

Los Angeles Harbor College

Staff Development Committee

Agenda

Wednesday, March 10

2:00 PM

Room NEA 295

Attendance: Mark Wood (presiding), Janice Sandell, Daryle Nagano-Krier

2:10 Call to order

2:10 Approval of Agenda

2:15 Approval of Minutes 12/09/10 MSP (Nagano-Krier, Wood)

2:15 Budget Review and Assessment

Mr. Wood presented the budget update. He informed the committee that there is only \$47.00 left in conference attendance funding and a grand total of \$1900.00 left in the account. The committee decided to **discontinue any reimbursements for conference attendance or training**, in order to save the remaining funds for the support of college-wide training activities.

2:30 ECD training sessions

Mr. Wood will schedule training sessions, in conjunction with the curriculum chair, for the new Electronic Curriculum Development (ECD) program. Suggested dates will be Thursday 25th, 2-4 PM, Tuesday 16th 5-7 oopsJ, Wednesday April 8, 2-4 PM.

Microsoft office sessions

Mr. Wood will assist the office of Academic Affairs in organizing and scheduling Microsoft Office training sessions.

2:35 Summer Staff Development Schedule and Activities

Tabled until next meeting

2:35 Adjournment