



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

**October 6, 2022
Zoom 952 3304 1902
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:36pm.						
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>Sarah McKinnon, Faculty</td> </tr> <tr> <td>Jason Edmonds, CSEA</td> <td>Andrew Wesley, PT Faculty</td> </tr> </table> <p>Absent: Nick Cittadino, Faculty</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Sarah McKinnon, Faculty	Jason Edmonds, CSEA	Andrew Wesley, PT Faculty
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair						
Ingeborg Bourdon, Faculty	Sarah McKinnon, Faculty						
Jason Edmonds, CSEA	Andrew Wesley, PT Faculty						
3. Agenda approval	A Wesley motioned to approve the October 6, 2022 agenda as amended with items 7.1 and 8.6; S. McKinnon seconded the motion; motion carried.						
4. Approval of Minutes	K. Conner motioned to approve the September 15, 2022 minutes; J. Edmonds seconded the motion; motion carried with 3 ayes and 3 abstentions.						
5. Comments from the Public	There were no comments from the public.						
6. Professional Development	Funding requests There were no funding requests.						
7. Action Items	<i>7.1 Resolution 10.06.2022 State of Emergency</i> K. Conner motioned to approve item 7.1; S. McKinnon seconded the motion; motion carried.						
8. Information/Discussion Items	<p><i>8.1 Introductions</i> – The committee members introduced themselves to the newest committee member, Andrew Wesley.</p> <p><i>8.2 DE Coordinator John Perez – tabled</i></p> <p><i>8.3 Professional Development System</i></p> <p><i>8.3.1 Questions? Suggestions?</i> S. McKinnon asked for clarification about earning hours for peer evaluations. M. Smith explained that peer observers may use the External Training form to report up to two (2) hours of FlexCal credit per year for ongoing mentoring / advising of the peer(s) they evaluate (Article 4.11.2).</p>						

S. McKinnon asked about limits to FlexCal credit for creating a new course. M. Smith is not aware of a limit, but she will check.

8.4 Training (LRC 113) and Conference (LRC 112) Room Use Guidelines – The committee reviewed a draft of the Room Use Guidelines, including “Priority of Use”, “General Procedures”, and “Guidelines for Use”.

The complexity of the room reservation process was duly noted. At this point, IT takes reservations for LRC 113, but other LRC rooms are reserved through Campus Reservations.

The committee prioritized the “Guidelines for Use” items and reorganized the bullets in order of importance.

A question was raised as to why this committee is responsible for these guidelines. LRC 113 is a dedicated space for Solano employee training, therefore, PD should have priority to reserve and use this room. However, concerns have already been expressed regarding the appropriate use of this space. So the committee is developing guidelines to make evident the processes and procedures of room use for the campus community.

8.5 Accreditation – M. Smith shared the “ACCJC Standards and Team Leaders” document. Professional Development relates to Standard III.A, Items 8, 12, and 14. The committee brainstormed accomplishments and initiatives in response to each item.

8.6 Professional Development Spring 2023 – tabled

9. Announcements

9.1 [4CSD](#) Annual Conference on October 12-14, 2022

10. Adjournment

S. McKinnon motioned to adjourn the meeting;
A. Wesley seconded the motion;
M. Smith adjourned the meeting at 4:00pm.