



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
November 29, 2018
Room 414
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:32 PM.								
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>Ingeborg Bourdon, Faculty</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td>Jack Schouten, Faculty</td> <td></td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty	Jack Schouten, Faculty	
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Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty								
Jack Schouten, Faculty									
3. Agenda approval	D. Hunt motioned to approve the November 29, 2018 agenda; D. Gonzalez seconded the motion; motion carried.								
4. Approval of Minutes	D. Gonzalez motioned to approve the November 1, 2018 minutes; I. Bourdon seconded the motion; motion carried.								
5. Comments from the Public	No comments for this item								
6. Professional Development	<p>Funding requests reviewed(30 minutes max)</p> <p>6.1 Andrew McGee (15F18) <i>pending</i></p> <p>6.2 Jeff Cardinal (16F18) <i>denied</i></p> <p>6.3 Jeff Cardinal (17F18) <i>approved</i></p> <p>6.4 Atticus Frey (18F18) <i>approved</i></p>								
7. Action Items	No items in this section								
8. Information/Discussion Items	<p>8.1 <i>Calendar Committee Report</i> – No updates from the calendar committee at this time.</p> <p>8.2 <i>Spring 2019 Professional Development Events</i> – M. Smith reported that scheduling for January is ongoing. D. Gonzalez stated that Ellucian will be invited to provide training in January given the rapid update to Banner 9.</p> <p style="padding-left: 40px;">8.2.1 <i>Evening convocation</i> – M. Smith shared that an evening convocation for adjunct faculty will be held on Thursday, January 10th from 5-7 pm in the Board Room. SCC Vice Presidents will present general information relevant to adjunct faculty. Michael Wyly will provide background and updates on guided pathways. M. Smith will discuss professional development opportunities.</p>								

8.2.2 *Scheduling presentations* – The Google Form has been highly effective for collecting requests and the downloaded spreadsheet allows for easier scheduling. The goal is to offer no more than three concurrent sessions. Committee members noted the multiple sessions on face-to-face Canvas shells. M. Smith plans to reach out to the presenters for clarification.

8.2.3 *PollEverywhere for surveys* – M. Smith discussed the possible use of PollEverywhere, an online response system, in Spring 2019. The goal is to improve response rate for event surveys. M. Powers requested more information on PollEverywhere for use in classroom or campus-wide surveys.

8.3 *Committee Meetings Spring 2019* – Committee members discussed meeting days and times for spring semester. The committee typically meets Thursday afternoons on the first and third Thursday of the month. M. Smith asked committee members to check their spring schedules for availability.

8.4 *Review of PD Handbook Draft* – Committee members discussed the distinction between “professional development” and “flex”. It was agreed that the handbook should provide clarification since many different interpretations exist.

8.5 *Guest Speaker(s) for Fall 2019* – The committee discussed possibilities for future guest speakers. M. Smith asked committee members for ideas on vetting speakers. M. Powers is to research a rubric for evaluating prospective speakers.

9. Announcements

9.1 *PDFC Website Live* – M. Smith asked committee members to review the PDFC website.

9.2 *Flex Cal Attendance Report Form* – Approved by the Academic Senate on 11/05/18.

10. Adjournment

Meeting adjourned 4:08 pm

**All meetings will be held in 414 from 2:30PM – 4PM unless otherwise noted.
December 6**