



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE**

**Minutes**

**March 22, 2018**

**Room 414**

**2:45 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:45PM.								
<b>2. Roll Call</b>	<table border="0"> <tr> <td>Michelle Smith, Co-Chair</td> <td>Dwayne Hunt, Co-Chair</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep</td> <td>Maureen Powers (absent)</td> </tr> <tr> <td></td> <td>Jack Schouten, Faculty</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Dani Gonzalez, CSEA rep	Maureen Powers (absent)		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Dani Gonzalez, CSEA rep	Maureen Powers (absent)								
	Jack Schouten, Faculty								
<b>3. Agenda approval</b>	D. Hunt motioned to approve the March 22, 2018 agenda; J. Schouten seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	D. Hunt motioned to approve the March 1, 2018 minutes; K. Luce seconded the motion; motion carried.								
<b>5. Comments from the Public</b>	NA								
<b>6. Professional Development</b>	<p><b>Funding requests</b> (30 minutes max)</p> <p><b>Faculty</b></p> <p>6.1 Karen Lowe (15S18) approved</p> <p>6.2 Brian Bower (16S18) pending</p> <p>6.3 Kitty Luce (17S18) approved</p> <p>6.4 Ginger Cain (18S18) denied</p> <p><b>Staff</b></p> <p>NA</p>								
<b>7. Action Items</b>	NA								
<b>8. Information/Discussion Items</b>	<p>8.1 <i>March 13-14, 2018 Flex Feedback</i> – Overall feedback was positive although response rate for online evaluations was very low (0-8 responses per session). The trial run with Qualtrics Survey software revealed that it kicked out participants after each survey. J. Schouten stated the need to find better spaces for events. For example, the audiovisual system in the Board Room was inadequate for the number of attendees at Dr. Daniel Martin’s talk. I. Bourdon mentioned the need for better coordination with other committees. Specifically, Distance Education held an event that coincided with Dr. Daniel Martin’s talk. I. Bourdon suggested inviting committee coordinators to PDFC meetings to improve communication.</p>								

8.2 *4CSD Conference Review* – D. Hunt remarked on the many worthwhile sessions presented at the conference. While the PDFC committee has worked to enhance offerings at Solano College, we also have room for continued improvement especially with regards to professional development for staff.

8.2.1 *Cornerstone On Demand* – M. Smith attended sessions that evaluated software programs to track professional development electronically. The Cornerstone On Demand program stood out from others in its ability to calculate flex obligation hours, schedule events, create rosters, and verify completion of hours. It is also capable of integration with Banner as well as Keenan Safe Schools and Lynda.com through the Professional Learning Network. The committee agreed this is an opportunity worth exploring.

8.3 *Budget update* – M. Smith reported the budget as \$64,397.55 balance with \$14,107.38 in outstanding debits. The committee requests assurances regarding the budget, specifically the amount and date of funds procurement. Historically, funding of professional development has been uncertain. It is unclear whether funding is dependent on the economy, college administration, or other factors. While the PDFC is funded at this time, future funding remains a question.

8.4 *Guidelines for Local Travel* – The IRS does not provide a strict definition of local travel nor does it state specific rules regarding mileage or lodging. The committee discussed developing criteria to outline local travel such as total distance and number of days of event. Cost of mileage as compared to cost of lodging may also be informative in the decision-making process. This is expected to be an on-going discussion in the committee.

8.5 *Fall Flex* – M. Smith announced that Dr. Rita Cameron-Wedding is scheduled to discuss implicit bias on Thursday, August 9 with a follow-up session on Tuesday, October 9. DSP has invited Gaeir Dietrich from California Community Colleges High Tech Center to speak on accessible instructional materials. I. Bourdon suggested this topic be included on the required day to promote awareness of instructor liability for online content. Whether or not this is also a staff issue remains a question. J. Schouten expressed interest in follow-up discussions related to compassionate teaching as well as teaching in the prison.

## 9. Announcements

## 10. Adjournment

9.1 ACCCA Great Deans Program applications due Friday, May 18, 2018

10.1 Meeting adjourned at 4:01PM

**All meetings will be held in 414 from 2:45PM – 4PM unless otherwise noted.**

**April 19**

**May 3**

**May 17**