



**PROFESSIONAL DEVELOPMENT/
 FLEX CAL COMMITTEE
 MINUTES
 APRIL 25, 2019
 ROOM 446
 2:30 PM – 4:00 PM**

<p>1. Call to order</p>	<p>M. Smith called the meeting to order at 2:34PM.</p>								
<p>2. Roll Call</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Shirley Lewis, Co-Chair (absent)</td> </tr> <tr> <td>Kitty Luce, Faculty</td> <td>Ingeborg Bourdon, Faculty (absent)</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td></td> <td>Jack Schouten, Faculty (absent)</td> </tr> </table>	Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair (absent)	Kitty Luce, Faculty	Ingeborg Bourdon, Faculty (absent)	Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty		Jack Schouten, Faculty (absent)
Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair (absent)								
Kitty Luce, Faculty	Ingeborg Bourdon, Faculty (absent)								
Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty								
	Jack Schouten, Faculty (absent)								
<p>3. Agenda approval</p>	<p>M. Powers motioned to approve the April 25, 2019 agenda; D. Gonzalez seconded the motion; motion carried.</p>								
<p>4. Approval of Minutes</p>	<p>K. Luce motioned to approve the April 4, 2019 minutes; M. Powers seconded the motion; motion carried.</p>								
<p>5. Comments from the Public</p>	<p>No public comments</p>								
<p>6. Professional Development</p>	<p>Funding requests reviewed (30 minutes max)</p> <p>6.1 Marc Pandone <i>referred</i></p> <p>6.2 Nick Perrone (24S19) <i>approved</i></p>								
<p>7. Action Items</p>	<p>No items</p>								
<p>8. Information/Discussion Items</p>	<p>8.1 <i>LRC Building Update</i> – K. Luce stated that the LRC building project has been approved by DSA (Division of the State Architect). The building includes a training room shared between PD and IT. An adjunct support center will not be included in the LRC building.</p> <p>8.2 <i>Committee Goals & Self-Assessment 2018-2019</i> – M. Smith presented the committee & self-assessment document to the PD committee. The committee needs to approve the document and forward it to the Academic Senate for final approval.</p> <p>8.3 <i>Fall 2019 Convocation</i> – The committee discussed selecting a theme that is inclusive to both staff and faculty. One idea discussed was selecting speakers to present on “Building Communities”. The committee indicated interest in inviting Dr. Veronica Keiffer-Lewis as a keynote speaker for fall</p>								

convocation. Some ideas for breakout sessions include:

1. Equity
2. Trauma Informed Teaching
3. Education in Prison
4. Student Engagement
5. Practical Strategies in Building Communities

M. Smith stated she will present the ideas to S/P Esposito-Noy.

8.4 *PD Rubric Revisions* – tabled

8.5 *PD System Tools/Tasks List* – tabled

8.6 *Guest Speaker Rubric* – tabled

9. Announcements

9.1 *RandomCoffee* – K. Luce discussed the use of #randomcoffee on campus. She explained how #randomcoffee can be used to form connections between coworkers and build positive working relationships.

10. Adjournment

Meeting adjourned 3:57 pm

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

May 2

May 16