



**PROFESSIONAL DEVELOPMENT/  
 FLEX CAL COMMITTEE  
 MINUTES  
 MARCH 21, 2019  
 ROOM 414  
 2:30 PM – 4:00 PM**

<p><b>1. Call to order</b></p>	<p>M. Smith called the meeting to order at 2:32PM.</p>								
<p><b>2. Roll Call</b></p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Shirley Lewis, Co-Chair (absent)</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></td> <td>Jack Schouten, Faculty</td> </tr> </table>	Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair (absent)	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Dani Gonzalez, CSEA rep (absent)	Maureen Powers, Adjunct Faculty		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair (absent)								
Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Dani Gonzalez, CSEA rep (absent)	Maureen Powers, Adjunct Faculty								
	Jack Schouten, Faculty								
<p><b>3. Agenda approval</b></p>	<p>M. Powers motioned to approve the March 21, 2019 agenda; I. Bourdon seconded the motion; motion carried.</p>								
<p><b>4. Approval of Minutes</b></p>	<p>K. Luce motioned to approve the March 7, 2019 minutes; I. Bourdon seconded the motion; motion carried.</p>								
<p><b>5. Comments from the Public</b></p>	<p>Members of the public inquired about the prospect of Local 39 representation on the Professional Development Committee. M. Smith agreed to ask about logistics of Local 39 representation on the PDFC. She will provide the committee with more information at the next meeting.</p>								
<p><b>6. Professional Development</b></p>	<p><b>Funding requests reviewed</b> (30 minutes max)</p> <p>6.1 Bailey Schentrup (14S19) <b>approved</b></p> <p>6.2 Marcie McDaniels (15S19) <b>approved</b></p> <p>6.3 Erin Craig (16S19) <b>denied</b></p> <p>6.4 Laura Maghoney (17S19) <b>approved</b></p> <p>6.5 Michael Wyly (18S19) <b>approved</b></p> <p>6.6 Renee Hamlin (19S19) <b>approved</b></p> <p>6.7 Amy Daffenbach (20S19) <b>approved</b></p>								
<p><b>7. Action Items</b></p>	<p>7.1 <i>Professional Development Application</i> – M. Smith provided updates to the application form. J. Schouten motioned to approve the form; M. Powers seconded the motion; motion carried.</p>								
<p><b>8. Information/Discussion Items</b></p>	<p>8.1 <i>PD Space in New LRC Building</i> – Discussions continued regarding a designated space for the PDFC in the new LRC building as it is expected to be shared with many campus groups including IT and the Adjunct Support Center; Concerns regarding privacy, availability, and utility of a multi-use space were considered.</p>								

8.1.1 *Letter* – The PD committee discussed drafting a letter stating their concerns regarding a multi-use space.

8.2 *PD Rubric Revisions* – The PDFC discussed modifying the PD application rubric to create a more efficient and defined rubric. Conversations will continue at subsequent meetings.

8.3 *PD System Tools/Tasks List* – tabled for 4/4/19 PDFC meeting

8.4 *Guest Speaker Rubric* – tabled for 4/4/19 PDFC meeting

## 9. Announcements

9.1 Distinguished Faculty to 2019 California Great Teachers Seminar, July 21-25, 2019

9.2 Dean Shirley Lewis was appointed as co-chair of the PDFC representing Administration

## 10. Adjournment

Meeting adjourned 4:00 pm

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

**April 4**

**April 25 *if necessary***

**May 2**

**May 16**