



**Professional Development/Flex Cal  
Committee  
September 29, 2016  
2:30 pm – 4:00 pm**

<b>Call to order</b>	The meeting was called to order by Committee Co-chair LaNae Jaimez at 2:30pm
<b>Roll Call</b>	<u>Present</u> LaNae Jaimez, Co-chair, Ingeborg Bourdon, Michelle Smith
<b>Agenda approval</b>	Michelle Smith made a motion to approve the agenda, Inga Bourdon seconded the motion and agenda was approved.
<b>Approval of Minutes</b>	Inga Bourdon made a motion to approve 9/15/16 minutes and was seconded by Michelle Smith, minutes approved.
<b>Public Comments</b>	No public comments
<b>Information/Discussion Items</b>	
6.1 Optional (Floating) Flex Day 6.1 Flex day 10/11	Reviewed and approved final draft of the 10/11 Flex Day.
6.2 Development of PDFC  6.2.1 Purpose	Michelle Smith presented a draft of the PDFC purpose statement. It was accepted by the committee to be presented to the Academic Senate for approval. It reads as,  <i>To promote professional development opportunities for faculty and staff to broaden their knowledge, expand their skills, and enhance their abilities to benefit the students, the college as well as the greater community.</i>
6.2.2 Rubric for PD funds	Rubric was reviewed and discussed. Updates will be made and changes will be reviewed by the committee.
6.3 Committee goals 6.3.1 & 2 goals/timelines	Committee goals and timelines for the goals were review, discussed and modified. Goals were accepted by the committee and forwarded to the Senate for approval. (see attached)

**7. Action Items**

No action times were listed, but committee agreed to move purpose statement and goals forward for Senate approval.

**8. Activity**

The committee complied feedback from the fall required Flex Day to be reviewed at the next meeting

**Adjourn**

Meeting was adjourned at 4:00 pm  
Next meeting 10/06/16 at 2:30

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