: Basic Skills?

Theme:

Last year: “Instructional Strategies and Collaborative Partnerships for the Diverse Learner”

Tasks:

Before Thursday, August 28

One-year Staff Development Plan

(Measurable objectives, ongoing activities, funding source)

Finalize program for Dr. Daniels’ mailing

Copy all documents for folder

Copy evaluation forms

Purchase folders

Sign-in sheet, check with Angelica

Thursday, August 28

Cut tablecloths, cover tables – tape, scissors

Set up tables, chairs

Make sure folders are stuffed

Sign-in table/sheets/pens/folders

Evaluation bags

Friday, August 29

Set up canopies

Set up tables, chairs outside if not already in place

Set up sign-in table, folders

Attach door/workshop signs - tape, scissors

Before lunch: Attach sandwich signs

Distribute and collect evaluation forms – forms, bags 4 people

Master of Ceremonies

Evaluation form Which form—standard or ours?

3. Staff Development Webpage

Mission Statement – Review versions

Hours Allowed for Professional Development Credit

Professional enrichment – Reduce from 7 to 6?

Personal enrichment – Reduce from 5 to 4?

Academic Senate Officers – Change to only President, VP, Secretary with 24 hours rather than all Senate Officers?

Other links:

Guidelines for Writing Staff Development Proposals

AFT Calendar 2008-09 (15 week pattern)

Flex Activity Report Form

Staff Development Proposal

Evaluation of Staff Development Activity

LACCD

Conference or Activity Attendance Request

Conference Attendance, Report on

Travel Expense Claim

4. Staff Development 3-year plan due in October

Staff Development Program Review

5. Other items

6. Next meeting: _____