



**PROFESSIONAL DEVELOPMENT/  
 FLEX CAL COMMITTEE  
 MINUTES  
 APRIL 4, 2019  
 ROOM 446  
 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>	<p>Michelle Smith, Co-Chair              Ingeborg Bourdon, Faculty              Dani Gonzalez, CSEA rep (absent)              Jack Schouten, Faculty</p> <p>Shirley Lewis, Co-Chair              Kitty Luce, Faculty              Maureen Powers, Adjunct Faculty</p>
<p><b>3. Agenda approval</b></p>	<p>J. Schouten motioned to approve the April 4, 2019 agenda; I. Bourdon seconded the motion; motion carried.</p>
<p><b>4. Approval of Minutes</b></p>	<p>I. Bourdon motioned to approve the March 23, 2019 minutes; J. Schouten seconded the motion; motion carried.</p>
<p><b>5. Comments from the Public</b></p>	<p>No comments from the public.</p>
<p><b>6. Professional Development</b></p>	<p><b>Funding requests</b> (30 minutes max)              6.1 Jessica Cromheecke (21S19) <b>approved</b>              6.2 Maureen Powers (22S19) <b>approved</b>              6.3 Marc Pandone (23S19) <b>pending</b></p>
<p><b>7. Action Items</b></p>	<p>7.1 <i>Professional Development Application</i> – M. Smith presented the updated 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>Next Meeting</i> – The next PD meeting will be held on April 25, 2019 in room 446.</p> <p>8.2 <i>Local 39 Representation</i> – M. Smith will inquire whether the PDFC has the ability to add another staff representative to the committee.</p> <p>8.3 <i>PD Surveys</i> – A campus-wide survey of professional development needs is prudent as the last survey was conducted in March of 2017. Furthermore, the Chancellor’s Office is providing professional development funds specifically for classified staff members. K. Luce, S. Lewis, J. Schouten volunteered to update PD surveys for faculty and staff. The goal is to have draft surveys by the end of Spring 2019.</p>

8.4 *PD Rubric Revisions* – The committee continued to modify the rubric to further refine evaluation of PD applications. Discussions will continue in subsequent meetings.

8.5 *PD System Tools/Tasks List* – tabled

8.6 *Guest Speaker Rubric* – tabled

## 9. Announcements

9.1 *Call for Fall 2019 Professional Development Events* – The request to present for Fall 2019 went out on April 1, 2019. The deadline to submit requests is April 29, 2019.

9.2 *Pre-approved Activities Lists* – M. Smith is connecting with other campus committees to identify activities that could be considered as pre-approved. This list will be vetted by the PDFC committee, Academic Senate, and administration.

## 10. Adjournment

Meeting adjourned 4:00 PM

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

**April 25**

**May 2**

**May 16**