**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Minutes
September 3, 2020
Zoom 925 5479 9017
2:30 PM – 4:00 PM**

1. Call to order	PD/FC Coordinator Michelle Smith called the meeting to order at 2:33 pm.
2. Roll Call	Michelle Smith, Co-Chair Kristin Conner, Co-Chair Ingeborg Bourdon, Faculty Maureen Powers, Adjunct Faculty Nick Cittadino, Faculty Heather Watson-Perez, Faculty Sheila Gorospe-Kaushal (Administrative Assistant) Absent: Dani Gonzalez, CSEA Rep
3. Agenda approval	Heather Watson-Perez motioned to approve the agenda of September 3, 2020 as presented. It was seconded by Ingeborg Bourdon. The agenda was approved unanimously.
4. Approval of Minutes	Ingeborg Bourdon motioned to approve the minutes of May 7, 2020 as presented. It was seconded by Heather Watson-Perez. The motion was approved unanimously.
5. Comments from the Public	There were no comments from the public.
6. Professional Development	There were no funding requests.
7. Action Items	There were no items in this section.
8. Information/Discussion Items	
8.1 Welcome: New Co-Chair	PD/FC Coordinator Michelle Smith welcomed committee members and introduced Dean Kristin Conner as the new co-chair this academic year.
8.2 Activity: Lessons from Quarantine	The committee members shared what lesson they've learned during quarantine.

8.3 PDFC 2020-2021 Meeting Calendar	The committee reviewed this academic year's PDFC meeting calendar. The following items were discussed: (a) meeting regularity, (b) Brown Act, (c) what will be on the committee agenda, (d) a place holder of once meeting a month instead of twice, (e) meeting cancellation notice, (f) reduction of meeting hours, and (g) any modifications of meeting regularity will be presented to SCC Senate for information/review.
8.4 Fall Professional Development	The committee reviewed the connectivity/link challenges during the August 13, 2020 Professional Development Day. By using PDFC Zoom links, the presenters were assigned as co-hosts, which minimized attendee disconnection rate and provided committee chair access to the number of people who attended these meetings.
	A reminder email will be sent out to all faculty regarding October 13, 2020 Professional Development Day. The committee discussed the list of presenters and the possibility of sharing recorded presentations to faculty/staff in SCC. The members had detailed discussions regarding the following: (a) proprietary concerns, (b) power point slides/links, (c) time frame involved, (d) "honor statement," (e) intellectual property/parameter assignment, (f) equity issues, and (g) creation of "PD System" which would include password to access presentations.
8.5 PDFC Goals & Self-Assessment 2020-2021	Michelle Smith presented PDFC Goals and Self-Assessment 2020-2021. The following items were included in this document: (a) communicate available free virtual conferences to faculty/staff, (b) external funding/grants, (c) to identify possible presenters, (d) create a calendar available online that will include SCC committee meetings/events (i.e. Lynda.com, Vision Resource Center, SkillSoft, etc.), (e) PD/FC will publish newsletters in the future, (f) conferences for staff to promote career advancement/staff development, and (g) incorporate themes/graphics in future Professional Development Days. This document will be presented to SCC Senate on September 21, 2020.
	Lastly, the group discussed PD funds available this academic year and possible minor modifications of the committee's rubric.
8.6 Spring Professional Development	This topic was discussed during item 8.4. and 8.5.
9. Announcements	There were no items in this section.
10. Adjournment	The meeting adjourned at 4:02 pm.

All meetings will be held by Zoom from 2:30PM – 4PM unless otherwise noted.
September 17, 2020
October 1, 2020
October 15, 2020
October 29, 2020 *(if necessary)*

November 5, 2020
November 19, 2020
December 3, 2020

Document Reviewed
    1. PDFC Goals and Self-Assessment 2020-2021