



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
May 17, 2018
Room 414
2:45 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:47PM.								
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair (absent)</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td></td> <td>Jack Schouten, Faculty</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair (absent)	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair (absent)								
Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty								
	Jack Schouten, Faculty								
3. Agenda approval	M. Powers motioned to approve the May 17, 2018 agenda; K. Luce seconded the motion; motion carried.								
4. Approval of Minutes	K. Luce motioned to approve the May 3, 2018 minutes; J. Schouten seconded the motion; motion carried.								
5. Comments from the Public	NA								
6. Professional Development	<p>Funding requests (30 minutes max)</p> <p>Faculty</p> <p>6.1 Douglas Mungin (28S18) declined 6.2 Janene Whitesell (29S18) declined 6.3 Gwen Gallagher (30S18) approved 6.4 Jennifer Finnigan (34S18) approved 6.5 Melissa Reeve (35S18) approved 6.6 Cheryl McDonald (36S18) pending 6.7 Gulnur Sanden (37S18) approved 6.8 English Department (38S18) postponed 6.9 Mark Lancet (39S18) pending</p>								
7. Action Items									
8. Information/Discussion Items	8.1 <i>Committee Goals & Self-Assessment</i> – Members reviewed a draft of the Committee Goals and Self-Assessment for Academic Year 2017-2018. No specific suggestions or comments were made for AY 2017-2018 although potential goals for AY 2018-2019 were discussed. For example, the committee indicated interest in listing the “How to Apply for Professional Development Funds” presentation as goal. The committee will continue to discuss future goals in the upcoming academic year.								

8.2 *Fall Professional Development* – M. Smith provided a draft agenda for Fall 2018. Dr. Rita Cameron-Wedding is confirmed for workshops on Thursday, August 9th, 2018 and Tuesday, October 9th, 2018. We also have many internal presenters scheduled for all three professional days in the fall. M. Smith would like to provide a workshop on “How to Apply for PD Funds”. The keynote speaker is still to be determined.

8.2.1 *Terminology* – The committee agreed events should be referred to as “professional development” as it is more inclusive.

8.3 *Updated Forms* – The committee reviewed updated versions of committee forms including the grant application, checklist, and procedures & information. Forms will be reviewed again in the fall to ensure consistency with the updated Travel Authorization and Reimbursement Claim form.

8.4 *Fall Membership and Meetings* – Committee members agreed Thursday afternoons work well for meetings. Members are encouraged to check their fall schedules and determine whether or not they plan to continue serving on the committee.

8.5 *On Course Workshop Update* – D. Hunt informed the committee that On Course Workshop is scheduled for May 29th-31st, 2018. Currently, ten individuals are registered to participate.

9. Announcements

9.1 Learning Together: A Partnership of Practitioners and Scholars, June 18-19, 2018

10. Adjournment

10.1 Meeting adjourned at 4:02PM