



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
May 16, 2019
ROOM 446
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:30PM.								
2. Roll Call	<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>Dani Gonzalez, CSEA rep</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td>Jack Schouten, Faculty</td> <td>Ingeborg Bourdon, Faculty</td> </tr> <tr> <td>Kitty Luce, Faculty</td> <td></td> </tr> </table>	Michelle Smith, Co-Chair	Shirley Lewis, Co-Chair	Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty	Jack Schouten, Faculty	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	
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Dani Gonzalez, CSEA rep	Maureen Powers, Adjunct Faculty								
Jack Schouten, Faculty	Ingeborg Bourdon, Faculty								
Kitty Luce, Faculty									
3. Agenda approval	K. Luce motioned to approve the May 16, 2019 agenda as revised; J. Schouten seconded the motion; motion carried.								
4. Approval of Minutes	<p>J. Schouten motioned to approved the April 25, 2019 minutes; M. Powers seconded the motion; motion carried.</p> <p>K. Luce motioned to approved the May 2, 2019 minutes; J. Schouten seconded the motion; motion carried.</p>								
5. Comments from the Public	No comments from the public.								
6. Professional Development	<p>Funding requests (30 minutes max)</p> <p>6.1 Kitty Luce (29S19) approved</p> <p>6.2 Shaunice Cole (30S19) approved</p>								
7. Action Items	7.1 <i>Meeting Schedule 2019-2020</i> – Committee meetings will continue to be held on the 1 st and 3 rd Thursdays with adjustments for holidays and special events. M. Powers motioned to approved and accept the 2019-2020 PD meeting schedule; J. Schouten seconded the motion; motion carried.								
8. Information/Discussion Items	<p>8.1 <i>Committee Membership 2019-2020</i></p> <p>8.1.1 <i>Second Staff Representative</i> – The committee discussed the possibility of additional staff representation to the PD committee. M. Smith will investigate how this would affect quorum.</p>								

8.2 *Budget Report 2018-2019* – The budget has not been finalized yet. It will be submitted for review at later meeting. The committee discussed transparency of the budget and how to create a PD process that allows timely requests and submissions to meet specified due dates and budget constraints.

8.3 *Fall 2019 Convocation* – M. Smith stated that Veronica Keefer-Lewis will be our keynote speaker and she will provide a breakout session on Friday, August 9th.

8.3.1 *New Faculty/Staff Orientation* –The FYE committee is planning a new faculty orientation for August, 2019. M. Smith discussed the possibility of combing adjunct convocation and new faculty orientation. Further discussions will ensue to confirm the dates and times of the events.

K. Luce recommended lightening talks for PD grant awardees. This will allow awardees to share their experience in an informal setting while allowing participants to hear from many different speakers.

8.4 *Rubric Revisions* – The committee reviewed the review and made modifications to facilitate the evaluation process.

8.5 *PD System Tools/Tasks List* – tabled

8.6 *Guest Speaker Rubric* – tabled

9. Announcements

9.1 *California Great Teachers Seminar* – SCC's distinguished faculty, J. Scott and M. Rabbette, were invited to participate in the Great Teachers Seminar from July 21-25, 2019.

10. Adjournment

K. Luce motioned to adjourn the meeting; M. Powers seconded the motion; meeting adjourned.