



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

<b>1. Call to order</b>	PD/Flex Cal Co-Chair Michelle Smith called the meeting to order at 2:38 pm.
<b>2. Roll Call</b>	<p>Kristin Conner, Co-Chair Nick Cittadino, Faculty Heather Watson-Perez, Faculty</p> <p style="text-align: right;">Michelle Smith, Co-Chair Janet Leary, CSEA rep</p> <p>Sheila Gorospe-Kaushal (Administrative Assistant)</p> <p>Absent: Ingeborg Bourdon (Faculty), Maureen Powers (Adjunct Faculty), and Dani Gonzalez (CSEA rep)</p>
<b>3. Agenda approval</b>	J. Leary motioned to approve the agenda of February 4, 2021 as presented. It was seconded by N. Cittadino. The agenda was approved unanimously.
<b>4. Approval of Minutes</b>	J. Leary motioned to approved the updated (item 8.3) minutes of January 21, 2021. It was seconded by PD/Flex Cal Co-Chair Conner. The motion was approved unanimously.
<b>5. Comments from the Public</b>	<p>H. Watson-Perez announced the following feedback she received from colleagues regarding the Convocation: (a) it did not convey a positive message to start the semester, (b) they were hoping more acknowledgement focus on faculty/staff’s hard work (i.e. positive spaces), and (c) preference toward community building activities (i.e. VP Williams Word Trivia).</p> <p>M. Smith has reached out, but have not heard back, from the Union to solicit their support in recognizing faculty during Convocation. Also, the number of pictures she received from faculty wasn’t sufficient to put together a presentation. N. Cittadino and J. Leary explained that in the past gift baskets were provided to faculty for their years of services at SCC. The committee discussed possible items (i.e. mugs, paper weight, keychain, etc.) that could be awarded to new/existing faculty and staff and the budget/timing involved in this process.</p>
<b>6. Professional Development</b>	There were no items in this section.

**7. Action Items**

There were no items in this section.

**8. Information/Discussion Items**

**8.1 Professional Development Coordinator Position**

The committee reviewed PD/Flex Cal Coordinator job description. The following items were reviewed and updated: “Collaborate with IT in the development and maintenance of a College professional development web page *and professional development system,*” and “*Recommend* to the Academic Senate regarding planning and procedural changes where relevant to professional development and the flexible calendar.”

The committee discussed whether 30% reassigned time was sufficient and other community colleges’ PD membership formats (i.e. tri-chair).

**8.2 Professional Development System Update**

M. Smith presented three different welcome pages from three colleges (i.e. SFCC, LACCD, North Orange County Community College District) with the goal of obtaining the committee’s vision of what the SCC site would be like. A welcome page could be separately assigned to full-time faculty, part-time faculty, staff, and Administrators. M. Smith presented different modules, branding, communities (i.e. SCC, divisions, departments), welcome messages, and color (HEX code) that could be utilized. K. Conner recommended to acquire website input from VPs and S/P Esposito-Noy before starting this design process. The committee agreed that this site will have a maximum of three pictures (i.e. SCC buildings, students, landmarks such as SCC clock and oak tree, murals, etc.)

**8.3 Calendar Committee Update**

M. Smith announced that an Administrator could not represent a faculty in this committee. Also, Spring 2022 only has 1 flex day in March. She shared that the Calendar Committee reviewed the possibility of compressed calendar (16 weeks) and possible outcomes in the scenarios (i.e. will lose mid semester Flex days, more time during summer, presents a better pace, possibility of offering intersession, its effect on courses with labs/time sensitivity activities, etc.). She recommended to the Calendar Committee the option of sending surveys to students, staff, and faculty to receive more feedback regarding compressed calendar.

**8.4 Meeting March 4<sup>th</sup>**

This item will be discussed during the next meeting.

**8.5 Planning March PD Days**

Tracy Schneider will either provide the same session or a follow-up session. However, she would like to know if there is specific topic that should be considered for March 2021 before moving forward.

The committee discussed the possibility of having Zoom sessions for beginners and advance. M. Smith will reach out to IT HelpDesk for assistance.

8.6 Optional Hours Requests

K. Conner shared the challenges she experienced in finding a presenter for Mental Health First Aid session. If not scheduled this March, this will be included in the future PD/Flex Cal events. She recommended reaching out to S/P Esposito-Noy regarding two therapists that presented similar topics to faculty and staff in past.

M. Smith will continue to research possible presenters for Camtasia session.

Administration is asking about optional request for Flex Credit as they believe that some sessions that occurred did not meet requirements under Title V or guidelines of Chancellor's Office. This topic will be discussed by VP Williams, AS President Jaimez, and a Union representative. M. Smith will provide an update regarding this topic once it's available.

**9. Announcements**

S/P Esposito-Noy has been informed of close caption issues during Convocation. She explained that due to technical difficulties, the close captioning option couldn't be turned off. The video has been posted on YouTube.

The [4CSD Annual Virtual Conference March 4-5](#) Embracing Change, Creating Equitable Opportunities, and Sharing Best Practices will be recorded. There is a possibility that presentations will be available on the website.

**10. Adjournment**

N. Cittadino motioned to adjourn the meeting. It was seconded by J. Leary. The meeting adjourned at 4:02 pm.

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

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