



**PROFESSIONAL DEVELOPMENT/
 FLEX CAL COMMITTEE
 MINUTES
 May 2, 2019
 ROOM 446
 2:30 PM – 4:00 PM**

<p>1. Call to order</p>	<p>M. Smith called the meeting to order at 2:33PM.</p>								
<p>2. Roll Call</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Shirley Lewis, Co-Chair</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>Jack Schouten, Faculty (absent)</td> <td>(absent)</td> </tr> </table>	Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty	Jack Schouten, Faculty (absent)	(absent)
Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair								
Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty								
Jack Schouten, Faculty (absent)	(absent)								
<p>3. Agenda approval</p>	<p>K. Luce motioned to approve the May 2, 2019 agenda; I. Bourdon seconded the motion; motion carried.</p>								
<p>4. Approval of Minutes</p>	<p>April 25, 2019 minutes – <i>tabled</i></p>								
<p>5. Comments from the Public</p>	<p>No comments from the public.</p>								
<p>6. Professional Development</p>	<p>Funding requests (30 minutes max)</p> <p>6.1 Ashlie Lawson (25S19) approved</p> <p>6.2 Joyce Averett (26S19) approved</p> <p>6.3 Kevin Marks (27S19) approved</p> <p>6.4 Christopher McBride (28S19) declined</p>								
<p>7. Action Items</p>	<p>7.1 Committee Goals & Self-Assessment 2018-2019</p>								
<p>8. Information/Discussion Items</p>	<p>8.1 <i>Fall 2019 Committee Meetings</i> – The committee agreed meetings will continue to be held on the 1st and 3rd Thursdays of every month from 2:30 pm to 4:00 pm. M. Smith will work with campus reservations to determine an appropriate location for future meetings.</p> <p>8.2 <i>Fall 2019 Convocation</i> – M. Smith discussed the draft schedule for Fall 2019 Convocation. K. Luce will host her session on the morning of Tuesday, October 8th.</p> <p>8.2.1 <i>New Faculty/Staff Orientation</i> – First Year Experience is reviving the orientation for new faculty and staff. The FYE</p>								

Coordinator, Melissa Reeve, would like to host this orientation on Thursday, August 8th from 4-8 pm. M. Smith will contact M. Reeve about the possibility of combining the adjunct convocation with the new faculty and staff orientation. Alternatively, the adjunct convocation will continue to be held on the Thursday evening while the new faculty/staff orientation will be held on the Wednesday evening.

8.3 *#RandomCoffee* – K. Luce introduced *#RandomCoffee* as a way for faculty and staff to make connections across campus. She suggested group sessions that would promote faculty/staff interactions and discussion of hot topics on campus. M. Smith and K. Luce will begin steps towards creating a *#RandomCoffee* kick-off.

8.4 *PD Rubric Revisions* – The committee continued revisions of the rubric including requirement for applicants to provide a more explicit narrative that addresses the Chancellor’s and SCC strategic objectives. The committee also added a section that would allow applicants to earn bonus points for presenting at an event as a representative of Solano. S. Lewis stated that new SCC strategic objectives are being reviewed by the SCC Board.

8.5 *PD System Tools/Tasks List* – *tabled*

8.6 *Guest Speaker Rubric* – *tabled*

9. Announcements

No announcements

10. Adjournment

K. Luce motioned to adjourn the meeting; I. Bourdon seconded the motion; meeting adjourned 4:04 PM

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

May 16