



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
October 4, 2018  
Room 414  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:36 PM.
<b>2. Roll Call</b>	Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Dani Gonzalez, CSEA rep (absent) Shirley Lewis, Dean Jack Schouten, Faculty (absent)  Dwayne Hunt, Co-Chair Kitty Luce, Faculty Maureen Powers, Adjunct Faculty
<b>3. Agenda approval</b>	K. Luce motioned to approve the October 4, 2018 agenda; I. Bourdon seconded the motion; motion carried.
<b>4. Approval of Minutes</b>	D. Hunt motioned to approve the September 20, 2018 minutes with modifications; M. Powers seconded the motion; motion carried.
<b>5. Comments from the Public</b>	No comments for this item
<b>6. Professional Development</b>	<b>Funding requests reviewed</b> (30 minutes max) <b>Faculty</b> 6.1 Katie Berryhill (2F18) <i>approved</i> 6.2 Darryl Allen (8F18) <i>pending</i>
<b>7. Action Items</b>	<b>7.1 Professional Development Application Form</b> – M. Smith discussed the recommendations from the Academic Senate with regard to the form. The PD committee members discussed and approved the recommended modifications. M. Smith will update and finalize the form with the language recommended by the AS and committee.
<b>8. Information/Discussion Items</b>	<b>8.1 Review Program-at-a-glance</b> – The committee reviewed the new program-at-a-glance form. They discussed utilizing a program theme to decipher the events. The “Program-at-a-glance” will remain a living document that will be utilized in planning future Professional Development days.  <b>8.2 Flex Cal Attendance Report Update</b> – The form is currently circulating throughout the Academic Senate for their review and feedback.

8.3 *Recommendations to Calendar Committee* – M. Smith has been appointed as the PDFC representative to the Calendar committee. She requested thoughts and comments regarding the calendar that she may bring forward during the Calendar committee meeting. The committee discussed the utility of mid-semester professional development days for staff. The committee also discussed the possibility of a compressed calendar and/or block scheduling at SCC. M. Smith will present the PD committee’s suggestions to the Calendar committee on October 25, 2018.

8.4 *Table of Contents for PD Handbook* – M. Smith presented a first draft of the table of contents for the PD handbook. She made updates to the document based on committee recommendations. The committee will continue to make progress on the PD Handbook.

8.5 *On Course: Who, When, Where?* M. Smith stated that funding may be available through the Student Equity and Success committee. D. Hunt agreed to conduct a survey of interest through the SES committee. If the survey comes back favorably, D. Hunt recommended seeking out a champion to write and submit a proposal for funding to the SES committee. D. Hunt will begin discussions regarding On Course Training at the next SES committee meeting.

8.6 *PD Theme Brainstorm* – tabled

## 9. Announcements

9.1 *Guided Self-Placement (GSP) Webinar* – The State Academic Senate will present a GSP webinar on Tuesday, October 9, 2018. The webinar will offer valuable information on AB705.

9.2 *Stop the Bleed* – M. Smith presented the committee with a flyer on a program offered through Kaiser that teaches the general public how to make a difference in life-threatening emergency situations. S. Lewis requested more information to present to our Fire and EMT programs. M. Smith will present the program to SP Esposito-Noy as a possible event for a professional development day in the Spring 2019.

## 10. Adjournment

Meeting adjourned at 4:01PM

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

October 18

November 1

November 15

December 6