



**PROFESSIONAL
DEVELOPMENT/ FLEX CAL
COMMITTEE
Minutes**

February 16, 2017

Room 902

3:30 pm - 5:00 pm

1. Call to order	Meeting was called to order at 3:32 pm by LaNae Jaimez.								
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">LaNae Jaimez, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair (absent)</td> </tr> <tr> <td>Salvatore Abbate, CSEA</td> <td>Ingeborg Bourdon, faculty</td> </tr> <tr> <td>Candace Roe, faculty</td> <td>Michelle Smith, faculty</td> </tr> <tr> <td>Sheila Smith, faculty (absent)</td> <td></td> </tr> </table>	LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair (absent)	Salvatore Abbate, CSEA	Ingeborg Bourdon, faculty	Candace Roe, faculty	Michelle Smith, faculty	Sheila Smith, faculty (absent)	
LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair (absent)								
Salvatore Abbate, CSEA	Ingeborg Bourdon, faculty								
Candace Roe, faculty	Michelle Smith, faculty								
Sheila Smith, faculty (absent)									
3. Agenda approval	Michelle Smith moved to approve the February 16, 2017 agenda, Sal Abbate seconded the motion and motion was approved.								
4. Approval of Minutes	Inga Bourdon moved to approve the minutes of February 2, 2017, Michelle Smith seconded the motion and motion was approved.								
5. Comments from the Public	3 Minute Per Person.								
6. Professional Development	<p>Faculty funding requests (30 minutes max)</p> <p>Four faculty requests for professional development funds were reviewed, all four requests were approved using the rubric.</p> <p>6.1 Kevin Marks (approved)</p> <p>6.2 Erica Beam (approved)</p> <p>6.3 Tonmar Johnson (approved)</p> <p>6.4 Budget update (approved)</p>								
7. Action Items, Including Items Removed From Consent	<p><i>7.1 Form to request a Flex activity</i></p> <p>Michelle Smith moved to approve the form with a modifications “supply” changed to “materials” and “needs” to “needed”. Inga Bourdon seconded the motion, motion was approved</p>								

8. Information/Discussion Items

7.2 Survey

Committee reviewed a rough draft of the survey. *A task force (Inga and Michelle) was formed to incorporate the feedback and complete the survey for review at the 3/16/17 meeting.*

7.3 Add a comment section to Flex evaluation forms

This items was tabled until the 3/16/17 meeting.

8.1 Procedure/review of procedure for Flex days

8.2 March Flex

8.2.1 preliminary plan

The preliminary plan for 3/14 & 15 was reviewed and discussed. The goal is to have a complete draft by the 3/2/17 meeting.

8.2.2 teach in

Committee decided to plan a “teach in” for Fall 2017.

8.3 Flex Plan 2017 – 18

8.3.1 Speakers

The committee decided to defer discussion of speakers for AY 17 – 18 until results of the survey for the campus community are available.

8.3.3 Next steps

Planning for AY 17 -18 were put on hold until the results of the survey are available.

8.4 Forms

8.4.1 Review of PD funds request form

Goal is to review the PD funds request form in time to get approval from the Senate before the end of the semester. The committee would like to implement an updated form in the Fall 2017.

8.5 Great Teachers Seminar

Michelle Smith discussed the Great Teachers Seminars to be held in Santa Barbara, California and Portland, Oregon. She suggested that the PDFC committee consider sponsoring faculty to attend the seminars. The committee members discussed possible options for supporting this idea.

8.6 PLN Resolution

The committee discussed the PLN resolution and concluded that it was not necessary as written; the resolution restates what the committee already does. The committee decided that a resolution supporting the PLN as optional flex might be a way to help establish some consistency

across Schools regarding the approval of optional flex activities. LaNae agreed to revise the resolution and bring it to the 3/2/17 meeting.

9. Announcements

8.7 Safe Places Training

Discussion deferred to a later meeting.

9.1 Email address for PDFC committee

User name and password for the PDFC email address was shared.

10. Adjournment

Meeting was adjourned at 5 pm.