



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE**

**Minutes
January 18, 2018
Room 414
2:30PM - 4:00PM**

1. Call to order	M. Smith called the meeting to order at 2:48PM.								
2. Roll Call	<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>Salvatore Abbate, CSEA (absent)</td> <td>Kitty Luce, Faculty (absent)</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</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	Salvatore Abbate, CSEA (absent)	Kitty Luce, Faculty (absent)	Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct Faculty		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
Salvatore Abbate, CSEA (absent)	Kitty Luce, Faculty (absent)								
Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct Faculty								
	Jack Schouten, Faculty								
3. Agenda approval	Dwayne Hunt motioned to approve the January 18, 2018 agenda; Inga Bourdon seconded the motion; motion carried.								
4. Approval of Minutes	Inga Bourdon motioned to approve the December 7, 2017 minutes; Dean Hunt seconded the motion; motion carried.								
5. Comments from the Public	3 Minute Per Person.								
6. Professional Development	<p>Funding requests (30 minutes max)</p> <p>Faculty</p> <p>6.1 Kevin Brewer (pre-approved)</p> <p>6.2 Sarah Donovan (pre-approved)</p> <p>6.3 Michelle Smith (approved)</p> <p>Staff</p> <p>6.4</p>								
7. Action Items	No action items								
8. Information/Discussion Items	<p>8.1 <i>Staff PD funds process (Sal) tabled</i></p> <p>8.2 <i>Surveys from October & August 2017 flex (Sal) tabled</i></p> <p>8.3 <i>Committee Membership & Terms</i> – M. Smith presented the list of current members as well as duration of their terms. The committee was informed that these are considered guidelines as members may leave the committee or request another term from the Academic Senate.</p> <p>8.4 <i>Schedule for Meetings</i> – M. Smith suggested meeting dates for spring 2018. Some dates were adjusted based on an upcoming conference (4CSD in March) and spring break (April). The committee agreed to the dates although</p>								

it was suggested to move the start time to 2:45PM to accommodate J. Schouten's teaching schedule. The committee agreed to this start time.

8.5 Spring Flex Planning – The committee discussed potential events for the spring optional flex (March 13-14). M. Smith notified the committee that Dr. Bill Roth of the Easter Seals Bay Area organization is invited to present on the Autism Spectrum Disorder. I. Bourdon stated that HR is interested in presenting on banking of overload. D. Hunt mentioned the initiative on Men of Color might be able to provide a one- or two-day workshop. J. Schouten emphasized the desire for follow-up sessions after intensive events (e.g. FELI, Scientific Teaching Workshop). He also indicated interest in continued discussions about teaching in the prison as well as classroom management. M. Powers suggested a workshop for 21st century learners.

8.6 Pre-approved Events – M. Smith informed the committee of pre-approved professional development events (e.g. CMC³) and the continued interest in developing a list of pre-approved professional development opportunities. This raises the question of whether or not individuals must complete the PD application for pre-approved events. M. Powers asked whether the application is necessary to complete the rubric. M. Smith stated that funding requests are not evaluated with the rubric if the event is pre-approved. I. Bourdon explained the PD application is intended to encourage applicants to think about what they want to get out of the opportunity. J. Schouten asked whether applicants could be incentivized to present on what they learned. M. Powers recommended that participants submit reflections that could be accessed by the campus community. D. Hunt suggested that applicants continue to submit the PD application form as the committee considers other options in the future.

8.7 Brown Act Training – M. Smith notified the committee that M. Wylly offered to present on The Brown Act. The committee indicated that training is not necessary at this time.

8.8 Flex/Cal Forms – I. Bourdon asked the committee about previous Flex/Cal forms including attendance and surveys. D. Hunt explained that the forms are under the purview of HR. I. Bourdon agreed to notify HR.

9. Announcements

4CSD Annual Conference, March 14, 15 -16, 2017
Classified Leadership Institute, March 14-16, 2018
Great Deans Regional Meeting, July 2018

10. Adjournment

Meeting was adjourned at 4:05PM.

All meetings will be held in 414 from 2:45PM – 4PM unless otherwise noted.

February 1
February 15
March 1
March 22

April 12
April 19
May 3
May 17