



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Minutes
October 1, 2020
Zoom 925 5479 9017
2:30 PM – 4:00 PM**

1. Call to order	PD/FC Co-Chair Michelle Smith called the meeting to order at 2:36 pm.								
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Kristin Conner, Co-Chair</td> <td style="width: 50%;">Michelle Smith, Co-Chair</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Heather Watson-Perez, Faculty</td> </tr> <tr> <td>Janet Leary, CSEA rep</td> <td></td> </tr> </table> <p>Administrative Assistant: Sheila Gorospe-Kaushal Absent: Dani Gonzalez, CSEA rep</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct Faculty	Nick Cittadino, Faculty	Heather Watson-Perez, Faculty	Janet Leary, CSEA rep	
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair								
Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct Faculty								
Nick Cittadino, Faculty	Heather Watson-Perez, Faculty								
Janet Leary, CSEA rep									
3. Agenda approval	M. Powers motioned to approve the agenda of October 1, 2020 as presented. It was seconded by J. Leary. The agenda was approved unanimously.								
4. Approval of Minutes	M. Powers motioned to approve the minutes of September 17, 2020 with revision of adding I. Bourbon under absent list. I. abstained. It was seconded by N. Cittadino. The meeting minutes was approved by majority of the vote.								
5. Comments from the Public	There were no comments from the public.								
6. Professional Development	<p>Funding Requests</p> <p>6.1 R. Sytsma (1F20) <i>approved</i></p>								
7. Action Items	There were no items in this section.								
8. Information/Discussion Items									
8.1 Fall Professional Development	<p>The committee reviewed the updated schedule for Fall PD on October 13, 2020. M. Smith stated that an email would be sent out to presenters to ask if their sessions could be recorded.</p> <p>A PD calendar was created through Outlook and embedded into the PDFC webpage: http://solano.edu/professional_development/. Committee members are encouraged to send appropriate events to S. Gorospe-Kaushal to post on the calendar.</p>								

8.2 Spring Professional Development Planning

A survey was created with Outlook Forms. It will be sent to faculty/staff for feedback regarding PD session(s) attended.

The committee discussed a block scheduling for PD sessions. The committee agreed that common start times would minimize overlap and allow participants to attend more events.

A district-wide survey from January 2020 provided the committee with recommendations for PD/Flex Cal events. For example, many survey respondents indicated interest in a recognition ceremony (e.g. retiree, longevity, service, tenure) as well as reports (e.g. sabbatical). The committee discussed possible formats including TED-style talks, interview-style discussions, infographics, "one slide", etc. M. Smith inquired about community-building activities that could be accomplished via videoconference, e.g., cross-curricular breakout rooms. The committee also considered open houses (i.e. Science building, Library) once it is safe to return to campus.

The committee discussed offering On Course, "Engaging Learners Through Zoom." There were questions regarding: (a) how to keep it interactive, (b) outcomes of an all-day workshop, and (c) synchronous versus asynchronous classes. This item will be added on the next meeting for further discussion.

One Book discussion will be included on the next meeting.

The following ideas were discussed for the upcoming PD theme: (a) Community, (b) "How to be Together Even When We're Apart," and (c) "Essential Self."

8.3 Cornerstone OnDemand

This item will be discussed during the next meeting.

9. Announcements

Vision Resource Center Integration Webinar – Tuesday, October 13, 2020 at 9:00am (PT)

10. Adjournment

The meeting adjourned at 4:01 pm.

All meetings will be held by Zoom from 2:30PM – 4PM unless otherwise noted.

October 15

October 29 (if necessary)

November 5

November 19

December 3