



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
October 18, 2018
Room 414
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:30 PM.
2. Roll Call	Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Dani Gonzalez, CSEA rep (absent) Jack Schouten, Faculty
3. Agenda approval	I. Bourdon motioned to approve the October 18, 2018 agenda; J. Schouten seconded the motion; motion carried.
4. Approval of Minutes	M. Powers motioned to approve the October 4, 2018 minutes; J. Schouten seconded the motion; motion carried.
5. Comments from the Public	No comments for this item
6. Professional Development	Funding requests reviewed (30 minutes max) Faculty 6.1 Kevin Marks (9F18) approved 6.2 Tonmar Johnson (10F18) approved
7. Action Items	7.1 The PD committee agrees that all applicants must use the most recent PD Funds Request Forms when seeking funding.
8. Information/Discussion Items	8.1 <i>October Professional Development Day Recap</i> – Co-Chair M. Smith stated that we are waiting for data from human resources on the number of attendees. Several of the sessions such as Social Justice and Guided Pathways were well attended and were engaging. However, other sessions were poorly attended. The PD committee plans to schedule the program so Flex Cal is more productive. One suggestion was to present mandatory sessions on the required days and optional sessions on other days. M. Smith suggested the revival of “lunch and learns” on Fridays throughout the semester to provide more options for presenters and participants. The Program-at-a-Glance worked well for the day of the event. The committee plans to continue the Program-at-a-Glance moving forward.

8.2 *Recommendations to Calendar Committee* – The PD committee discussed the proposed calendars that include a flex day immediately preceding a holiday. Concerns were raised regarding fairness to presenters if attendance is expected to be low. One suggestion was to allow participation in online offerings. Such offerings may require documentation to ensure participation in the activity. The committee agreed that we will need to be creative in order to offer sessions that are meaningful.

8.3 *Spring Professional Development* – The committee discussed ways of soliciting feedback from faculty, staff, and students. Thus far, online surveys have low response rates. M. Smith suggested a chalkboard in the 1400 building for student feedback and cardboard ballot boxes in mailrooms and graphics for faculty and staff feedback.

8.3.1 *Review Request-to-Present Form* – The committee reviewed the Request to Present form. K. Luce suggested adding a question asking: “Is there a time when you are not available?”

8.3.2 *Color Code for Program-at-a-glance* – The committee discussed color coding events based on professional development learning outcomes.

8.4 *Approach to PD Handbook* – The PD committee agreed that M. Smith will put the PD Handbook together while incorporating feedback from the PD committee to ensure that the handbook is complete, clear, and accurate.

9. Announcements

9.1 Guided Pathways, AB 705, and the New Funding Formula. 12:30 PM–1:30 PM, October 18, 2018

9.2 Bay Area Guided Pathways Learning Cluster. 2-4 PM. October 18, 2018
AB 705 Webinar. 1-2 PM. October 19, 2018

10. Adjournment

Meeting adjourned at 3:58PM

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

November 1

November 15

December 6