



Professional Development/Flex Cal Committee

**September 15, 2016
2:15 pm – 3:00 pm**

Call to order	The meeting was called to order by Committee Chair LaNae Jaimez at 2:15 pm
Roll Call	<u>Present</u> LaNae Jaimez, Chair, Ingeborg Bourdon, Michelle Smith
Agenda approval	A motion to approve the agenda was moved, seconded and agenda was approved.
Approval of Minutes	Motion to approve 9/1/16 minutes was made and seconded, minutes approved.
Public Comments	No public comments
Information/Discussion Items	
6.1 Optional (Floating) Flex Day 6.1 Flex day 10/11	Discussed planned activities for 10/11 Flex Day
6.2 Development of PDFC	
6.2.1 Purpose	Discussed various examples and documents from other colleges regarding the role/purpose/mission of the PDFC committee. Michelle Smith agreed to draft a version for the SCC PDFC committee to review at the next meeting.
6.2.2 & 3 meeting	Confirmed dates and times, 1 st and 3 rd Thursdays, 2:30 -3 faculty and 3 – 4 full committee. Committee will meet 9/29/16.
6.2.4 funding process	Discussion deferred until full committee appointed
6.2.4.1 Rubric	Model rubrics were reviewed/discussed. Potential criteria were reviewed/discussed. Inga Bourdon agreed to draft a rubric for committee review at the next meeting.
6.3 Committee goals 6.3.1 & 2 plan/goals	PDFC goals and plans for the semester were discussed. LaNae Jaimez agreed to draft an outline of this discussion for review at the next meeting.
7. Action Items	

7.1 Committee composition

Motion made and seconded to move forward with committee composition as approved by the Academic Senate.

Co-chairs: Faculty member/Academic Administrator

3 Faculty members

1 Adjunct faculty

1 HR representative

1 CSEA

Adjourn

Meeting was adjourned at 3:35

Next meeting 9/29/16 at 2:30
