



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
Minutes  
February 15, 2018  
Room 414  
2:45PM - 4:00PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:47PM.								
<b>2. Roll Call</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair</td> </tr> <tr> <td>Salvatore Abbate, CSEA (absent)</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Maureen Powers, Adjunct</td> </tr> <tr> <td></td> <td>Jack Schouten, Faculty</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	Salvatore Abbate, CSEA (absent)	Kitty Luce, Faculty	Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
Salvatore Abbate, CSEA (absent)	Kitty Luce, Faculty								
Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct								
	Jack Schouten, Faculty								
<b>3. Agenda approval</b>	M. Powers motioned to approve the February 15, 2018 agenda; K. Luce seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	D. Hunt motioned to approve the February 1, 2018 minutes; J. Schouten seconded the motion; motion carried.								
<b>5. Comments from the Public</b>	3 Minute Per Person.								
<b>6. Professional Development</b>	<p><b>Funding requests (30 minutes max)</b></p> <p><b>Faculty</b></p> <p>6.1 Barbara Villatoro (approved)          6.2 Nazia Mostafa (approved)          6.3 Isabel Anderson (approved)          6.4 Rebecca LaCount (approved)          6.5 Rebecca LaCount (approved)          6.6 Bailey Schentrup (approved)</p> <p><b>Staff</b></p> <p>NA</p>								
<b>7. Action Items</b>	NA								
<b>8. Information/Discussion Items</b>	<p>8.1 <i>Staff PD funds process (S. Abbate) tabled</i></p> <p>8.2 <i>Surveys from October &amp; August 2017 flex (S. Abbate) tabled</i></p> <p>8.3 <i>Rubric Wording to Academic Senate</i> – The additional wording for the professional development funding request requires approval from the Academic Senate. M. Smith is unable to attend Academic Senate meetings due to her teaching schedule. K. Luce indicated she may be able to attend the upcoming meeting on Monday, February 26<sup>th</sup> after 4pm.</p>								

8.4 *March 13-14, 2018 Flex planning* – M. Smith presented the committee with an outline of proposed events for March. Support for Daniel Martin’s Compassionate Skills Training will be carried forward to the next meeting as an action item. The committee suggested adjusting the schedule (where possible) to allow individuals to attend multiple events. M. Smith already contacted several presenters about flexibility in scheduling. J. Schouten recommended pairing the Compassionate Skills Training with the Mental Wellness event. The committee indicated willingness to open future CalSTRS/CalPERS sessions to K-12 educators of Solano county.

8.5 *On-Course I Workshop* – D. Hunt proposed an On-Course I Workshop for May 29-31, 2018. This is an in-depth workshop that provides participants with learner-centered strategies to promote student success. The committee agreed the workshop has potential to be a great experience. J. Schouten suggested continued support after the event. M. Powers recommended Learning Communities as a way to wrap up and revisit ideas afterwards. D. Hunt indicated he plans to ask event coordinators for suggestions on how to continue momentum. Support for the On-Course I Workshop for May 29-31, 2018 will be carried forward to the next meeting as an action item.

8.6 *PDFC space in new LRC* – M. Smith presented the committee with plans for the new Learning Resource Center. The committee indicated concerns about the lack of space for meetings as well as storage (e.g. flexible furniture). Questions were raised regarding the utility of a movable wall. M. Smith will request Michael Wyly to attend the next PDFC committee meeting to address these questions.

8.7 *Pre-approved events and required trainings list (tabled)*

8.8 *Flow charts (tabled)*

**9. Announcements**

4CSD Annual Conference, March 14, 15 -16, 2017  
Great Deans Regional Meeting, July 2018

**10. Adjournment**

Meeting was adjourned at 4:22.

**All meetings will be held in 414 from 2:45PM – 4PM unless otherwise noted.**

**March 1**  
**March 22**  
**April 12**  
**April 19**  
**May 3**  
**May 17**