



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Approved Minutes
April 15, 2021
Zoom 925 5479 9017
2:30 PM – 4:00 PM**

1. Call to order	PDFC 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>Nick Cittadino, Faculty</td> <td>Janet Leary, CSEA rep</td> </tr> <tr> <td>Sheila Gorospe-Kaushal, CSEA rep</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td></td> <td>Heather Watson-Perez, Faculty</td> </tr> </table> <p>Guest: Stephanie Badua-Smail</p> <p>Absent: Ingeborg Bourdon, Faculty</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Nick Cittadino, Faculty	Janet Leary, CSEA rep	Sheila Gorospe-Kaushal, CSEA rep	Maureen Powers, Adjunct Faculty		Heather Watson-Perez, Faculty
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair								
Nick Cittadino, Faculty	Janet Leary, CSEA rep								
Sheila Gorospe-Kaushal, CSEA rep	Maureen Powers, Adjunct Faculty								
	Heather Watson-Perez, Faculty								
3. Agenda approval	J. Leary motioned to approve the agenda of April 15, 2021 as presented. It was seconded by H. Watson-Perez. The agenda was approved unanimously.								
4. Approval of Minutes	M. Powers motioned to approve the minutes of April 1, 2021 as presented. It was seconded by PDFC Co-Chair Dean Conner. M. Powers 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 items in this section.								
7. Action Items	M. Smith presented the “External Training Approval Template” to the group and outlined the updates. She clarified that the PD funding request information and documents are located on the PDFC website. N. Cittadino motioned to approve this item as presented. It was seconded by S. Gorospe-Kaushal. The motion was approved unanimously.								
8. Information/Discussion Items	M. Smith presented the updated Welcome Page image. S. Badua-Smail presented the logos she designed including different options.								
8.1 Professional Development System Update	M. Smith shared the existing survey that participants complete after attending a professional development session. With the new PD system, attendees will be required to complete this survey in order to earn credit. The group discussed details including: (a) reduction in the number of questions; (b) elimination of “neutral” option; (c) usage of “agree,”								

8.1 Professional Development System Update

“disagree” and “other” and adding a textbox; and (d) inclusion of questions about follow-up sessions or other topics of interest. This survey will be further reviewed at the next committee meeting.

She announced that once a user guide is created, the PDFC committee members and other volunteers will have the opportunity to test the new system for functionality.

8.2 PD for Fall 2021

M. Smith confirmed Scott Shigeoka as the keynote speaker for Fall 2021. California Attorney General Rob Bonta will be contacted to present for Spring 2022 convocation.

M. Smith indicated that the SCC midterm accreditation report is due in October 2021. She is encouraging the accreditation task force to hold a session on Friday, August 13th.

8.3 Next Meeting

The committee agreed to call off the April 29, 2021 meeting unless a grant application is submitted for review.

9. Announcements

[Communities of Practice to Bridge Differences in Higher Education](#)

The Greater Good of Science Center is hosting a “Bridging Differences” online course in October. A community of practice accompanies the online course for participants to develop or strengthen an initiative at their campus. Applications to participate in the community of practice are due April 16, 2021.

10. Adjournment

S. Gorospe-Kaushal motioned to adjourn the meeting. It was seconded by N. Cittadino. The meeting adjourned at 3:44 pm.

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

April 29 if necessary

May 6

May 20