



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
MARCH 7, 2019  
ROOM 414  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:30PM.								
<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 (absent)</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Shirley Lewis, Co-Chair</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep (absent)</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Jack Schouten, Faculty</td> <td>Maureen Powers, Adjunct Faculty (absent)</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair (absent)	Ingeborg Bourdon, Faculty	Shirley Lewis, Co-Chair	Dani Gonzalez, CSEA rep (absent)	Kitty Luce, Faculty	Jack Schouten, Faculty	Maureen Powers, Adjunct Faculty (absent)
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair (absent)								
Ingeborg Bourdon, Faculty	Shirley Lewis, Co-Chair								
Dani Gonzalez, CSEA rep (absent)	Kitty Luce, Faculty								
Jack Schouten, Faculty	Maureen Powers, Adjunct Faculty (absent)								
<b>3. Agenda approval</b>	K. Luce motioned to approve the March 7, 2019 agenda; M. Powers seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	M. Powers motioned to approve the February 7, 2019 minutes; 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</b> (30 minutes max)</p> <p>6.1 Mary Gotch-Posta (09S19) <b>approved</b></p> <p>6.2 Sarah Ghannadan 1 (10S19) <b>referred</b></p> <p>6.3 Sarah Ghannadan 2 (11S19) <b>referred</b></p> <p>6.4 Kheck Sengmany (12S19) <b>referred</b></p> <p>6.5 Sabrina Drake (13S19) <b>approved</b></p>								
<b>7. Action Items</b>	<p>7.1 <i>Professional Development Application</i> – M. Smith presented the updated professional development application. The committee suggested changes to the amount requested section. A modified application will be presented at the next meeting.</p> <p>7.2 <i>Flex Test</i> – I. Bourdon motioned to approve the Flex Test. K. Luce seconded the motion. The motion was approved</p>								
<b>8. Information/Discussion Items</b>	<p>8.1 <i>March Professional Development Events</i></p> <p>8.1.1 <i>Sign-in Sheets</i> – The committee discussed the use of Flex Cal sign in sheets during events. Members agreed to discontinue the use of sign in sheets starting Fall 2019. The committee noted that Fiscal Services may require a record of attendees for events with food.</p>								

8.2 *Flex Cal Obligation/Compensation Form* – M. Smith explained the draft the Flex Cal Obligation / Compensation Form. The PDFC discussed the use of the form. Members recommended minimal changes. M. Smith will continue to seek feedback from other campus groups.

8.3 *PD Space in New LRC Building* – The PDFC reviewed the layout of the new LRC building. Committee members expressed concern regarding the shared use of the space, particularly for different functions that require substantially different FF&E. S. Lewis recommended a letter articulating the concerns of the committee.

8.4 *PD Rubric Revisions* – tabled

8.4.1 *Online Submission* – M. Smith suggested the possibility of online submission of professional development rubrics. The committee discussed the advantages and disadvantages of online submissions. K. Luce recommended to continue to review rubrics in person as the discussion is highly valuable.

8.5 *PD System Tools/Tasks List* – tabled

8.6 *Guest Speaker Rubric* – tabled

## 9. Announcements

9.1 *Distinguished Faculty to 2019 California Great Teachers Seminar, July 21-25, 2019* – M. Smith recommended providing the Distinguished Faculty the option to attend this conference as a part of the award. The Academic Senate has considered this recommendation. Updates will be provided.

## 10. Adjournment

Meeting adjourned 4:00 pm

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

**March 21**

**April 4**

**April 25 if necessary**

**May 2**

**May 16**