



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

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

1. Call to order	M. Smith called the meeting to order at 2:51pm.
2. Roll Call	<p>Kristin Conner, Co-Chair Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Janet Leary, CSEA rep Nick Cittadino, Faculty Tasia Scott, Adjunct Faculty rep Sheila Gorospe-Kaushal, CSEA rep</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Heather Watson-Perez, Faculty</p>
3. Agenda approval	N. Cittadino motioned to approve the November 4, 2021 agenda; S. Gorospe-Kaushal seconded the motion; motion carried.
4. Approval of Minutes	J. Leary motioned to approve the October 21, 2021 minutes; K. Conner seconded the motion; S. Gorospe-Kaushal abstained; motion carried.
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	<i>7.1 Declaration of State of Emergency</i> All committee members agreed to the State of Emergency declaration.
8. Information/Discussion Items	<i>8.1 Topics for Spring Professional Development</i> <i>8.1.1 Sessions for Spring 2022</i> – The committee discussed sessions on video production alternatives to Zoom recordings such as VoiceThread, Screencast, Edpuzzle and TedX for education. S. BuShell will present brief demos of these instructional tools at upcoming PDFC meetings so that the committee can decide which would be best for workshops in the Spring.

N. Cittadino continues to work Mike Cennamo about VoiceThread. Depending on the results of the upcoming demos from S. BuShell, the committee may ask M. Cennamo for a session in January or March.

8.1.2 Center for Teaching & Learning – Administration originally suggested the new Ethnic Studies faculty also lead a Center for Teaching & Learning (name is TBD). Faculty members expressed concern for a combined position. The new Learning Resource Center building has space for the library, IT, and Professional Development. The intent of a center is to be discussed; however, Professional Development has a strong link to this center. M. Smith will explore center models on other college campuses. Concerns about the naming, specifically the word “teaching” as it implies a focus on faculty. The center should include learning for everyone.

8.2 Spring 2022 Professional Development – Dr. Frank Harris III is the keynote speaker, tentatively scheduled for 9:30-10:30am on Friday, January 14, 2022. His work is primarily focused on equity.

8.2.1 COVID Workgroup Discussion – After the keynote speaker, updates about the current situation will be provided. A trauma training session for the entire campus may also be provided. How do we support students? How do we support each other?

M. Smith also commented that she has only received one submission for a spring session. She will be sending reminders for January very soon. All the sessions for Spring will be virtual.

8.3 PT Faculty Flex Reimbursement Process – Workload data were imported into the PD system. Data will be downloaded into a spreadsheet to calculate eligible Flex hours and total paid hours for part-time faculty. No manual calculations required. M. Smith offered to join to division meetings to explain how to get credit for Flex. The new system requires either surveys or digital signatures.

8.4 Post-Bac Certificate in Ethnic Studies at [SFSU](#) – Some faculty expressed interest in this program and asked if tuition could be paid by PD. Whether these faculty would be able to teach ethnic studies courses depends on the minimum qualifications for the discipline. The discussion focused on the fact that these credits could lead to class advancement in the salary schedule. Generally, the District does not provide reimbursement for coursework. In the past, these types of request were not approved.

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”

10. Adjournment

9.2 K. Conner completed one of the Hollaback! sessions called “Conflict De-escalation”. She said that it felt like a series because it referred to previous session (Bystander Training).

S. Gorospe-Kaushal motioned to adjourn the meeting; N. Cittadino seconded the motion; motion carried.

Meeting was adjourned at 3:45pm.