



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
August 15, 2019  
ROOM 2728  
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>	Michelle Smith, Co-Chair                      Shirley Lewis, Co-Chair Ingeborg Bourdon (absent)                      Maureen Powers Dani Gonzalez                                      Heather Watson-Perez Oanh Lam
<b>3. Agenda approval</b>	D. Gonzalez motioned to approve the August 15, 2019 agenda; S. Lewis seconded the motion; motion carried.
<b>4. Approval of Minutes</b>	S. Lewis motioned to approved the May 16, 2019 minutes; D. Gonzalez seconded the motion; motion carried.
<b>5. Comments from the Public</b>	No comments from the public.
<b>6. Professional Development</b>	<b>Funding requests</b> (30 minutes max) 6.1 Patricia Young (2F19) <b>approved</b>
<b>7. Action Items</b>	7.1 No items
<b>8. Information/Discussion Items</b>	8.1 <i>Committee Goals &amp; Self-Assessment for AY 2019-2020</i> – M. Smith requested feedback on the updated Committee Goals and Self-Assessment for AY 2019-2020. The committee refined the goals and initiatives. M. Smith will provide a final version as an action item at the next PD meeting.  8.2 <i>Committee Membership</i> – PDFC welcomed two new members: Oanh Lam and Heather Watson-Perez.  8.2.1 <i>Quorum</i> – Quorum is the minimum number of committee members required to hold a valid meeting. For example, quorum is a minimum of 4 members present for a 6-7 member committee or 5 members present for an 8-9 member committee.  The committee discussed adding another staff representative to the PDFC. This item will be further discussed at the next meeting.

### 8.3 *Fall Professional Development Events*

8.3.1 *Last call for 10/08/2019* – M. Smith stated that Tuesday, September 3rd is last call for requests to present on the 10/08/19 professional development day.

8.3.2 *Lightening talks* – The committee determined that conducting lightening talks (with refreshments) would be an opportunity to create community. Utilizing in-person, Zoom, or audio/video-recorded talks would allow for high participation through multiple mediums. Other possible events, such as movie screenings co-sponsored with the ASSC, will be explored.

8.4 *Spring Professional Development* – M. Smith is collaborating with the Student Equity and Success Committee to plan events for January, 2020.

### 8.5 *Review Forms*

8.5.1 *Application Form* – M. Smith presented the modified application form to the committee. She stated that the updated form has been revised to meet the new SCC Strategic Goals.

8.5.2 *Grant Procedures* – M. Smith updated the language of the grant procedures to be inclusive of faculty and staff.

8.5.3 *Application Rubric* – The committee reviewed the application rubric and made adjustments to the form. The committee will continue to refine the application rubric to help streamline the evaluation process.

### 8.6 *Draft of PD Handbook* – tabled

## 9. Announcements

9.1 *No Announcements*

## 10. Adjournment

M. Powers motioned to adjourn the meeting; D. Gonzalez seconded the motion; meeting adjourned.

All meetings will be held in 2728 from 2:30PM – 4PM unless otherwise noted.

September 5

September 19

October 3

October 17

November 7

November 21

December 5