



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
September 5, 2019  
ROOM 2728  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:35 PM
<b>2. Roll Call</b>	Michelle Smith, Co-Chair                      Shirley Lewis, Co-Chair Ingeborg Bourdon, Faculty                  Maureen Powers, Adjunct Faculty (absent) Dani Gonzalez, CSEA rep                    Heather Watson-Perez, Faculty (absent) Oanh Lam, Faculty
<b>3. Agenda approval</b>	D. Gonzalez motioned to approve the September 5, 2019 agenda; I. Bourdon seconded the motion; motion carried.
<b>4. Approval of Minutes</b>	August 15, 2019 – <i>tabled</i>
<b>5. Comments from the Public</b>	No comments from the public.
<b>6. Professional Development</b>	<b>Funding requests</b> (30 minutes max) 6.1 Joe Conrad (3F19) <b>approved</b>
<b>7. Action Items</b>	7.1 <i>Committee Membership – Additional Staff Representative</i> – The committee motioned to approve adding another staff representative to the PDFC. The motion passed unanimously.  7.2 <i>Committee Goals &amp; Objectives for AY 2019-2020</i> – The committee motioned to approve the PDFC Goals and Objectives for AY 2019-2020. The motion passed unanimously.
<b>8. Information/Discussion Items</b>	8.1 <i>Professional Development Survey</i> – S. Lewis and O. Lam will draft two professional development surveys, one for staff and one for faculty.  8.2 <i>Fall Professional Development Events</i> – M. Smith provided an update on the upcoming fall professional development events. The committee suggested adjusting the schedule to increase attendance at the PDFC-sponsored event.  8.2.1 <i>Lightning Talks!</i> – M. Smith informed the committee that the Lightning talks will be held in the morning of October 8 <sup>th</sup> to avoid conflicting with the SESC session that afternoon.

8.3 *Spring Professional Development* – The committee discussed potential events for spring semester including trauma-based teaching, mental health, wellness, student panels, and training for working with high school students. M. Smith proposed holding professional development events at the campus centers in March, 2020.

8.4 *Review Forms*

8.4.1 *Application Rubric* – The committee considered various ways of evaluating the value and benefits of a professional development event. The application rubric will continue to be revised in subsequent meetings.

8.5 *Draft of PD Handbook – tabled*

**9. Announcements**

9.1 4CSD Annual Conference March 4 – 6, 2020

**10. Adjournment**

10.1 Meeting adjourned at 4:15 PM

**All meetings will be held in 2728 from 2:30PM – 4PM unless otherwise noted.**

**September 19**

**October 3**

**October 17**

**November 7**

**November 21**

**December 5**