

## **Title V Cooperative Grant**

### **Summer Institute Site Debriefing**

**June 15, 2011, LRC 114**

#### **MINUTES**

In Attendance: Sharon Beynon, Bola King Rushing, Erica Tartt, Krista Wilbur, Gwendolyn Lewis Huddleston

Plus additional comments from Judy Garey via email

The team met with the results from the event evaluations. This included a numerical listing to the questions we asked on a scale from 1 to 10 with 1 being low. Plus comments by all attendees from multiple questions we asked of them. We also had the action plans compiled for review. We reviewed these documents looking for common themes of where we could improve along with our own observations and notes about the event. Below is a bullet point list of the topics and actions we discussed.

- Add- Controlled interactions of SITE team members and SITE participants to put in video. Will conduct more interviews. We all agreed to this. Gwen followed up with Joseph (Videographer) the next day and gave him the go ahead on this.
- Sharon- Follow teachers around to show the teacher's projects for video and promotion. Yes we always have to have teacher's permission to enter their classes and when videotaping students we also need to have them sign release forms. FYI
- Krista will do word press to get the web site started
  - Robert Cabrall is the Academic Senate President at Oxnard College and can assist from the Oxnard side. Robert also knows Word Press?
- New Faculty orientation- Announce SITE = Lets bring it up to both campuses
- Let's prepare our announcement and application for the next SITE and have ready for FLEX Week. Bola, Sharon, and some of the participating faculty will work on the presentation for OC Flex event. Sharon will work with other team members about the Flex event at VC. Sharon: VC Flex event is not firmly scheduled yet. I checked with the President's office and I will be working with the President on the final schedule the first week of July when I return.
- Send Sharon and all Joey's contract information – **Joseph Kennelty 805-218-5508**  
**JosephKennelty@gmail.com**
- Discussed separate management of the faculty and follow through on the action plans from OC/VC. How will we do this and who will do this at Oxnard? Bola will think on this and give us his thoughts a bit later. Gwen explained how OC has its own budget for use for summer institute/professional development of faculty within the grant. Gwen also announced that the travel fund FOAP's (budget line items) has been created for paying

faculty travel. Also, Gwen sent the list of what faculty attended and their amount due toward travel to the respective parties at both OC and VC. Note: Gwen will work with OC and VC to back charge OC for their portion of the summer institute.

- Erika will create a self assessment form similar to the way we measure our SLOs this is to be used to document faculty experiences with their experimentation of new teaching techniques.
- Faculty follow up and interaction meetings: Scheduled– 2<sup>nd</sup> Friday – of each month
- Get Student Services – more involved from the beginning. VC Student Services were wonderful this round. Let's brainstorm with them what they would like to do different and better.
- Increase Cohort merging on the next round.
- Add learning Communities to the Experimental Learning Day
  - Bring Bob Porter in
- How to pay our faculty presenters? Gwen will look into this.
- Technology Day – Log in issues, brainstorming on how we could make this better.
- Picnic Day for our lunch one of the days
- Monday through Thursday – 8:45am to 5 p.m. with 45 minute lunch instead of 5 day week.
- Discussion on speakers. Make shorter and insist on interactivity. Lots of discussion on if we should maintain these two areas Brain Theory, Transformational Leadership or switch to something else. Gwen noted that Jenny Redding from Oxnard will be returning from a sabbatical in fall where she has been working on Brain Theory. UCLA has used transformational leadership as a foundation to their faculty development. Krista experienced the VP of Student Affairs at CSUCI speak to her classroom about transformational leadership. Krista will contact him about this matter and seek his advice and/or willingness to participate. Sharon will follow up by checking into UCLA regarding transformational leadership.
- Use more ice breakers also as a teaching technique show and tell?
- Save CATS discussion until after the CATS have been done a few times. Get them used to it then introduce the details behind their use.
- Help faculty understand their roles as leaders as a foundation for appreciating and understanding transformational leadership training. Sharon to check in with UCLA regarding their transformational leadership training with faculty.
- We all liked the video work that Joseph Kennelty did. That portion was a success.
- The booklet/guide we created for the event was a success.
- The give-away instructional prize process worked well. Bola suggested we could purchase flash drives for the upcoming event which we could preload documents on for faculty use during the event.

Judy's comments:

The evals show that the institute was generally very successful; I think for a first year we did a commendable job.

I agree that both of the full-day paid speakers were not as great as we had anticipated and both were too long; their content could have been communicated in a much shorter time. And I hadn't realized that Rita Smilkstein's presentation was the same one she gave at Oxnard, so for the Oxnard people that was, unfortunately, merely a repeat of something they'd already had.

"More hands on" was a thread through people's comments. Perhaps next year incorporate more of our own faculty's work; presentations/workshops showing implementation by this year's people or brainstorming sessions and then presentations of ideas by the participants themselves. (It's amazing what people can come up with in a short amount of time - one of the best conference experiences I had was a play in 3 days; cast, rehearse, and present short plays in 3 days - they were fabulous).

Someone mentioned not knowing everyone by the end of the week, and I agree. Although I knew most, there were people I didn't know. Maybe we need to consciously set up lunch or work groups so that everyone gets to meet and work with everyone else; otherwise people tend to stick with only those they already know.