



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES**

**March 5, 2020  
ROOM 2728  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:41 PM.
<b>2. Roll Call</b>	<div style="display: flex; justify-content: space-between;"> <div> Michelle Smith, Co-Chair  Ingeborg Bourdon  Dani Gonzalez (absent)  Nick Cittadino (absent) </div> <div> Shirley Lewis, Co-Chair  Maureen Powers, Adjunct Faculty (absent)  Heather Watson-Perez, Faculty </div> </div>
<b>3. Approval of Agenda</b>	H. Watson-Perez motioned to approve the March 5, 2020 agenda; I. Bourdon seconded the motion; motion carried.
<b>4. Approval of Minutes</b>	H. Watson-Perez motioned to approve the February 20, 2020 minutes; I. Bourdon seconded the motion; motion carried.
<b>5. Comments from the Public</b>	No comments from the public.
<b>6. Professional Development</b>	<b>Funding requests</b> 6.1 E. Burt (09S20) <i>approved</i> 6.2 M. Gotch-Posta (10S20) <i>approved</i>
<b>7. Action Items</b>	No action items.
<b>8. Information/Discussion Items</b>	8.1 <i>Introductions – tabled</i>  8.2 <i>Calendar Committee Update</i> – M. Smith reported that the Calendar Committee is considering reducing the number of Flex days, specifically the mid-semester days. The committee discussed the value of mid-semester Flex days.  8.3 <i>Review Draft of PD Handbook</i> – The committee recommended adding the PD funds application with the recently approved rubric in the Appendix. M. Smith will forward the complete draft to the Academic Senate after making these additions.  8.4 <i>PD System Tools/Task List</i> – The committee discussed Professional Development systems as a way to schedule activities, conduct evaluations, and more. M. Smith will provide the committee with select examples of PD systems used at other community colleges.

**9. Announcements**

*9.1 PD Rubric approved by Academic Senate* – The committee rejoices!

**10. Adjournment**

Meeting adjourned 3:57pm