



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

**September 1, 2022
Zoom 952 3304 1902
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:35pm.
2. Roll Call	<p>Kristin Conner, Co-Chair Ingeborg Bourdon, Faculty Nick Cittadino, Faculty</p> <p>Michelle Smith, Co-Chair Sarah McKinnon, Faculty</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Shanan Danley, CSEA Sheila Gorospe-Kaushal, CSEA rep</p>
3. Agenda approval	<p>N. Cittadino motioned to approve the September 1, 2022 agenda as amended with Item 6.3; K. Conner seconded the motion; motion carried.</p>
4. Approval of Minutes	<p>S. McKinnon motioned to approve the August 18, 2022 minutes; K. Conner seconded the motion; motion carried with 3 ayes and 1 abstention.</p>
5. Comments from the Public	<ul style="list-style-type: none"> • N. Cittadino mentioned that his transcript is showing 1,000+ hours, so he is wondering if there is an issue. • S. McKinnon will ask for additional suggestions for October Flex at the upcoming English department meeting. • K. Conner reminded the committee about TimelyCare, and she acknowledged that there were some minor issues which have been fixed. Students should remember to use their solano.edu email address when they register for TimelyCare.
6. Professional Development	<p>Funding requests</p> <p>6.1 <i>E. Duane</i> - Approved 6.2 <i>M. Smith</i> - Approved 6.3 <i>T. Schneider</i> - Approved</p>
7. Action Items	<p>7.1 Resolution 08.18.2022 State of Emergency S. McKinnon motioned to approve item 7.1; I. Bourdon seconded the motion; motion carried.</p>

7.2 Committee Goals & Self-Assessment for AY 2022-2023

N. Cittadino motioned to approve item 7.2;
S. McKinnon seconded the motion; motion carried.

7.3 @ONE [Coupon Codes](#) for DE Committee

N. Cittadino motioned to approve item 7.3;
K. Conner seconded the motion.

The suggestion is to start with 10 coupon codes to be distributed to faculty via the DE committee, so faculty no longer need to go through the PD funding request process for @ONE trainings. The committee would like to invite John Perez, DE Committee Chair, to an upcoming PDFC meeting. The goal is to discuss the process, prioritization, equitable dissemination of information, etc. The committee also discussed funding sources. The "Covid Funding" that was available previously is no longer an option. The committee agreed that faculty need not pay for these trainings that are required to teach online. M. Smith will bring this topic to the Academic Senate and the DE Committee.

Motion carried.

8. Information/Discussion Items

8.1 Professional Development System Questions? Suggestions? M. Smith addressed the issue about incorrect hours on the transcript (see "Comments from the Public"). She showed how to check hours and verify that they are correct. When incorrect hours are entered for an external training, they cannot be changed/removed. Instead, the item needs to be put into the "Archived Transcript".

8.2 Fall Professional Development – The "Request to Present" form for October 11th is open until Friday, September 9th.

8.3 [Online PD Application Form](#) – The online application form is a trial, and a few downsides have been identified. For example, the user must be logged into Outlook in order to complete the form. Also, the Outlook form may limit the wordcount in some browsers. Some people may not like typing into the form directly, so an upload option may be preferable. The committee discussed whether a suggested wordcount should be provided for the narrative. Regardless, it was suggested that an example with clear explanations, specific examples, etc. be provided.

8.4 Training Room (LRC 113) Use Guidelines – tabled

9. Announcements

9.1 Solano approved as a [Consortium College](#) with CVC

10. Adjournment

N. Cittadino motioned to adjourn the meeting.

M. Smith adjourned the meeting at 4:00pm.