



**Professional Development/Flex Cal  
Committee  
October 6, 2016  
2:30 pm – 4:00 pm**

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| <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><br>LaNae Jaimez, Co-chair, Salvatore Abbate, 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 9/29/16 minutes and was seconded by Michelle Smith, minutes approved.   |
| <b>Public Comments</b>              | No public comments  |
| <b>Information/Discussion Items</b> |   |
| 6.1 Review of Evals, Fall 2016 Flex | Scores on the Fall Flex evaluation forms were tallied last week. The vast majority of all evaluations were very positive (highest possible score) for all sessions. No session received poor or negative ratings. The committee discussed the limitations of the current evaluation form. Very little useful information can be obtained from the completed evaluation forms.   |
| 6.2 Evaluation form for 10/11 Flex  | The committee agreed that a new evaluation form should be developed. A work session ensued resulting in a new set of questions for evaluation of Flex Calendar activities. LaNae agreed to create a word document with the new questions and Sal Abbate agreed to create an electronic scantron version of the form so that an electronic report can be produced. The committee agreed that the evaluation form would include questions that can be quickly rated and that a follow up online survey including open ended questions will be given post Flex activities. |
| 6.3 Optional Flex 11/23             | The 11/23 optional Flex day was discussed and a plan was put in place.  |
| 6.4 Spring 2017                     | The committee discussed the Spring 2017 required Flex. The committee considered administering a faculty survey to help guide offerings/activities, however, it was determined that due to time constraints a survey would not be possible at this time. It was decided that spring flex will center around a  |

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| 6.5 Rubric for PD funds | keynote speaker on diversity/equity with supporting workshops to follow. Committee members agreed to bring bios for potential speakers. LaNae agreed to ask S/P Esposito-Noy and Senate President Michael Wyly for additional potential keynote speakers. |
| <b>7. Action Items</b>  | Modified rubric was presented and reviewed. Additional feedback was provided. Changes will be made and rubric will be presented to the Academic Senate.   |
| <b>7.1</b>              | PDFC faculty approved funds request of Marc Lancet  |
| <b>8. Activity</b>      | The committee complied feedback from the fall required Flex Day to be reviewed at the next meeting  |
| <b>Adjourn</b>          | Meeting was adjourned at 4:00 pm<br>Next meeting 10/20/16 at 2:30, room 902   |