



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
October 3, 2019  
ROOM 2728  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:32PM.								
<b>2. Roll Call</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Shirley Lewis, Co-Chair</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Heather Watson-Perez, Faculty</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep (absent)</td> <td>Maureen Powers, Adjunct Faculty (absent)</td> </tr> <tr> <td>Oahn Lam, Faculty</td> <td></td> </tr> </table>	Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair	Ingeborg Bourdon, Faculty	Heather Watson-Perez, Faculty	Dani Gonzalez, CSEA rep (absent)	Maureen Powers, Adjunct Faculty (absent)	Oahn Lam, Faculty	
Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair								
Ingeborg Bourdon, Faculty	Heather Watson-Perez, Faculty								
Dani Gonzalez, CSEA rep (absent)	Maureen Powers, Adjunct Faculty (absent)								
Oahn Lam, Faculty									
<b>3. Agenda approval</b>	H. Watson-Perez motioned to approve the October 3, 2019 agenda; S. Lewis seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	I. Bourdon motioned to approve the September 19, 2019 minutes; H. Watson-Perez seconded the motion; motion carried.								
<b>5. Comments from the Public</b>	No comments from the public.								
<b>6. Professional Development</b>	<p><b>Funding requests</b> (30 minutes max)</p> <p>6.1 Rebecca LaCount (4F19) <b>approved</b></p>								
<b>7. Action Items</b>									
<b>8. Information/Discussion Items</b>	<p>8.1 <i>Committee Member Length of Terms</i> – The committee determined that a 2 year commitment is sufficient. This discussion item will be moved to an action item for the October 17, 2019 meeting.</p> <p>8.2 <i>Fall Professional Development Events</i> – M. Smith will ask other campus committees for a faculty/staff member interested in leading a discussion after a movie screening with the ASSC.</p> <p>8.3 <i>Spring Professional Development Planning</i> – The committee discussed utilizing the Vallejo and Vacaville Centers for SCC’s upcoming Spring Professional Development events. One concern was regarding availability of food at the Centers. Further discussion and planning is in progress. The next planned Spring Professional Development dates are January 9, 2020, January 10, 2020, February 13, 2020, and March 10, 2020.</p>								

8.4 *Professional Development Themes* – M. Smith requested input from committee members on potential themes for professional development days. Suggested themes included:

- Safe Spaces
- Universal Designs
- Mental Health
- Wellness
- Online Education Resources

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

8.6 *Review Draft of PD Handbook* – M. Smith provided an overview of the updates that have been made to the PD Handbook. She requested input and suggestions from other SCC committee groups to generate a robust list of pre-approved PD activities that adhere to the Flex Test. The committee will continue to review the handbook in subsequent meetings.

## 9. Announcements

9.1 Can-Innovate: Free Online Conference for CCC Canvas Users on Friday, October 25, 2019. This is a flex-eligible event that will be advertised in the Professional Development program.

## 10. Adjournment

O. Lam motioned to adjourn the meeting; H. Watson-Perez seconded the motion; meeting adjourned at 4:00 pm.

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

**October 17**

**November 7**

**November 21**

**December 5**