



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
September 16, 2021  
Zoom 922 5853 5798  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:32PM.								
<b>2. Roll Call</b>	<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>Heather Watson-Perez, Faculty</td> </tr> <tr> <td>Sheila Gorospe-Kaushal, CSEA rep</td> <td></td> </tr> </table>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep	Nick Cittadino, Faculty	Heather Watson-Perez, Faculty	Sheila Gorospe-Kaushal, CSEA rep	
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair								
Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep								
Nick Cittadino, Faculty	Heather Watson-Perez, Faculty								
Sheila Gorospe-Kaushal, CSEA rep									
<b>3. Agenda approval</b>	S. Gorospe-Kaushal motioned to approve the September 16, 2021 agenda; J. Leary seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	J. Leary motioned to approved the August 19, 2021 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 items in this section.								
<b>7. Action Items</b>	No items in this section.								
<b>8. Information/Discussion Items</b>	<p><i>8.1 Fall 2021 Professional Development</i></p> <p><i>8.1.1 Draft for October 12, 2021</i> – M. Smith presented a draft schedule-at-a-glance for events to be held on Tuesday, October 12th. The full program provides details for each session as well additional sessions not included in the schedule, for example, the daylong Counseling/Student Services Retreat.</p> <p><i>8.2 Professional Development System</i> – The committee continued to discuss the ongoing implementation of the new system.</p> <p><i>8.2.1 FAQs</i> – N. Cittadino suggested a question on how to add optional flex/external training. I. Bourdon noted that users may not realize this form is <i>not</i> the grant application and suggested adding emphasis to that statement in this form.</p>								

8.2.2 *Tutorial Videos* – M. Smith created a video for presenters on “How to Mark Attendance” in the new system. This is a crucial task as attendance provides participants with professional development credit. Committee members were encouraged to consider potential topics for additional tutorial videos on how to use the system.

### 8.3 *Spring 2022 Professional Development*

8.3.1 *Convocation* – M. Smith informed the committee that convocation will be offered virtually in Spring 2022. A hybrid format may be considered in the future, as conditions allow for it.

8.3.2 *Guest Speaker(s)* – Committee members ranked potential speakers for Spring 2022 Convocation. M. Smith will contact speakers in order of committee ranking to determine interest/availability for Friday, January 14th. Dr. Edward Bush of Cosumnes River College will be invited for Fall 2022 Convocation to be held on Friday, August 12th.

## 9. Announcements

9.1 M. Smith announced that [Fall into Humanized Online Teaching: A Pathway to Equity](#) series continues with “Bearing Witness as an Act of Love” Dr. Mays Imad on October 8<sup>th</sup>

## 10. Adjournment

K. Conner motioned to adjourn the meeting; N. Cittadino seconded the motion; meeting adjourned.

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

October 7

October 21

November 4

November 18

December 2