



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES**

**December 5, 2019**

**ROOM 2728**

**2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:32 PM.
<b>2. Roll Call</b>	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 (absent)
<b>3. Approval of Agenda</b>	M. Powers motioned to approve the December 5, 2019 agenda; H. Watson-Perez seconded the motion; motion carried.
<b>4. Approval of Minutes</b>	I. Bourdon motioned to approve the November 7, 2019 minutes; M. Powers seconded the motion; motion carried.
<b>5. Comments from the Public</b>	No comments from the public.
<b>6. Professional Development</b>	<b>Funding requests</b> 6.1 C. McBride (10F19) <i>pending</i> 6.2 S. Donovan (11F19) <i>approved</i> 6.3 K. Brewer (12F19) <i>pending</i> 6.4 J. Cardinal (13F19) <i>declined</i>
<b>7. Action Items</b>	No action items.
<b>8. Information/Discussion Items</b>	8.1 <i>Calendar Committee Updates</i> – The Calendar Committee met for the first time this semester on November 21, 2019 to discuss the draft of the 2021-2022 academic calendar. Many of the participants showed interest in a compressed calendar. VP Williams agreed to look into this option. The committee decided to meet again on December 12, 2019.  8.2 <i>Spring Professional Development</i> – The program and schedule for professional development events in January 2020 are nearly finalized.  8.2.1 <i>Keynote Speaker</i> – S/P Esposito-Noy will confirm Dr. Judy Sakaki from Sonoma State University as our keynote for convocation in January 2020. This may include a panel discussion. Details to follow.

8.2.1 *Draft Schedule and Program* – M. Smith presented the draft program and schedule to the committee. The Academic Senate meeting time was adjusted to accommodate a training session with Sylvia Dorsey-Robinson.

8.3 *Review Draft of PD Handbook* – Committee members discussed ways to include students such as review of student feedback to identify professional development needs.

8.3.1 *Objectives and Strategies* – M. Powers recommended Specific, Measurable, Achievable, Relevant, and Timely (S.M.A.R.T.) criteria to clarify committee objectives and strategies. Committee members structured objectives with strategies linked directly.

8.3.2 *Voting Rights* – S. Lewis recommended that administrators serve full members of the committee without the task of voting. However, administrators may submit a casting vote in the event of a tie.

8.4 *PD System Tools/Task List* – *tabled*

**9. Announcements**

No Announcements

**10. Adjournment**

Meeting adjourned 4:00pm