



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
February 16, 2023
Zoom 913 0513 5137
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>Andrew Wesley, Faculty</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Jason Edmonds, CSEA</td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Sarah McKinnon</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Andrew Wesley, Faculty	Nick Cittadino, Faculty	Jason Edmonds, CSEA
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair						
Ingeborg Bourdon, Faculty	Andrew Wesley, Faculty						
Nick Cittadino, Faculty	Jason Edmonds, CSEA						
3. Agenda approval	A. Wesley motioned to approve the February 16, 2023 agenda; N. Cittadino seconded the motion; Motion passed with 4 votes in favor.						
4. Approval of Minutes	K. Conner motioned to approve the February 2, 2023 minutes; A. Wesley seconded the motion; Motion passed with 3 votes in favor and 1 abstention.						
5. Comments from the Public	<p>K. Conner volunteered to respond to Brett Christie and Octavio Amort from O’Donnell design. They offered to speak to the PDFC committee to discuss universal design as well as diversity, equity, and inclusion; however, the committee did not an express interest for such a presentation at this time.</p> <p>A. Wesley requested the meeting Zoom links to be included with the Outlook reminder. Although a Zoom will still be available for committee members covered under the FMLA act, most members will be meeting in person moving forward.</p>						
6. Professional Development	<p>Funding requests</p> <p>6.1 <i>D. Matthew Schweitzer</i> – Approved</p> <p>6.2 <i>Michelle Smith</i> – Approved</p>						
7. Action Items	There were no Action Items.						
8. Information/Discussion Items	<i>8.1 Professional Development System</i>						

8.1.1 Questions? Suggestions? Is it possible to allow coordinators to have ILT Admin level permissions, e.g., to remove sessions for cancelled meetings? Technically it is possible but an official training is required for all ILT level permissions.

8.1.2 FAQ: Withdraw from session – M. Smith shared an FAQ that explains how to withdraw from a session after having pre-registered.

8.1.3 FAQ: Remove session from transcript – M. Smith shared an FAQ that explains how to remove a session that was incorrectly added to a transcript.

8.2 March Professional Development

8.2.1 Draft Program – The program for March is in progress now that all requests to present have been received. Sessions include internal as well as external presenters, e.g., ASCCC Representatives.

8.2.2 Meeting on Mar 16 – Committee members agreed to continue with the previously scheduled PDFC committee meeting on March 16th (during the Professional Development/Flex day).

8.3 Fall 2023 Convocation Planning – Suggestions included the following:

- AI in Education
- eLumen training for all faculty (preferably, mandatory)
- How to help students be successful with the “little things”, i.e., purchasing books and supplies
- Pickleball
- Native bees
- Drones
- 25th anniversary of wood fire kilns

8.4 Review Weekly Email Digest – Items that can be changed: subject, day/time to be sent out, logo, title, greeting, general wording.

“Caution” message removal is an IT item. Other suggestions:

- Change the “from” email address, i.e., “PDFC@solano.edu”
- Change to subject, i.e., “Weekly Updates from PDFC”
- Removal of “Updates from your Communities” and start email with the greeting.

9. Announcements

9.1 *AB1111: Common Course Numbering Task Force Meeting* [Public Notice](#)
– Thursday, February 23 from 10:00am-3:30pm

9.2 “Homework” for March 2nd meeting: Review the [PDFC Funding Request Form](#).

10. Adjournment

N. Cittadino motioned to adjourn the meeting;
A. Wesley seconded the motion.

M. Smith adjourned the meeting at 3:55pm.

