



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Minutes
November 19, 2020
Zoom 925 5479 9017
2:30 PM – 4:00 PM**

1. Call to order	PDFC Chair Michelle Smith called the meeting to order at 2:35 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>Janet Leary, CSEA rep</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td></td> <td>Heather Watson-Perez, Faculty</td> </tr> </table> <p>Administrative Assistant: Sheila Gorospe-Kaushal</p> <p>Absent: Dani Gonzalez, CSEA rep</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep	Nick Cittadino, Faculty	Maureen Powers, Adjunct Faculty		Heather Watson-Perez, Faculty
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair								
Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep								
Nick Cittadino, Faculty	Maureen Powers, Adjunct Faculty								
	Heather Watson-Perez, Faculty								
3. Agenda approval	H. Watson-Perez motioned to approve the agenda November 19, 2020 as presented. It was seconded by J. Leary. The motion was approved unanimously.								
4. Approval of Minutes	N. Cittadino motioned to approve the minutes of November 5, 2020 as presented. It was seconded by J. Leary. The minutes was approved unanimously.								
5. Comments from the Public	There were no comments from the public.								
6. Professional Development	There were no items in this section.								
7. Action Items	There were no items in this section.								
8. Information/Discussion Items									
8.1 Professional Development System	<p>M. Smith shared the “Cornerstone Implementation: College Readiness Form” with the committee and informed them that Human Resources Manager Salvatore Abbate and VP of Academic Affairs David Williams approved the integration process. The committee provided their feedback regarding: (a) required or automatic approval for trainings; (b) managers assigning trainings (c) required or optional evaluations; and (g) support from SCC IT (i.e. Tech lead, single sign-on infrastructure.).</p> <p>M. Smith presented the “Spring 2021 Draft Schedule” pending presentations that might be added to the schedule.</p>								

8.2 Spring Professional Development Planning (Draft Schedule, Sabbatical Reports, and Adaptability, Connection, and Equity (ACE) Framework

M. Powers and M. Smith met with Jeremy Throne to discuss “Professional Learning Communities” at Solano. PLCs require guidelines/handbook to help groups establish their goals, roles, and explore strategies to support student learning through inquiry and reflection. M. Power recommended “Professional Learning Communities Facilitator’s Guide” by Dimino and Taylor (2015). M. Smith will request volunteers from the Academic Senate as well as the Student Equity & Success Council to form a task force in January, 2021.

A sabbatical list was shared with the committee: Danielle Widemann, Melissa Reeve, Jim DeKloe, Michael Goodwin, and Tracy Schneider will be contacted to present on Friday, January 15, 2021.

The ACE Framework is open access and freely available on their website (<https://colab.plymouthcreate.net/ace/>) including three components: adaptability, connection, and equity; at three different levels: assignment, course, and institution. A free self-paced workshop is available online (<https://colab.plymouthcreate.net/ace/workshop/>). Facilitated workshops are also available for a fee. The committee decided to review these options in future.

8.3 Staff Professional Development Update

CSEA employees were asked to complete a survey two weeks ago. However, only 13 employees completed it. M. Smith and S. Gorospe-Kaushal presented the results to the committee: (a) leadership training valuable to staff (i.e. promotional opportunities, project management); (b) staff are interested in financial aid and mental health; and (d) staff prefer mid-semester PD sessions. K. Conner will research a presenter for mental health.

9. Announcements

There were no items in this section.

10. Adjournment

M. Powers motioned to adjourn the meeting. It was seconded by H. Watson-Perez. The meeting adjourned at 3:49 pm.

**All meetings will be held by Zoom from 2:30PM – 4PM unless otherwise noted.
December 3**