PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
December 2, 2021
Meeting via Zoom
2:30 PM – 4:00 PM

1. Call to order	M. Smith called the meeting to order at 2:32pm.
2. Roll Call	Kristin Conner, Co-Chair Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Heather Watson-Perez, Faculty Nick Cittadino, Faculty Sheila Gorospe-Kaushal, CSEA rep Christina Taliaferro, Administrative Assistant **Guests**: Shawna BuShell, BuShell Consulting Dave McAlinden, BuShell Consulting **Absent:** Janet Leary, CSEA rep Tasia Scott, Adjunct Faculty rep
3. Agenda approval	K. Conner motioned to approve the December 2, 2021 agenda; S. Gorospe-Kaushal seconded the motion; motion carried. Item 7.1 was changed from the distributed agenda to read "Resolution 12.2.2021: State of Emergency".
4. Approval of Minutes	S. Gorospe-Kaushal motioned to approve the November 18, 2021 minutes; N. Cittadino seconded the motion; motion carried. Item 7.1 should read "Resolution 11.18.2021: State of Emergency".
5. Comments from the Public	There were no items in this section.
6. Professional Development	There were no items in this section.
7. Action Items	*7.1 Resolution 12.2.2021: State of Emergency* All committee members approved the State of Emergency declaration.

8. Information/Discussion Items	*8.1 Spring Professional Development*

8.1.1 Instructional Tool Demo (BuShell) – D. McAlinden from BuShell Consulting demonstrated the updated Canvas shell for onboarding new faculty. Participants would build their Canvas shell with the option to use templates. D. McAlinden provided a comparison between the old site to the new site. The old site is mainly an information repository with follow-up quizzes. The new site has videos with step-by-step activities for participants to build their Canvas course. Everything is located within the Canvas shell, no external links. Facilitators of the course can provide feedback and guidance throughout the course. The goal is to make the approval process straightforward and practical for new faculty members. The first 4 modules should be completed by mid-December.

S. BuShell suggested a focus on tools for the January Professional Development Day. M. Smith can make 1.5 hours available in the morning as well as the afternoon. Tools being considered are Canva, Canvas Studio, Loom, and VoiceThread. S. BuShell and M. Smith will connect to work out the details.

The committee further discussed Canvas blueprints including lack of flexibility. Suggestions included blueprints that may be adjusted for different styles and possibly templates for different schools. In addition, Canvas training for students is important.

8.1.2 Supportive Session Dates – Regie Caldwell, LCSW, will provide multiple sessions to help employees get through the Covid crisis. He recommended a 1-hour introductory session during Convocation to provide general suggestions. This would be followed by in-depth sessions with smaller groups (no more than 25 people/group) available to all employees. The committee suggested that Fridays would be good for the follow-up sessions. Dates will be advertised during Convocation.

8.1.3 Committee Meetings & Membership – Meetings will remain on the 1st and 3rd Thursdays of the month. The March 17th meeting conflicts with a Professional Development Day, so the plan is to have the meeting as part of the PD schedule with an option for the public to join.

March 31st is a tentative meeting that will remain on the schedule for now.

8.2 PDFC Committee Goals & Self-Assessment – M. Smith went over the committee's initiatives and accomplishments. These will be presented to the Academic Senate in Spring 2022.

8.3 Fall 2021 Session Evaluations – M. Smith downloaded the session evaluations in different formats, with over 300 evaluations submitted. One comment that came up a few times was that the sessions were running longer than scheduled.

8.4 Professional Development System

8.4.1 Commendations – The Professional Development system centralizes all the information and creates convenience. It also helps with the tracking of hours.
8.4.2 Recommendations
- The current data feed does not allow admins to pull reports for their divisions. M. Smith is creating reports for the Deans and Admins with completed hours for part-time faculty reimbursement. In the spring, she will provide reports for full-time faculty that will show "Unmet Flex Hours".
- The process of marking attendance could be improved. If people pre-register, the process would be easier for presenters. M. Smith plans to demonstrate the registration process during Spring Convocation. The goal is for people to register in advance as often as possible.

9.   Announcements

9.1 [Equity Master Class: Equity in Praxis](#) on December 3, 2021 from 9am-4pm PST – Some attendees still need to complete the Travel Authorization & Reimbursement Form (TAR).

9.2 [MOU Flex PD System](#) – *Faculty Flex documented in PD system; supervisor signatures no longer required.*

10. Adjournment

N. Cittadino motioned to adjourn the meeting;
S. Gorospe-Kaushal seconded the motion; motion carried.

Meeting was adjourned at 4:01pm