



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
September 20, 2018  
Room 414  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:36 PM.										
<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>Ingeborg Bourdon, Faculty</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep (absent)</td> <td>Maureen Powers, Adjunct Faculty (absent)</td> </tr> <tr> <td>Shirley Lewis, Dean</td> <td></td> </tr> <tr> <td>Jack Schouten, Faculty</td> <td></td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Dani Gonzalez, CSEA rep (absent)	Maureen Powers, Adjunct Faculty (absent)	Shirley Lewis, Dean		Jack Schouten, Faculty	
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair										
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Shirley Lewis, Dean											
Jack Schouten, Faculty											
<b>3. Agenda approval</b>	S. Lewis motioned to approve the September 20, 2018 agenda; J. Schouten seconded the motion; motion carried.										
<b>4. Approval of Minutes</b>	J. Schouten motioned to approve the September 6, 2018 minutes with modifications; I. Bourdon seconded the motion; motion carried.										
<b>5. Comments from the Public</b>	No comments for this item										
<b>6. Professional Development</b>	<p><b>Funding requests reviewed (30 minutes max)</b></p> <p><b>Faculty</b></p> <p>6.1 Sarah Nordin (5F18) <b>approved</b></p> <p>6.2 Ginger Cain(6F18) <b>approved</b></p> <p><b>Staff</b></p> <p>6.3 Brad Starkey-Owens (7F18) <b>approved</b></p>										
<b>7. Action Items</b>	NA										
<b>8. Information/Discussion Items</b>	<p><b>8.1 Fall Professional Development</b> – M. Smith provided the committee with the Final Flex Cal Program. The committee considered scheduling, accessibility, and variety of events during optional and required days. Committee members discussed the need to develop a Flex Cal “quick sheet” that attendees can use to plan their day accordingly. The committee agreed to the final Fall Flex Cal Program.</p> <p><b>8.2 Spring Professional Development</b> – The committee discussed criteria for presentations to be conducted on the “Required Day” for Flex Cal. The committee determined that required Flex Cal days must be reserved for events that promote SCC objectives and essential college functions.</p>										

8.3 *Flex Cal Attendance Report Form* – M. Smith discussed the goals of the new form including clarification of contractual language for faculty flex obligation and compensation. She stated the form was also modified for the use by both part-time and full-time faculty.

8.4 *PD Handbook* – The committee discussed their findings of what needs to be included in the Professional Development Handbook. Members discussed the format, objective/goals, and layout of the PD Handbook. M. Smith will develop a table of contents based on the committee recommendations and provide the draft for committee review at the next PD meeting.

8.5 *Funds Recipient Presentations* – M. Smith asked for ideas to encourage funds recipients to share their knowledge with Solano colleagues. S. Lewis recommended adding an open-ended question the PD Funds application. M. Smith will add a statement in the application for the committee to review at the next meeting. J. Schouten suggested placing a statement in the PD handbook that would set precedent to entice recipients to share what they learned. The committee collectively agreed to submit award announcements to the Inside Solano Newsletter.

8.6 *Presentation organization by type (brainstorm) tabled*

## 9. Announcements

9.1 *2019 4C/SD Annual Conference March 6-8, 2019* – Dean Hunt and M. Smith agreed last year's conference offered valuable information on professional development.

## 10. Adjournment

10.1 Meeting adjourned at 4:05PM

**All meetings will be held in 414 from 2:30PM – 4PM unless otherwise noted.**

**October 4**

**October 18**

**November 1**

**November 15**

**December 6**