



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Minutes**

December 7, 2017

Room 902

2:30 pm - 4:00

1. Call to order									
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</td> </tr> <tr> <td>Salvatore Abbate, CSEA</td> <td>Ingeborg Bourdon, faculty</td> </tr> <tr> <td>Michelle Smith, faculty</td> <td>faculty rep - open</td> </tr> <tr> <td>Adjunct rep - open</td> <td></td> </tr> </table>	LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair	Salvatore Abbate, CSEA	Ingeborg Bourdon, faculty	Michelle Smith, faculty	faculty rep - open	Adjunct rep - open	
LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair								
Salvatore Abbate, CSEA	Ingeborg Bourdon, faculty								
Michelle Smith, faculty	faculty rep - open								
Adjunct rep - open									
3. Agenda approval	Michelle Smith motioned to approve the December 7, 2017 agenda, Inga Bourdon seconded the motion, motion carried								
4. Approval of Minutes	Inga Bourdon motioned to approve the November 30, 2017 minutes, Dean Hunt seconded the motion, motion carried.								
5. Comments from the Public	3 Minute Per Person.								
6. Professional Development	<p>Funding requests (30 minutes max)</p> <p><u>Faculty</u></p> <p>6.1.1 Jeff Cardinal (24F17)</p> <p><u>Staff</u></p> <p>6.2</p>								
7. Action Items	<p>7.1 Mid-semester self-evaluation- Michelle Smith motioned to approve the Mid-semester self-evaluation, Inga Bourdon seconded the motion, motion carried.</p> <p>7.2 Rubric- The committee discussed the Senate’s questions/concerns regarding changes to the PD Funds rubric. Changes were incorporated into the existing document. Michelle Smith motioned to approve the changes to the language for the rubric, Inga Bourdon seconded the motion, motion carried.</p>								
8. Information/Discussion Items	<p>8.1 1/11 & 1/12 Flex days update – LaNae presented the near final draft of the January required/optional day flex schedule. The committee reviewed the document.</p> <p>8.2 Staff PD (process update- Sal)- postponed to January</p> <p>8.3 Surveys (spring 2017/august 2017)- postponed to January</p>								

9. Announcements

4CSD Annual Conference, March 14, 15 -16, 2017
Flow Chart
Spring schedule
Disability training

10. Adjournment

Meeting was adjourned at 4:00 PM

All meetings will be held in 902 from 2:30 – 4 unless otherwise noted.