



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE**

**Minutes**

**April 6, 2017**

**Room 902**

**3:30 pm - 5:00 pm**

<b>1. Call to order</b>	Meeting was called to order by Co-Chair Jaimez at 3:35pm on 4/6/17						
<b>2. Roll Call</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">LaNae Jaimez, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair</td> </tr> <tr> <td>Salvatore Abbate -absent</td> <td>Ingeborg Bourdon, faculty</td> </tr> <tr> <td>Candace Roe -absent</td> <td>Michelle Smith, faculty</td> </tr> </table>	LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair	Salvatore Abbate -absent	Ingeborg Bourdon, faculty	Candace Roe -absent	Michelle Smith, faculty
LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair						
Salvatore Abbate -absent	Ingeborg Bourdon, faculty						
Candace Roe -absent	Michelle Smith, faculty						
<b>3. Agenda approval</b>	Michelle Smith motioned to approve the April 6, 2017 agenda, Inga Bourdon seconded the motion and agenda was approved.						
<b>4. Approval of Minutes</b>	Inga Bourdon moved to approve the March 16, 2017 minutes, Michelle Smith seconded the motion and minutes were approved.						
<b>5. Comments from the Public</b>	<p>3 Minute Per Person.</p> <p>Carla Maguire, Learning Resources Tech (library) reported that she wanted to observe the committee’s evaluation of PD funds requests with the goal of informing the CSEA about the PDFC Committee’s process. She was given a warm welcome.</p>						
<b>6. Professional Development</b>	<p><b>Faculty funding requests</b> (30 minutes max)</p> <p>PD funds requests were evaluated using the rubric.</p> <p>6.1 Robin Sytsma’s request was approved.</p> <p>6.2 Sarah Nordin’s request was approved.</p> <p>6.3 Other – There were 3 additional requests for funds (1 –CSEA and 2 CTE funded with Perkins) The committee reviewed the requests but did not evaluate them.</p>						
<b>7. Action Items, Including Items Removed From Consent</b>	7. 1 Michelle Smith moved to approved the PDFC’s Mid-semester goals/accomplishments document, Inga Bourdon seconded the motion, there was no discussion, the document was approved.						

## **8. Information/Discussion Items**

*8.1 Survey results- The committee discussed the results of the All Campus survey and used the information to guide planning of the fall Flexible Calendar schedule. Interesting findings include the selection of "Academic Excellence" as a theme to guide flex activities and there is a preference for educational/skills-based speakers and motivational speakers. Respondents showed a preference for presentations with discussions lasting 60 – 90 min. on Fridays on the main campus between the hours of 10 AM and 3 PM. A full summary of the findings will be included as an attachment to the minutes of today's meeting.*

### *8.2 March Flex*

*8.2.1 form to solicit participation/due date- the committee agreed that to using the fillable PDF with a due date of 5/4/17.*

*8.2.2 speaker- The committee agreed that the required fall Flex day (8/11) would be used for training and work time for the new CurricUNET module, META. Convocation followed by training and time to work in META will be schedule.*

*8.2.3 next steps – Solicit for Optional Flex day (8/10 and 10/10) activities, plan training and work schedule for required day. Complete and distribute schedule before the end of the Spring 2017 schedule.*

### *8.3 Forms*

*8.3.1 Review of updated PD funds request form was conducted by the committee. Additional suggestions were made. The form will be up for action on 4/27/17 and if approved placed on the Senate agenda for 5/1/17.*

*8.4 Safe Places Training –Michelle Smith gave a thorough overview of professional development opportunities for the SCC campus related to creating safe spaces for students. The various options will be considered for the 10/10 optional flex day.*

*8.5 Recognition- Dean Hunt agreed to explore possible recognition program for all individuals actively participating in share governance committees.*

## **9. Announcements**

*9.1 Resolution- table to 5/4/17 meeting.*

*9.2 Great Teachers- email will be sent to all faculty encouraging them to attend the GTS in Portland or Santa Barbara.*

### *9.3 Burn Out workshop*

*Michelle Smith reported that we have approximately 10 attendees. LaNae Jaimez reported that the Academic Senate agreed to purchase lunch for attendees and that the Faculty Union has approached the committee about contributing to food for the event.*

## **10. Adjournment**

*Meeting was adjourned at 5 PM. Next meeting is April 27, 2017*

