



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES**

**February 2, 2017  
Room 902  
3:30 pm - 5:00**

<b>1. Call to order</b>	
<b>2. Roll Call</b>	<p>LaNae Jaimez, Co-Chair                      Dwayne Hunt, Co-Chair, DASS          Salvatore Abbate, CSEA                      Ingeborg Bourdon, faculty          Candace Roe, faculty                          Michelle Smith, faculty          Sheila Smith, faculty (absent)</p>
<b>3. Agenda approval</b>	<p>February 2, 2017, Michelle Smith moved to approve the agenda and Salvatore Abbate seconded the motion. Agenda was unanimously approved.</p>
<b>4. Approval of Minutes</b>	<p>December 8, 2017, Michelle Smith moved to approve the minutes of 12/8/2017 and Inga Bourdon seconded the motion. Minutes were unanimously approved</p>
<b>5. Comments from the Public</b>	<p>3 Minute Per Person.</p>
<b>6. Professional Development</b>	<p><b>Faculty funding requests (30 minutes max)</b>          6.1 Kevin Marks (Fund request not approved/PD funds cannot be used to pay for professional licenses or training/materials to prepare for professional licenses.)          6.2 Darla Williams (Professor Williams made an inquiry about whether PD funds are available to faculty on sabbatical. Funds are not available to faculty on sabbatical.)          6.3 Erica Beam (approved, lodging for @ One training.          6.4 Svetlana Podkolzina (approved, math conference)          -Committee was informed that the faculty member must be currently employed by the school to qualify for PD funds (this applies to adjunct faculty).</p>

**7. Action Items, Including Items Removed From Consent**

*7.1 No Action Items*

**8. Information/Discussion Items**

*8.1 January flex*

*8.1.1 Review of evaluations.*

The committee reviewed the data collected from the January Flex evaluation forms. Consistent feedback was that the 50 min sessions were not long enough to allow learning or practice. The committee decided the all sessions will be at least 80 min long for the March Flex days.

*8.1.2 discussion of January event*

Anecdotal feedback gathered by committee members suggest that they Keynote Speaker, Jeff Duncan-Andrade, was well received and that there may have been “too many” flex events. There were several requests for some of the sessions to be repeated during the March Flex event. The committee also discussed the possibility of offering Flex events at the centers.

*8.1.3 procedure/review of procedure for Flex days*

Individuals who helped with the development of the January Flex schedule, evaluations and attendance record were sent an email asking for feedback regarding the process. Sal Abbate provided feedback advocating for completion of the schedule and evaluations at least 2 weeks prior to the Flex event. The committee was supportive of this suggestion. LaNae reported that there was some duplication of work. LaNae agreed to write up the process so that duties are not duplicated.

**9. Announcements**

**10. Adjournment**

*8.2 March Flex*

*8.2.1 preliminary plan*

The goal is to have the March Flex schedule completed by Feb. 16<sup>th</sup> for review at the next meeting.

The original speaker for the March 14<sup>th</sup> Flex day is no longer available. We will try to secure Veronica Neal for at least a half day presentation on the 14<sup>th</sup>.

Request to add the “Active Shooter Session” and the “Not in Our Town/Not on Our Campus” sessions were heard and both will be added to the March Flex if the presenters are available.

*8.3 Flex Plan 2017 – 18*

*8.3.1 Survey*

The committee discussed the creation of a survey. Each

member provided input. The survey will include an introduction (Theme/Senate resolution), questions regarding faculty preferences for format of sessions and topics. Survey questions will include nomination for speakers, suggested activities, best days/times/lengths for sessions, and a variety of other questions. LaNae will draft a version of the survey.

#### *8.3.2 Speakers*

Committee members agreed to send names and links of potential speakers to LaNae who will send them out to be previewed before the 2/16/17 meeting.

#### *8.3.3 Next steps*

LaNae has created a form that will be sent to potential presenters asking that it be returned by 2/13/17. Janet Leary will then create the initial schedule. LaNae reported that an email was sent to Veronica Neal earlier today (2/2/17) assessing her interest/availability for 3/14/17.

### *8.4 Forms*

#### *8.4.1 Review of PD funds request form*

Deferred to 2/16/17 meeting

#### *8.4.2 Review of form to request a Flex activity*

The committee reviewed the form created by LaNae and made suggestions. Janet Leary has agreed to create the form as a fillable PDF.

### *8.5 PLN Resolution*

Deferred to 2/16/17 session. LaNae has agreed to write up the resolution.

### *8.6 Signage for campus in support of Senate resolution 12.12.16*

Committee was informed that there is a movement on campus to create signs as a way of communicating faculty/SCC support to students. The Superintendent/President has asked that it be an organized/uniform movement. Faculty members are leading the movement.