



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

**October 21, 2021
Meeting via Zoom
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:32pm.												
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>Tasia Scott, Adjunct Faculty rep</td> </tr> <tr> <td colspan="2">Heather Watson-Perez, Faculty</td> </tr> <tr> <td colspan="2">Christina Taliaferro, Administrative Assistant</td> </tr> <tr> <td colspan="2">Absent: Sheila Gorospe-Kaushal, CSEA rep</td> </tr> </table>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Janet Leary, CSEA rep	Nick Cittadino, Faculty	Tasia Scott, Adjunct Faculty rep	Heather Watson-Perez, Faculty		Christina Taliaferro, Administrative Assistant		Absent: Sheila Gorospe-Kaushal, CSEA rep	
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3. Agenda approval	T. Scott motioned to approve the October 21, 2021 agenda; I. Bourdon seconded the motion; motion carried.												
4. Approval of Minutes	J. Leary motioned to approve the October 7, 2021 minutes; I. Bourdon seconded the motion; motion carried.												
5. Comments from the Public	There were no comments from the public.												
6. Professional Development	There are no items in this section.												
7. Action Items	<p><i>7.1 Declaration of State of Emergency</i> All committee members agreed to the State of Emergency declaration.</p>												
8. Information/Discussion Items	<p><i>8.1 Topics for Spring Professional Development</i> – S. BuShell gave a recap of her interactions with Solano College. M. Smith suggested reconnecting with participants of the Liquid Syllabus Workshop as a follow-up session. S. BuShell plans to attend future meetings for project ideas and feedback. H. Watson-Perez suggested targeted meetings with each division to determine need. For additional feedback, M. Smith will share session surveys with S. BuShell.</p> <p><i>8.2 Recording Meetings</i> – The committee agreed to record PDFC meetings for the purposes of documenting minutes. If confidential funding requests are on the agenda, recordings may be paused.</p>												

8.3 Faculty Contract Article 19.8.1.C – The faculty contract states that school meetings are required for full-time instructors as part of campus professional activities. The committee agreed this indicates school meetings do not count as Flex credit for full-time faculty, so FT faculty should not be marked in attendance for regular school meetings. However, School meetings on designated Professional Development Days count as Flex credit for all faculty.

8.4 Fall 2021 Professional Development

8.4.1 Retrospective – M. Smith presented a summary of attendance, with SLO Assessments had the highest attendance. There were some issues when entering attendance that need to be fixed, i.e. attendees entered into the system are not showing up.

8.4.2 Duration in Zoom – Zoom reports show the duration of participant attendance. This raises the question, “How much time should count to get credit?” The committee discussed different scenarios and members expressed concerns. The final consensus is that everyone should get full credit if they showed up.

8.5 Professional Development System

8.5.1 FAQs – FAQs are regularly added to the discussion board. There is also work on “guides” to help users and presenters (“instructors”) through basic functions including registering for sessions and marking attendance.

8.5.2 Tutorial Videos – M. Smith is posting videos into Stream, a secure site to protect potential proprietary content.

Other topics regarding the PD system:

- Weekly email digests sent out every Monday morning.
- Participants need to submit surveys to get credit.
- Temporary employees are not in the system.

8.6 Spring 2022 Professional Development

8.6.1 [Hollaback!](#) Bystander Training – M. Smith met with Hollaback! representatives last week. This organization can possibly hold 3 sessions in spring. They offer a 15% discount for 3 training sessions. One 1-hour training is \$2,450 so the total for 3 trainings to \$7,350. However, sessions are free for individuals. It was recommended that we advertise the free sessions and have participants submit the External Training form. Another option is to partner with other colleges to share the cost. An advantage to paying for the sessions is that we can select specific sessions on preferable times/dates and also obtain lists of participants. The consensus of the committee is to first promote the free sessions before committing to paid sessions.

8.6.2 *Other sessions?* Counseling is planning another retreat and possibly a session to discuss transfer degree requirements. The committee also discussed the need for general information sessions about upcoming changes, e.g. ethnic studies and course numbering (AB 1111).

9. Announcements

9.1 *New Learning Modules: Diversity, Equity, and Inclusion* – “*I Don’t See Color, I Just See People*” and “*Playing Behind the Screen*” are modules focused on equity, included in the most recent email digest.

10. Adjournment

N. Cittadino motioned to adjourn the meeting; meeting was adjourned at 3:51pm.