



**Professional Development/  
Flex Cal Committee  
December 8, 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>	<p><u>Present</u> LaNae Jaimez, Co-chair, Salvador Abbate, Ingeborg Bourdon, Candace Roe, Michelle Smith</p> <p><u>Absent</u> Sheila Smith</p>
<b>Agenda approval</b>	Michelle Smith made a motion to approve the agenda, Candace Roe seconded the motion and agenda was approved unanimously.
<b>Approval of Minutes</b>	Inga Bourdon made a motion to approve 11/17/16 minutes that was seconded by Michelle Smith, minutes approved unanimously.
<b>Public Comments</b>	No public comments
<b>Information/Discussion Items</b>	
6.1 Plan for Spring 2017 Flex	
6.1.1 Required day	The committee reviewed the preliminary schedule for the required day (1/12) which included the schedule requested by the keynote speaker.
6.1.2 Optional day 1/12	The committee reviewed several requests for optional day events that were submitted after the committee solicited the faculty for activities. Seventeen plus optional day activities have been requested and were approved for inclusion in the optional flex day agenda. There was some concern about the number of activities (number of attendees per event may be low due to so many options). The committee recognized that the degree of participation was also positive.
6.1.2.1 Optional days 3/14 & 15	Six events have been submitted for the 3/15 optional day. P/S is still waiting for confirmation that Kimberly Papillion will be presenting on 3/14. Schedule to be finalized at the same time as the January Flex schedule.
6.2. Flex Plan AY 17 – 18	
6.2.1 Theme	The committee has agreed that the theme for the Flex Program for AY 17 -18 will be <i>Educational Excellence</i> . The theme was selected with the goal of it becoming a college wide theme for AY 17 -18.

6.2.2 & 3 Speakers /workshops	Selection of speakers/workshops was deferred to the spring semester meeting of the PDFC committee
6.3 Review of PD Funds request form	Deferred to spring semester
6.4 Faculty survey	Committee agreed that each member would create to questions for the faculty survey to be administered in Spring 2017.
6.5 Professional Learning Network	The committee agreed that they would like to construct a resolution for Senate approval indicating that the PDFC committee will approve PLN activities for optional flex credit.
6.6 Form to request event/activity on optional flex days	LaNae agreed to draft the form for committee and then Senate approval.
<b>7. Action Items</b>	
7.1 PD funding requests	Aubert's request for PD funds was approved.
7.2 Plan for development of the Flex Calendar	Plan was approved.
7.3 Theme for AY 17 -18	The theme, <i>Educational Excellence</i> , was approved.
<b>8. Announcements</b>	none
<b>8. Adjourn</b>	Meeting was adjourned at 4:00 pm Next meeting 02/02/17 at 3:30, room 902