



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
November 21, 2019  
ROOM 2728  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:30 PM.								
<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</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td>Oahn Lam, Faculty</td> <td>Jessica Blue, CSEA rep (absent)</td> </tr> </table>	Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair	Ingeborg Bourdon, Faculty	Heather Watson-Perez, Faculty	Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty	Oahn Lam, Faculty	Jessica Blue, CSEA rep (absent)
Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair								
Ingeborg Bourdon, Faculty	Heather Watson-Perez, Faculty								
Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty								
Oahn Lam, Faculty	Jessica Blue, CSEA rep (absent)								
<b>3. Approval of Agenda</b>	H. Watson-Perez motioned to approve the November 21, 2019 agenda; D. Gonzalez seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	D. Gonzalez motioned to approve the November 7, 2019 minutes; I. Bourdon seconded the motion; motion carried.								
<b>5. Comments from the Public</b>	No comments from the public.								
<b>6. Professional Development</b>	No funding requests.								
<b>7. Action Items</b>	No action items.								
<b>8. Information/Discussion Items</b>	<p><i>8.1 Spring Professional Development</i></p> <p><i>8.1.1 Keynote Speaker</i> – S/P Esposito-Noy contacted Dr. Judy Sakaki from Sonoma State University to speak at convocation on Friday, January 10<sup>th</sup>. It may be a combination talk followed by a discussion panel, in which case M. Smith will ask for Dr. Sakaki’s talking points to identify appropriate panelists. The committee is waiting for confirmation from S/P Esposito-Noy.</p> <p><i>8.1.2 Events at Campus Centers</i> – The evening event at the Vallejo Center on Thursday, January 9<sup>th</sup> is still in planning. SESC will discuss this event at its upcoming meeting on Friday, November 22<sup>nd</sup>. M. Smith will ask S/P Esposito-Noy to urge managers to attend this important session as leadership must make a commitment to equity.</p> <p><i>8.2 PD Survey Update</i> – S. Lewis presented a draft survey that incorporated aspects of the previous survey from 2017 and another survey from Palomar College. Committee members provided feedback on</p>								

the survey, including a suggested deadline of one week for respondents to complete the survey with reminders on day five and day six of the survey period. M. Smith will forward the survey to the Academic Senate for review.

*8.3 Review Draft of PD Handbook* – Committee members recommended a review of Solano Strategic Goals, Institutional Learning Outcomes as well as Accreditation Standards relevant to professional development. M. Smith will provide this information at the next committee meeting.

*8.4 PD System Tools/Task List* – tabled

*8.5 Guest Speaker Rubric* – tabled

**9. Announcements**

*9.1 On Course Engaging & Empowering Learners (On Course I)* – M. Smith informed the committee about the possibility of offering this 3-day training on campus in Spring of 2020. Individuals interested in helping to organize this training should contact M. Smith.

**10. Adjournment**

Meeting adjourned 3:55pm

**All meetings will be held in 2728 from 2:30PM – 4PM unless otherwise noted.  
December 5**