**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Approved Minutes
May 6, 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	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 **Guest:** Alexandra Villalobos **Absent:** Ingeborg Bourdon, Faculty
3. Agenda approval	J. Leary motioned to approve the agenda of May 6, 2021 as presented. It was seconded by M. Powers. The agenda was approved unanimously.
4. Approval of Minutes	H. Watson-Perez motioned to approve the minutes of April 15, 2021 as presented. It was seconded by N. Cittadino. The motion was approved unanimously.
5. Comments from the Public	S. Gorospe-Kaushal acknowledged H. Watson-Perez as to be Tenured Faculty pending Board of Trustees approval in June 2021.
6. Professional Development	There were no items on this section.
7. Action Items 7.1 Evaluation Survey	J. Leary motioned to approve the updated version the Evaluation Survey as discussed during item 8.1.2. It was seconded by H. Watson-Perez. The motion was approved unanimously.
8. Information/Discussion Items 8.1 Professional Development System Update	A. Villalobos presented the updated Welcome Page image based on feedback provided by the committee.
8.1.1 Welcome Page Image Final	M. Smith announced that PDFC members are designated as system testers. She will send an email including a user guide and user acceptance documents as soon as possible.

8.1.2 Evaluation Survey	M. Smith presented the "Evaluation Survey" that can be set as required for faculty to complete in order to earn flex credit. The committee provided the following feedback: (a) use the word "other" and provide a textbox to explain this rating; (b) use the phrase "Solano student success, instructional improvement, and staff development"; (c) use action statements and the word "apply" on question number 2; (d) replace "maybe" with "additional information" on question number 3; (e) adding "potential topic" on question number 5; and (f) removing question number 6. S. Gorospe-Kaushal motioned to move item 8.1.2 under Action Item. It was seconded by J. Leary. The motion was approved unanimously.
8.1.3 System Testing	M. Smith confirmed that 12 employees are testing the system. The goal is to check the system before going live. A "user guide" has been created for all employees and an "instructor guide" has been created for staff/faculty/administrators hosting sessions.
8.1.4 Compliance Training	At this time, SCC is utilizing Keenan for compliance trainings. The committee discussed whether faculty should receive Flex credit for completing these trainings. The consensus was that compliance training does not qualify as professional development according the Title V. The committee recommended considering other options for compliance training, such as an improv team.
8.2 Year End Committee Evaluation Report	M. Smith shared the committee's year-end report including: (a) external PD opportunities added to the PD calendar; (b) PD staff statement added to website; (c) PD program is an ongoing process; (d) PD system will be available to all SCC employees by the end of the semester; (e) Keenan trainings will be handled by Human Resources department and will not be incorporated into the PD system; and (f) Fall 2021 PD/Flex will focus on boosting morale of the college by incorporating key note speaker on "Bridging Differences," longevity recognition, and cohort for "Dismantling Anti-Blackness on you Campus" by CORA. This draft will be shared the SCC Senators on May 17, 2021. She also mentioned that the PD Handbook will be updated to include VRC system information next academic year. The committee proposed discussing the following subjects next academic year: (a) equity; (b) mental health; (c) vaccination information; and (d) T4E funding, collaboration with PDFC.
8.3 Committee Meeting Schedule 2021-2022	M. Smith presented 2021-2022 PDFC meeting schedule and March 31, 2021 was added as a tentative meeting.
8.4 Accreditation Recommendation 8	The committee reviewed, "Accreditation Steering Committee: Assignments and Timeline for Midterm Report." M. Smith and M. Powers are part of group R8: Integrated DE Plan, including PD. The committee pointed out numerous PD sessions that addressed distance education as evidence of meeting this recommendation.

8.5 PD for Fall 2021 8.5.1 Reflection session	So, only a few requests to present for Fall 2021 have been submitted. M. Smith is planning a session on sharing strategies to "Drop, Keep, Change" and H. Watson-Perez agreed to be a co-host. S. Gorospe-Kaushal will reached out to VP Williams to confirm his interest in hosting, "Meeting of the Minds." N. Cittadino stated that Counseling will have a joint session with Admissions and Records department. H Watson-Perez will be hosting, "I'm not an expert, but…" summer edition. M. Powers suggested a session focused on "Zero Textbook Costs" and to include students to hear about their experiences.
8.6 Future of PD	This topic will be included on the next agenda for further discussion.
8.6.1 The Best We Could Do by Thi Bui	H. Watson-Perez recommended the book, "The Best We Could Do," a graphic novel by Thi Bui who lives in the Bay area. H. Watson-Perez proposed inviting this author for OneBook. She will contact this author to determine availability and fees.
9. Announcements **9.1** Hollaback!	M. Smith attended this one-hour free training on how to end harassment in all forms. This topic will be discussed on the next meeting.
10. Adjournment	S. Gorospe-Kaushal motioned to adjourn the meeting. It was seconded by H. Watson-Perez. The meeting adjourned at 4:00 pm.

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