PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
February 7, 2019
Room 414
2:30 PM – 4:00 PM

1. Call to order	M. Smith called the meeting to order at 2:40PM.
2. Roll Call	Michelle Smith, Co-Chair Dwayne Hunt, Co-Chair (absent) Ingeborg Bourdon, Faculty Kitty Luce, Faculty Dani Gonzalez, CSEA rep Jack Schouten, Faculty Maureen Powers, Adjunct Faculty (absent)
3. Agenda approval	K. Luce motioned to approve the February 7, 2019 agenda; D. Gonzalez seconded the motion; motion carried.
4. Approval of Minutes	D. Gonzalez motioned to approve the January 17, 2019 minutes; J. Schouten seconded the motion; motion carried.
5. Comments from the Public	No comments for this item
6. Professional Development	**Funding requests reviewed** (30 minutes max) 6.1 M. Lancet (6S19) *approved* 6.2 Doug Mungin (7S19) *approved* 6.3 R. Fuller (8S19) *approved*
7. Action Items	No items in this section
8. Information/Discussion Items	8.1 *Review of PD Handbook Draft* – The PD committee suggested edits to the handbook draft. Recommended edits are welcome by email as well. The handbook is considered a dynamic document to be updated as necessary. 8.1.1 *Flex Test* – M. Smith presented a PD "Flex Test" form for committee discussion. This form could help clarify the process of determining approved vs. unapproved flex credit. 8.1.2 *Pre-approved list* – M. Smith stated the need for a workgroup to create a pre-approved list for flex credit. Once a pre-approved list is established, it would be submitted for review to the Academic Senate as well as SCC management.

8.2 *Approval of Professional Development Events* – The committee discussed the need for an established process of determining what events qualify as a flex event. K. Luce recommended activities on the use of Open Educational Resources (OER) as an example. This will be an ongoing discussion.

   8.2.1 *Advertisement of PD events* – Historically, PD events have been advertised through internal email distribution. D. Gonzalez recommended adding events to the faculty/employee tabs in MySolano. K. Luce recommended use of the on-campus televisions. The committee also discussed the utility of a PD system.

8.3 *Review of Professional Development Application* – M. Smith provided the committee with an updated PD application form based on recommendations from S. Abbate (HR manager). The goal of the updated form is to ensure inclusion of staff and faculty.

   The PD rubric will also be reviewed for inclusiveness as well as clarity. A modified rubric will be sent to union leaders and staff representatives for feedback. The updated rubric will be submitted to the Academic Senate for review and approval before distribution.

8.4 *Guest Speaker Rubric* – Tabled

9. Announcements

9.1 *FYE Workgroup – Faculty/Staff orientation* – M. Smith announced the FYE committee is seeking participants for a workgroup to develop and implement a new hire orientation for faculty and staff. D. Gonzales and J. Schouten will contact Melissa Reeve (FYE Coordinator) to indicate their interest.

9.2 *Equity Institute* – The Academic Senate is putting together a team to attend the Equity Institute at Skyline College held on April 17-19, 2019. Interested individuals should contact L. Jaimez and S. Kaushal by Monday (Feb 11) at 12pm.

9.3 *PD system* – IT has given the PDFC committee consent to begin evaluating PD systems with a suggested rollout date of Fall 2019. The first step of the evaluation process is to develop a list of essential/optional tasks for a PD System.

10. Adjournment

Meeting adjourned 3:59pm

All meetings will be held in 414 from 2:30PM – 4PM unless otherwise noted.
February 21
March 7

March 21
April 4
April 25 *if necessary*
May 2
May 16