



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
August 16, 2018  
Room 443  
2:30 PM – 4:00 PM**

|  |   |                          |                       |                           |                     |                                  |                                 |                     |                        |
|--|---|--------------------------|-----------------------|---------------------------|---------------------|----------------------------------|---------------------------------|---------------------|------------------------|
| <b>1. Call to order</b>                | M. Smith called the meeting to order at 2:35PM.   |                          |                       |                           |                     |                                  |                                 |                     |                        |
| <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>Dani Gonzalez, CSEA rep (absent)</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td>Shirley Lewis, Dean</td> <td>Jack Schouten, Faculty</td> </tr> </table>  | Michelle Smith, Co-Chair | Dwayne Hunt, Co-Chair | Ingeborg Bourdon, Faculty | Kitty Luce, Faculty | Dani Gonzalez, CSEA rep (absent) | Maureen Powers, Adjunct Faculty | Shirley Lewis, Dean | Jack Schouten, Faculty |
| Michelle Smith, Co-Chair               | Dwayne Hunt, Co-Chair   |                          |                       |                           |                     |                                  |                                 |                     |                        |
| Ingeborg Bourdon, Faculty              | Kitty Luce, Faculty   |                          |                       |                           |                     |                                  |                                 |                     |                        |
| Dani Gonzalez, CSEA rep (absent)       | Maureen Powers, Adjunct Faculty   |                          |                       |                           |                     |                                  |                                 |                     |                        |
| Shirley Lewis, Dean                    | Jack Schouten, Faculty  |                          |                       |                           |                     |                                  |                                 |                     |                        |
| <b>3. Agenda approval</b>              | M. Powers motioned to approve the August 16, 2018 agenda; J. Schouten seconded the motion; motion carried.  |                          |                       |                           |                     |                                  |                                 |                     |                        |
| <b>4. Approval of Minutes</b>          | S. Lewis motioned to approve the May 17, 2018 minutes; I. Bourdon seconded the motion; motion carried.  |                          |                       |                           |                     |                                  |                                 |                     |                        |
| <b>5. Comments from the Public</b>     | NA  |                          |                       |                           |                     |                                  |                                 |                     |                        |
| <b>6. Professional Development</b>     | <p><b>Funding requests reviewed (30 minutes max)</b></p> <p><b>Faculty</b></p> <p>6.1 Rachel Purdie (1F18) <i>pending</i></p> <p>6.2 Katie Berryhill (2F18) <i>pending</i></p>  |                          |                       |                           |                     |                                  |                                 |                     |                        |
| <b>7. Action Items</b>                 | NA  |                          |                       |                           |                     |                                  |                                 |                     |                        |
| <b>8. Information/Discussion Items</b> | <p>8.1 <i>Committee Goals (FY 18-19)</i> –Professional Development/ Flex Cal handbook a top priority – members to seek exemplars. M. Smith plans to conduct a presentation on the Professional Development Application process in October. Long-term goal is to launch a professional development program that integrates with Banner to automatically calculate Flex obligation and track Flex credit. The program allows presenters to schedule events, check in participants, and receive feedback. It also allows participants to register for events and submit evaluations.</p> <p>8.2 <i>Fall Meeting Schedule</i> – Committee agreed to proposed schedule of future bi-monthly meetings to be held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays.</p> <p>8.3 <i>Fall Professional Development</i> – Events held on August 9<sup>th</sup> and 10<sup>th</sup>, 2018. Requests to present on October 9<sup>th</sup>, 2018 professional</p> |                          |                       |                           |                     |                                  |                                 |                     |                        |

development day distributed via online form. The committee invited funds recipients to present on their professional development event.

#### 8.4 *Spring Professional Development*

8.4.1 *Guest Speakers* – Committee discussed possibilities for spring convocation. M. Powers suggested potential speakers be thoroughly vetted, e.g. rubric, questionnaire. M. Smith plans to reach out to other Academic Senate sub-committees to garner ideas for potential speakers for a robust PD event.

8.4.2 *OnCourse* – Co-Chair D. Hunt recommended bringing the 3-day On Course Workshop back to Solano (dates TBD). Committee recommended a survey to determine ideal dates for maximum number of participants.

8.5 *Review Application Forms* – Committee reviewed adjustments to PD application and forms. Members will continue to refine professional development forms and rubric to ensure forms are aligned with both the Chancellor’s office criteria and SCC’s objectives. Expected updates to the travel authorization and reimbursement forms include changes to the meals reimbursement allotment. Meals reimbursements will reflect a per diem amount instead of requiring meal receipts. PD forms may need to be adjusted accordingly.

8.6 *PD Website* – M. Smith continues to work on the new PDFC website. Members to research how other sites provide files from presentations. An FAQ page was created to assist faculty in determining what is “flex eligible” – feedback is appreciated. Members discussed the possibility of a PDFC newsletter in the future.

#### 9. Announcements

NA

#### 10. Adjournment

10.1 Meeting adjourned at 4:02PM

**All meetings will be held in 414 from 2:30PM – 4PM unless otherwise noted.**

**September 6**  
**September 20**  
**October 4**  
**October 18**  
**November 1**  
**November 15**  
**December 6**