PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
August 18, 2022
Zoom 952 3304 1902
2:30 PM – 4:00 PM

1. Call to order	M. Smith called the meeting to order at 2:33pm.
2. Roll Call	Kristin Conner, Co-Chair Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Sheila Gorospe-Kaushal, CSEA rep Sarah McKinnon, Faculty Christina Taliaferro, Administrative Assistant **Absent:** Nick Cittadino Shanan Danley
3. Agenda approval	S. McKinnon motioned to approve the August 18, 2022 agenda as amended with Items 6.1, 9.1, and 9.2; K. Conner seconded the motion; motion carried.
4. Approval of Minutes	S. McKinnon motioned to approve the May 19, 2022 minutes; I. Bourdon seconded the motion; motion carried.
5. Comments from the Public	There were no comments from the public.
6. Professional Development	***Funding requests*** *6.1 K. Marks* – Approved
7. Action Items	*7.1 Resolution 08.18.2022 State of Emergency* S. Gorospe-Kaushal motioned to approve item 7.1; S. McKinnon seconded the motion; motion carried.

8. Information/Discussion Items	*8.1 Professional Development System*
	    8.1.1 Questions? Suggestions?
	    • Some people are still struggling with the process of adding external training. They should be encouraged to use the "Enter External Request" tab on the main page of the PD system.
	    • S. Kaushal gave an overview of the PD system to Health Sciences. There were questions about when people get credit for professional development. The system will give credit when an activity is marked as completed.

- All division admins have ILT Administrator permissions in the PD system so they can set up their own sessions. M. Smith will create FAQs to help with this process.
- Registration for Convocation relies on users to sign up. Attendance will be marked for Convocation on September 6th.

8.1.2 Keenan Integration – Most external training requests consisted of Keenan training. Keenan training integration did not happen over the summer, but hopefully this will be done in the future.

8.2 Committee Goals & Self-Assessment for AY 2022-2023 – The PDFC committee needs a part-time faculty representative, to be appointed by the Academic Senate.

M. Smith presented the committee goals for AY 2022-2023 including:
- Integration of Keenan trainings
- Updates to the Professional Development handbook
- Updates to the PDFC website
- Continued work on the Professional Development program
- Implementation of Hyflex Training

8.3 Fall Professional Development
  8.3.1 August Reflection
- Committee members expressed gratitude that there were options for in-person or online sessions.
- Some sessions had higher attendance with an online option vs. in-person option as compared to the same sessions in the past.
- There is an appreciation for the new resource, TimelyCare, that offers professional care to students on a 24/7 basis.

  8.3.2 October Planning – The following suggestions were made for October sessions:
- Self-Care Sessions
- Mental Health/First Aid training
- How to use the new Professional Development space

8.4 Training Room (LRC 113) Use Guidelines – tabled

8.5 Online PD Application Form – tabled

9. Announcements

9.1 Center for Excellence (?) meeting on August 26 at 1pm
9.2 Mentor Pilot Program

10. Adjournment

S. Kaushal motioned to adjourn the meeting;
K. Conner seconded the motion.
M. Smith adjourned the meeting at 4:00pm.