



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Approved Minutes
December 3, 2020
Zoom 925 5479 9017
2:30 PM – 4:00 PM**

1. Call to order	PD/Flex Cal Chair Michelle Smith called the meeting to order at 2:42 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>Dani Gonzalez, CSEA rep</td> <td></td> </tr> </table> <p>Administrative Assistant: Sheila Gorospe-Kaushal</p> <p>Absent: Dani Gonzalez, CSEA rep and Heather Watson-Perez, Faculty</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep	Nick Cittadino, Faculty	Maureen Powers, Adjunct Faculty	Dani Gonzalez, CSEA rep	
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair								
Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep								
Nick Cittadino, Faculty	Maureen Powers, Adjunct Faculty								
Dani Gonzalez, CSEA rep									
3. Agenda approval	J. Leary motioned to approve the agenda of December 3, 2020 as presented. It was seconded by M. Powers. The agenda was approved unanimously.								
4. Approval of Minutes	J. Leary motioned to approve the minutes of November 19, 2020 as presented. It was seconded by N. Cittadino. The motion was approved unanimously.								
5. Comments from the Public	There were no comments from the public.								
6. Professional Development	There were no funding requests reviewed.								
7. Action Items	There were no items in this section.								
8. Information/Discussion Items									
8.1 PDFC Committee Goals & Self-Assessment	M. Smith presented, "PD/Flex Cal Committee Evaluation Report for 2020-21 AY" including the proposed committee initiatives and goals identified at the beginning of Fall 2020 semester. The following items were accomplished: (a) Senate approved recorded PD sessions for Flex credit, (b) SharePoint site was created for sharing files (i.e. PowerPoints, handouts, etc.), and (c) Stream site was created for sharing videos. Also, a statement regarding what is "PD for staff" was added to the website. The following initiatives are pending: (a) Vision Resource Center/Cornerstone implementation; (b) calendar for internal and external events on the PD website, and (c) creation of a video college-wide accomplishment during								

	lockdown. The mid-year report will be presented to SCC Academic Senate in January 2021.
8.2 Committee Meetings in Spring 2021	The following committee meetings were addressed: (a) the first committee meeting is scheduled on January 21, 2021, (b) a tentative meeting on April 29, 2021, and (c) March 18, 2021 meeting will be open to public to obtain ideas about future PD events.
8.3 Professional Development System Update	M. Smith has a scheduled meeting with IT department to the Vision Resource Center/Cornerstone integration process. The goal is to start this integration process as early as December 15, 2020 or the latest by February 1, 2021.
8.4 Spring Professional Development Planning 8.4.1 Game Show Hosts	A draft of Spring 2021 Flex Cal schedule was presented to the committee. K. Conner stated that management recommended a session regarding instructional best practices (i.e. engaging students, communication, teaching in-person vs. teaching online) included on the schedule. Attendees of this workshop will then share information discussed during their school meeting. M. Powers graciously agreed to present on this topic. She will discuss best practices of synchronous and asynchronous courses, share student responses on OEI surveys, followed by Q&A. M. Smith will reach out to SCC Academic Senate to inquire of possible hosts of group games. VP Williams will host a virtual trivia game. Dean Sandy Lamba and Michael Reilly will be contacted to find out if they will be interested in participating/hosting.
8.5 Staff Survey Update	M. Smith and S. Kaushal shared the result of staff survey (CSEA and Local 39). There were a total of seventeen responses: (a) staff rarely attend PD sessions, (b) staff not aware of PD application, and (c) many interested in attending CalPERS, mental health and wellness, and Zoom trainings/workshops.
9. Information/Discussion Items 9.1 Peer Online Course Review sections available in Spring 2021	M. Smith shared that Peer Online Course Review (POCR) trainings are available for free in Spring 2021.
10. Announcements	There were no items in this section.
10. Adjournment	N. Cittadino motioned to adjourn the meeting. It was seconded by M. Powers. The meeting adjourned at 2:36 pm.

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

January 21
February 4
February 18
March 4
March 18
April 1
April 15
April 19 *if necessary*
May 6
May 20

Documents Reviewed:

1. Mid-Year Committee Evaluation Report for 2020-21 AY
2. PD/Flex Cal Meeting 2020-2021 AY