



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES**

**November 18, 2021**

**Meeting via Zoom**

**2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:31pm.								
<b>2. Roll Call</b>	<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>Sheila Gorospe-Kaushal, CSEA rep</td> <td>Heather Watson-Perez, Faculty</td> </tr> </table> <p><b>Guests:</b>          LaNae Jaimez, Faculty &amp; Academic Senate President          Shawna BuShell, BuShell Consulting          Danielle Mirliss, BuShell Consulting</p> <p><b>Absent:</b>          Christina Taliaferro, Administrative Assistant</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	Heather Watson-Perez, Faculty
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	Heather Watson-Perez, Faculty								
<b>3. Agenda approval</b>	N. Cittadino motioned to approve the November 18, 2021 agenda; J. Leary seconded the motion; motion carried.								
<b>4. Approval of Minutes</b>	J. Leary motioned to approve the November 4, 2021 minutes; K. Conner seconded the motion; motion carried.								
<b>5. Comments from the Public</b>	There were no items in this section.								
<b>6. Professional Development</b>	There were no items in this section.								
<b>7. Action Items</b>	<i>7.1 Resolution 11.8.2021: State of Emergency</i> All committee members agreed to the State of Emergency declaration.								
<b>8. Information/Discussion Items</b>	<i>8.1 Spring Professional Development</i> <i>8.1.1 Instructional Tool Demo (BuShell)</i> – D. Mirliss presented Loom and Canva as instructional tools for possible workshop topics in Spring. Both tools have free educator accounts. S. BuShell noted that faculty members need not be experts in the tools. Instead, they could have students use one of these tools for an assignment, and then ask instructional designers to provide a workshop to the class.								

*8.1.2 Trauma Training* – M. Smith is meeting with a possible speaker and asked for input about trauma training. The session would take place during Convocation as it is intended for all employees. Suggestions included stress reduction techniques; dealing with anxiety; self-care; collective trauma (living with the pandemic) vs. individual trauma; moving on from trauma; trauma-informed teaching; dealing with trauma of the pandemic in addition to previous personal trauma; work-life balance; resources to deal with trauma.

*8.1.3 Registration for Convocation* – M. Smith plans to provide a brief demo of the Professional Development system during Convocation to get people registered. In the fall, most people had to be entered manually. She asked the committee for input about a registration deadline. Normally, the deadline for registration is at the start of the session but some people may review the recording of Convocation at a later time. Yet people cannot get credit for attending until registration is closed. The suggestion was made to leave Convocation registration open until the following Professional Development Day.

## *8.2 Center for (TBD)*

*8.2.1 LRC Building Plans* – M. Smith showed plans for the Learning Resource Center. The Professional Development area includes a classroom space that is supposed to be furnished flip-top tables and a large whiteboard/projector screen. Professional Development also has a conference room area next to the faculty/staff lounge.

*8.2.2 Center Name Ideas* – Currently, the center does not have a name. M. Smith brought up a few potentially problematic terms that were suggested elsewhere. For example, “teaching” mostly refers to faculty and “academic” excludes certain programs. The group agreed the name should convey “learning for everyone”. Some suggestions included “Professional Learning Center”, “Education and Resource Center”. L. Jaimez plans to ask for volunteers to create a taskforce at the next Academic Senate meeting. PD committee suggestions will be shared with this taskforce.

*8.2.3 Organizational Chart Plans* – The taskforce will consider a structure for the Center. M. Smith researched other colleges and developed a chart of common structures. Solano has some of the same groups but many colleges have additional areas. M. Smith is on the taskforce to provide further input.

L. Jaimez confirmed that Administration is dedicated to providing a 100% Full-Time Equivalent position to oversee the Center. Suggestions for a designated director vs. release time will be discussed by the taskforce. This position may also take on some of the DE and PD work since there is too much for these coordinators.

8.3 *End-of-Semester Flex Report* –The PD system can generate reports of the completed hours for each faculty member. An admin suggested these reports be shared with the Deans, similar to previous practice. At this point, School Admins do not have access to these reports but it may be possible in the future.

**9. Announcements**

9.1 [Equity Master Class: Equity in Praxis](#) on December 3, 2021 from 9am-4pm PST – Equity funds will pay for up to 10 people to go to this Master Class. It is an all-day session (9:00am to 4:00pm) that includes many keynote speakers. It focuses on equity as related to instruction; however, it is open to faculty, staff, and administration. People can sign up via the Professional Development system. A waitlist is generated if the 10 spots fill.

**10. Adjournment**

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

Meeting was adjourned at 3:45pm.