



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
January 16, 2020
ROOM 2728
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:31 PM.
2. Roll Call	Michelle Smith, Co-Chair Shirley Lewis, Co-Chair (absent) Ingeborg Bourdon, Faculty Heather Watson-Perez, Faculty Dani Gonzalez, CSEA rep Maureen Powers, Adjunct Faculty Oahn Lam, Faculty (absent)
3. Approval of Agenda	D. Gonzalez motioned to approve the January 16, 2020 agenda; H. Watson-Perez seconded the motion; motion carried.
4. Approval of Minutes	I. Bourdon motioned to approve the December 5, 2019 minutes; M. Powers seconded the motion; motion carried.
5. Comments from the Public	No comments from the public.
6. Professional Development	Funding requests 6.1 K. Brewer (12F19) <i>approved</i> 6.2 R. Fuller (01S20) <i>approved</i> 6.3 H. Watson-Perez (02S20) <i>approved</i> 6.4 D. Coad (03S20) <i>pending</i>
7. Action Items	No action items.
8. Information/Discussion Items	8.1 <i>Mid-Year Report</i> – M. Smith presented the Mid-Year Report to be submitted to the Academic Senate. Committee members discussed interest in Professional Development Systems that manage scheduling, track attendance, and evaluate sessions. The selection of a PD system remains a goal for the committee. 8.2 <i>February 13, 2020</i> – The committee discussed options for the mid-semester professional development day in February. Committee members expressed concerns about attendance at mid-semester events. M. Smith suggested one event, such as a movie screening, rather than concurrent sessions. M. Powers suggested literature circle questions based on the movie as an off-campus alternative. Committee members suggested providing online activities for more options.

8.3 *PD Rubric Revisions* – The Academic Senate reviewed the rubric for professional development funding requests at its recent meeting. Senators requested clarification on the distinction between the “Benefits” and “Stated Utility to SCC” categories. The committee made modifications and M. Smith will submit the updated rubric to the Academic Senate for further consideration.

8.4 *Review PD Survey* – The Academic Senate requested minimal changes to the survey and did not require resubmission of the updated survey. The committee discussed delivery methods and agreed that email is most inclusive of all employees. M. Smith will present the survey to S/P Esposito-Noy for consideration and distribution.

8.5 *Review Draft of PD Handbook* – D. Gonzalez suggested including all professional development forms in the handbook as well as the website with an explanation of what the forms are and why they need to be completed. Contract language will be incorporated into the handbook where applicable. Committee members discussed prohibited travel including out-of-country conferences. The committee will continue discussing the handbook at our next meeting.

8.6 *PD System Tools/Task List* – *tabled*

9. Announcements

9.1 *PDFC Survey* – M. Smith will provide members with a survey about the committee. The goal of the survey is to continue to improve and develop as a committee.

10. Adjournment

Meeting adjourned 4:01pm