



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Approved Minutes
January 21, 2021
Zoom 925 5479 9017
2:30 PM – 4:00 PM**

1. Call to order	PD/Flex Cal Co-Chair Michelle Smith called the meeting to order at 2:32 pm.								
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Kristin Conner, Co-Chair</td> <td style="width: 50%;">Michelle Smith, Co-Chair</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Janet Leary, CSEA rep</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td></td> <td>Heather Watson-Perez, Faculty</td> </tr> </table> <p>Administrative Assistant: Sheila Gorospe-Kaushal</p> <p>Absent: Dani Gonzalez, CSEA rep</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep	Nick Cittadino, Faculty	Maureen Powers, Adjunct Faculty		Heather Watson-Perez, Faculty
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair								
Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep								
Nick Cittadino, Faculty	Maureen Powers, Adjunct Faculty								
	Heather Watson-Perez, Faculty								
3. Agenda approval	J. Leary motioned to approve the agenda of January 21, 2021 as presented. It was seconded by M. Powers. The agenda was approved unanimously.								
4. Approval of Minutes	M. Powers motioned to approve the minutes of December 3, 2020 as presented. It was seconded by Dean Kristin Conner. H. Watson-Perez abstained. The motion was approved by majority of the vote.								
5. Comments from the Public	There were no comments from the public.								
6. Professional Development	There were no funding requests.								
7. Action Items	There were no items in this section.								
8. Information/Discussion Items									
8.1 Professional Development System Update	M. Smith announced that after her meeting with AS President Jaimez, VP Williams, Directory of Technology Services & Support Jim Petromilli, and Kimo Calilan, Director of Technology Services, she submitted the Readiness Form to Vision Resource Center. As a result, SCC is now part of Cohort 5 of Cornerstone training. S. Gorospe-Kaushal attended a two-day session this week. M. Smith registered to attend the same training on January 28-29, 2020. The committee members were asked to contact M. Smith if interested in joining this training.								

8.2 January PD Days Review	<p>Due to the schedule conflict, M. Smith will not be able to attend the Calendar Committee's first meeting on January 28, 2021. The committee discussed details regarding what the Calendar committee entails. Dean Conner agreed to represent the PD/FC committee during this first meeting.</p>
8.3 March PD Days Planning	<p>One Drive/Share Point and Academic Senate (afternoon) sessions had scheduling issues. A report with the number of attendees per session will be presented during the next PD/FC committee meeting.</p> <p>The committee discussed challenges that occurred when creating/assigning breakout rooms. Also, auto-captioning issues occurred during Convocation. M. Smith will reach out to S/P Esposito-Noy for more information and to discuss how this could be prevented in the future.</p> <p>M. Smith plans to resend the survey email to all faculty/staff. Per the committee members' recommendation, the survey link should also be posted on Canvas.</p> <p>In preparation for March PD, the committee reviewed/discussed the following items: (a) reviewed survey results from CSEA group to find out what type of sessions they would like to attend (i.e. Zoom, CalPERS, employee benefits, mental health, project management, etc.), (b) H. Watson-Perez and Marcie McDaniels are planning a C4E session, (c) M. Smith will reach out to Human Resource department to inquire about a presentation on employee benefits, (d) possible session by Greg Poff to provide presentation tips, and (e) M. Smith to contact Candace Roe and Tracy Schneider regarding another DSP session.</p> <p>Dean Conner stated that she has reached out to a possible presenter for Mental Health Training and is waiting for a response. She will provide an update once it's available and will continue to research.</p>
8.4 Pre-approval for external events	<p>M. Smith explained that activities listed in the Professional Development Handbook are pre-approved for Flex credit: Coursera, @ONE, FERPA 101, Lynda.com, Vision Resource Center, and 3C Media.</p>
9. Announcements	<p>These trainings, intended for peer reviewers, focus on how to use the OEI rubric.</p>
9.1 Peer Online Course Review	<p>M. Smith suggested this opportunity to learn about equity, justice, and humanity.</p>
9.2 AntiRacist Table 30 Day Challenge	<p>N. Cittadino motioned to adjourn the meeting. It was seconded by H. Watson-Perez. The meeting adjourned at 3:55 pm.</p>
10. Adjournment	

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

February 4
February 18
March 4
March 18
April 1
April 15
April 29 *if necessary*
May 6
May 20