



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

April 2, 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</div> <div>Dani Gonzalez (absent)</div> <div>Nick Cittadino</div> <div>Shirley Lewis, Co-Chair (absent)</div> <div>Maureen Powers, Adjunct Faculty</div> <div>Heather Watson-Perez, Faculty</div>
3. Approval of Agenda	H. Watson-Perez motioned to approve the April 2, 2020 agenda; I. Bourdon seconded the motion; motion carried.
4. Approval of Minutes	I. Bourdon motioned to approve the March 5, 2020 minutes; H. Watson-Perez seconded the motion; motion carried.
5. Comments from the Public	No comments from the public.
6. Professional Development	No funding requests.
7. Action Items	No action items.
8. Information/Discussion Items	<p>8.1 <i>Check-In</i> – The committee discussed student challenges with the transition to remote learning. Concerns were expressed regarding future enrollment.</p> <p>8.2 <i>Resources for Online Education</i> – Committee members noted the rapid accumulation of resources for online teaching and learning. N. Cittadino inquired about a central location for guidelines on best practices. Committee members voiced concerns about overextension of faculty, staff, and students.</p> <p>8.3 <i>PD System Tools/Task List</i> – The committee produced a list of essential and beneficial features for a Professional Development system including a method of submitting flex forms electronically; a way to offer PD opportunities virtually; a tool to create, distribute, and collect online surveys; a platform for creating content; and a repository for recordings of events. I. Bourdon mentioned that while some systems are free of charge other systems are fee-based. M. Smith will ask S/P Esposito-Noy about a budget for such as system.</p>

8.4 Fall Convocation: Mental Health & Wellness – Committee members reaffirmed the theme of health and mental wellness as important and relevant for Fall 2020. The campus community may be interested in offerings that address setting boundaries, time management, and self-care. M. Powers mentioned that faculty may be seeking alternative assignments and suggested competency-based assessments. N. Cittadino posed the idea of providing a COVID-19 update from a local expert. H. Watson-Perez encouraged the committee to consider equity implications of the pandemic and recommended “Speak Out” by Tim Wise. M. Powers proposed “Professional Learning Communities” as a way to help educators navigate the challenges of teaching and learning. N. Cittadino suggested the “Future of Education” as a theme for a future semester.

8.5 Remaining Meetings – M. Smith stated that funding applications have dwindled for several reasons including the District policy limiting out-of-state travel. Furthermore, many events for funded applications were cancelled due to the coronavirus. While the committee still has work to accomplish, it is less without funding applications. Consequently, the committee agreed to continue meeting for the remainder of the semester *as necessary*.

9. Announcements

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

10. Adjournment

Meeting adjourned 4:01pm