



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
April 21, 2022
Zoom
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:32pm.						
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>Sheila Gorospe-Kaushal, CSEA rep</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Sarah McKinnon, Faculty</td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Shanan Danley, CSEA</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Sheila Gorospe-Kaushal, CSEA rep	Nick Cittadino, Faculty	Sarah McKinnon, Faculty
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3. Agenda approval	S. Gorospe-Kaushal motioned to approve the April 21, 2022 agenda as amended with the State of Emergency Resolution (Item 7.1); K. Conner seconded the motion; motion carried.						
4. Approval of Minutes	K. Conner motioned to approve the April 7, 2022 minutes; S. McKinnon seconded the motion; motion carried with 5 ayes and 1 abstention.						
5. Comments from the Public	The committee briefly discussed the proposed budget and other available funds for AY 2022-2023. There were no comments from the public.						
6. Professional Development	<p>Funding requests</p> <p>6.1 R. Fuller 1 – Approved</p> <p>6.2 R. Fuller 2 – Approved</p> <p>6.3 J. Schouten 1 – Approved</p> <p>6.4 J. Schouten 2 – Approved</p>						
7. Action Items	7.1 Resolution 04.21.2022: State of Emergency K. Conner motioned to approve item 7.1; N. Cittadino seconded the motion; motion carried.						
8. Information/Discussion Items	8.1 Professional Development System 8.1.1 Questions? Suggestions? – M. Smith sent email to the Deans asking if she could attend their meetings to discuss the Professional Development System. So far, Dean Lamba agreed to have her join the SBS meeting.						

Other topics discussed included the following:

- M. Smith confirmed that everything needing to count for Flex should be uploaded into the system one way or another.
- M. Smith demonstrated how to check transcripts in the system.
- M. Smith will be looking into an integration of Keenan training into the system.
- The Academic Senate was unable to approve Flex hours for hiring committees because it is a topic that should be pursued with the union.

8.2 Committee Goals & Self-Assessment – The committee reviewed the goals and self-assessment with the intention of approving the document at the next meeting so that it can be presented to the Academic Senate in May. Some items are still in progress and there are 3 initiatives/goals (#1, #2, and #6) which will carry over to the following academic year. Specific recommendations were documented.

The committee discussed what resources are needed to meet its initiatives. One possible solution is to improve the consistency of classified staff participation on the committee. In addition, the suggestion was made to have more release time for the committee chair to better support all professional development needs. A release time of 50% was suggested and documented as part of the self-assessment.

8.3 Fall Professional Development – M. Smith is still collecting responses for the fall. Confirmed sessions include one with a representative from TimelyMD as well as a session with a representative from USC about their “Equity Connect” system. Committee members are encouraged to suggest additional sessions.

8.4 Center Survey Results – In the interest of time, this item will be moved to the next committee meeting.

9. Announcements

9.1 Equity Connect from USC Race and Equity Center

10. Adjournment

S. Gorospe-Kaushal motioned to adjourn the meeting.
M. Smith adjourned the meeting at 4:00pm.