



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE**

**Minutes  
April 19, 2018  
Room 414  
2:45 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:47PM.								
<b>2. Roll Call</b>	<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>Ingeborg Bourdon, Faculty</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Kelsi Mundell, CSEA rep</td> <td>Maureen Powers (absent)</td> </tr> <tr> <td></td> <td>Jack Schouten, Faculty</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Kelsi Mundell, CSEA rep	Maureen Powers (absent)		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Kelsi Mundell, CSEA rep	Maureen Powers (absent)								
	Jack Schouten, Faculty								
<b>3. Agenda approval</b>	D. Hunt motioned to approve the April 19, 2018 agenda; J. Schouten seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	I. Bourdon motioned to approve the April 12, 2018 minutes; K. Luce seconded the motion; motion carried.								
<b>5. Comments from the Public</b>	NA								
<b>6. Professional Development</b>	<p><b>Funding requests</b> (30 minutes max)</p> <p><b>Faculty</b></p> <p>6.1 Jose Cortes (21S18) approved</p> <p>6.2 Sheila Smith (22S18) pending</p> <p>6.3 Joseph Conrad (23S18) approved</p> <p>6.4 Michelle Smith (24S18) approved</p> <p>6.5 Michelle Arce (25S18) approved</p>								
<b>7. Action Items</b>	7.1 NA								
<b>8. Information/Discussion Items</b>	<p>8.1 <i>Pacific Northwest Great Teaching Seminar</i> – M. Smith reported the announcement for this opportunity was sent to all faculty (full-time and part-time). Statements of interest are being collected for consideration at the May 3, 2018 meeting.</p> <p>8.2 <i>Flow Charts</i> – K. Luce presented the committee with a powerpoint on the Professional Development grant application process. Factual changes were noted and an updated version was sent to the committee via email. The committee will continue to work on making the process more clear.</p> <p>8.3 <i>Review Forms</i> – M. Smith presented committee forms that require updating. Forms will be updated as suggested then resubmitted to the committee for further consideration at a later meeting.</p>								

8.4 *Fall Flex* – The call for fall professional development events went out with the deadline of April 30, 2018. An outline of events will be provided to the committee at the May 3, 2018 meeting. The committee discussed the possibility of an evening convocation to reach our adjunct faculty. M. Smith reported that other districts provide adjunct faculty with a brief assembly that discusses practical matters, such as keys, as well as an opportunity to connect with other faculty. K. Luce suggested this element is missing from our district. I. Bourdon informed the committee that adjunct meetings were once held in the evenings after a break. An alternative might be starting professional development events later in the day. J. Schouten shared that Sierra College focuses on mental and physical wellness with the goal of “moving from inside out.” He suggested setting up three (3) categories and balancing hours of events in each category.

## 9. Announcements

- 9.1 International Conference on Critical Thinking, July 16-20, 2018
- 9.2 The Foundations of Happiness at Work, September 4, 2018

## 10. Adjournment

- 10.1 Meeting adjourned at 4:05PM

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

**May 3**

**May 17**