PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
May 18, 2023
Room 2728 or Zoom 913 0513 5137
2:30 PM – 4:00 PM

1. Call to order	M. Smith called the meeting to order at 2:35pm.
2. Roll Call	Kristin Conner, Co-Chair Michelle Smith, Co-Chair Ingeborg Bourdon, FT Faculty rep Jason Edmonds, CSEA rep Nick Cittadino, FT Faculty rep Andrew Wesley, PT Faculty rep Sheila Gorospe-Kaushal, CSEA rep Christina Taliaferro, Administrative Assistant
3. Agenda approval	A. Wesley motioned to approve the May 18, 2023 agenda; N. Cittadino seconded the motion. Motion passed with 4 votes in favor.
4. Approval of Minutes	A. Wesley motioned to approve the May 4, 2023 minutes; J. Edmonds seconded the motion. Motion passed with 4 votes in favor.
5. Comments from the Public	There were no comments from the public.
6. Professional Development	***Funding requests*** *6.1 Sheila Smith -* Approved *6.2 Kevin Marks -* Approved
7. Action Items	*7.1 Schedule of Meetings 2023-2024* A. Wesley motioned to approve item 7.1; S. Gorospe-Kaushal seconded the motion. Motion passed with 5 votes in favor. *7.2 Year-End Goals & Self-Assessment* A. Wesley motioned to approve item 7.2; I. Bourdon seconded the motion. Motion passed with 5 votes in favor.
8. Information/Discussion Items	*8.1 Professional Development System* *8.1.1 Questions? Suggestions?* M. Smith will continue to pursue getting Keenan trainings integrated into the system.

It is not possible to enter partial attendance for a session, i.e., one (1) hour of attendance for a 2-hour session. In that situation, an external training form should be used.

8.2 AY 2023-2024 Committee Membership – N. Cittadino will be leaving the committee. Other planned changes regarding committee membership should be communicated to M. Smith.

8.3 August 2023 Professional Development Draft Schedule
M. Smith shared an early draft of the schedule. The following points were noted:

- Possibly changing the location of the "Stop the Bleed" session.
- Some sessions are still being confirmed, and some sessions will still be added.
- IT session on "SaaS" requires clarification.

The keynote speaker, Dr. Jarek Janio, is confirmed. He will speak at Convocation in the morning and host a follow-up session in the afternoon. The theme for his sessions is AI in higher education.

9. Announcements

9.1 Mental Health First Aid Training | June 6 & 8, 1:00 – 4:00 PM in LRC room 113, [Register online](#) by Tuesday, May 23

10. Adjournment

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

M. Smith adjourned the meeting at 3:35pm.