



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE**

**Minutes**

**April 12, 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 style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">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, Adjunct Faculty</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, Adjunct Faculty		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty								
	Jack Schouten, Faculty								
<b>3. Agenda approval</b>	D. Hunt motioned to approve the April 12, 2018 agenda; I. Bourdon seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	I. Bourdon motioned to approve the March 22, 2018 minutes; D. Gonzalez 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 Brian Bower (16S18) approved</p> <p>6.2 Kevin Marks (19S18) approved</p> <p>6.3 Cheryl McDonald (20S18) approved</p>								
<b>7. Action Items</b>	7.1 NA								
<b>8. Information/Discussion Items</b>	<p>8.1 <i>Follow-up on Compassionate Teaching</i> – M. Smith informed the committee that Dr. Daniel Martin plans to return to Solano to continue the discussion on compassionate teaching. The goal is to incorporate this approach into curriculum with focus on particular student groups. The committee discussed potential groups including high school students and prison students. The meeting is scheduled for Friday, April 27<sup>th</sup> at 3pm in the Pam Keith Conference Room. All committee members are welcome to attend.</p> <p>8.2 <i>Fall Flex</i> – The committee discussed plans for fall flex. DSP invited Gaeir Dietrich to speak on accessible instructional materials. Dr. Rita Cameron-Wedding will speak on implicit bias in August with a follow-up session in October. J. Schouten suggested this is a timely issue with the recent death of Stephon Clark in Sacramento. The committee expressed interest in promoting attendance at professional development events.</p>								

While anecdotal evidence suggests numbers are increasing, it would be beneficial to get data on attendance. I. Bourdon suggested comparing attendance of full-time and part-time employees. The committee also discussed whether the name (“flex”) and language (from the contract) might disincentivize participation. The committee is interested in finding names used at other schools. One question is whether a name change would have to go through the Academic Senate for approval. J. Schouten introduced an idea on role playing topics for discussion such as sexual harassment, student attendance, or classroom management. He proposed a four step approach that provides a description of the topic, generates a variety of ideas from the audience, records key points of the discussion, and then shares results with others. M. Powers suggested a next step might include identifying the challenges that employees encounter. M. Smith proposed campus-wide surveys might be in order, although it will be important to conduct separate surveys for faculty and staff.

*8.3 Deadline for Reimbursements* –The committee agreed to set the deadline for professional development applications to Monday, April 30. This would provide sufficient time to process the applications before the end of the semester. It was also suggested that applications be scanned and forwarded to the committee prior to meetings to facilitate the review process. M. Smith will ask Sheila Kaushal if this can be done.

*8.4 Flow Charts* – K. Luce informed the committee that a draft of the application process presentation is ready; she will send the file to the committee via email for review.

## **9. Announcements**

- 9.1 On-Course Workshop I dates TBD
- 9.2 Pacific Northwest Great Teaching Seminar, June 17-21, 2018
- 9.3 International Conference on Critical Thinking, July 16-20, 2018
- 9.4 The Foundations of Happiness at Work, September 4, 2018

## **10. Adjournment**

- 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**