



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

February 6, 2020

ROOM 2728

2:30 PM – 4:00 PM

1. Call to order	M. Smith called the meeting to order at 2:33 PM.
2. Roll Call	<div>Michelle Smith, Co-Chair</div> <div>Ingeborg Bourdon, Faculty</div> <div>Dani Gonzalez, CSEA rep</div> <div>Oahn Lam, Faculty (absent)</div> <div>Shirley Lewis, Co-Chair</div> <div>Heather Watson-Perez, Faculty</div> <div>Maureen Powers, Adjunct Faculty (absent)</div>
3. Approval of Agenda	D. Gonzalez motioned to approve the February 6, 2020 agenda; H. Watson-Perez seconded the motion; motion carried.
4. Approval of Minutes	I. Bourdon motioned to approve the January 16, 2020 minutes; D. Gonzalez seconded the motion; motion carried.
5. Comments from the Public	No comments from the public.
6. Professional Development	<p>Funding requests</p> <p>6.1 D. Coad (03S20) <i>approved</i></p> <p>6.2 M. Reeve (04S20) <i>approved</i></p> <p>6.3 C. Nelson (05S20) <i>approved</i></p> <p>6.4 S. Donovan (06S20) <i>approved</i></p>
7. Action Items	No action items.
8. Information/Discussion Items	<p>8.1 <i>February 13, 2020</i> – The committee discussed options for the mid-semester professional development days. M. Smith expressed concerns about the lack of presenters available to hold activities on February 13th. The SOAR Team, including Stacey Barrett and Damany Fisher, will be invited to present the “College Behind Bars” program. VP Williams may be able to host a trivia session.</p> <p>8.2 <i>PD Rubric Revisions</i> – The Academic Senate reviewed the rubric for professional development funding requests at its recent meeting. Senators requested clarification on the distinction between the “Benefits” and “Stated Utility to SCC” categories. The committee made modifications and M. Smith will submit the updated rubric to the Academic Senate for further consideration.</p>

9. Announcements

10. Adjournment

8.3 *PD Campus Survey Results* – The committee reviewed the results of the campus-wide professional development survey. Members noted the low turnout at Spring Convocation and discussed ways to increase attendance. The committee will use survey results as a guide for future professional development offerings. The committee will also consider approaches to build the community within the college such as a “Sunshine Club” or “Random Coffee.” The survey will be resent to the campus community to increase the responses.

8.4 *Review Draft of PD Handbook* – *tabled*

8.5 *PD System Tools/Task List* – *tabled*

9.1 *PDFC Survey* – M. Smith provided members with a survey about the committee. The goal of the survey is to continue to improve and develop as a committee.

Meeting adjourned 4:15pm