



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

**January 20, 2022
Meeting via Zoom
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:37pm.
2. Roll Call	<p>Kristin Conner, Co-Chair Ingeborg Bourdon, Faculty Nick Cittadino, Faculty</p> <p>Michelle Smith, Co-Chair Sheila Gorospe-Kaushal, CSEA rep</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Janet Leary, CSEA rep</p>
3. Agenda approval	S. Gorospe-Kaushal motioned to approve the January 20, 2022 agenda; N. Cittadino seconded the motion; motion carried.
4. Approval of Minutes	S. Gorospe-Kaushal motioned to approve the December 2, 2021 minutes; I. Bourdon seconded the motion; motion carried.
5. Comments from the Public	There were no items in this section.
6. Professional Development	There were no items in this section.
7. Action Items	<p><i>7.1 Resolution 01.20.2022: State of Emergency</i> N. Cittadino motioned to approve item 7.1; S. Gorospe-Kaushal seconded the motion; motion carried.</p> <p><i>7.2 PDFC Committee Goals & Self-Assessment</i> N. Cittadino motioned to approve item 7.2; S. Gorospe-Kaushal seconded the motion; motion carried.</p>
8. Information/Discussion Items	<i>8.1 Committee Membership</i> – Tasia Scott accepted a full-time position at another district. Heather Watson-Perez is focusing on her other responsibilities at Solano. The committee is looking to replace the 2 positions: 1 part-time faculty member and 1 full-time faculty member. Interested candidates should contact Academic Senate president, LaNae Jaimez.

8.2 Spring Professional Development

8.2.1 January Recap

- *Keynote Speakers:* People gave positive feedback about both speakers. It is possible to hold follow-up sessions with smaller groups in March.
- *Canvas Studio Session:* The consultant stated she did not have much experience with Canvas. It was suggested to have multiple Canvas Studio sessions: one beginner session and one for more advanced users. Canvas Studio sessions in March, with a more experienced consultant, would be useful.
- *Rebuilding Campus:* This session received positive feedback, especially for people who have not been on campus. There was interest to have this session offered again, perhaps on a regular basis as we continue to transition back to campus.

8.2.2 March Planning – Ideas for March session include the following:

- Canvas Studio: basic and advanced
- Rebuilding Campus
- Meditation or Yoga

It is not clear whether the March Professional Development Day will be online, in-person, or hybrid. It was recommended to test options for hybrid sessions, possibly in a PDFC committee meeting. Owl systems may work for hybrid sessions.

8.2.3 *Agendas, Programs & Webpages* – Materials, agendas, schedules, programs, etc. are posted in multiple locations at various times. Most people do not use the website. The decision was made to keep Professional Development Day information on the website for now. A suggestion was made to add a “Vision Resource Center” tab to the website.

M. Smith plans to continue with the Open House sessions. It is helpful to review the basics, but it might also provide a chance for others to share “tips and tricks”. In addition, M. Smith will be meeting with the School Admins.

8.2.4 *Survey* – A Professional Development survey is typically sent out every 2 years. The last one was done in 2019-2020, so it’s time for a new one. A decision was made to send a modified survey, to reflect the online situation. It should include questions that compare in-person vs. online format. The goal is to collect responses before the March Professional Development Day.

8.3 Professional Development System

8.3.1 Email Digests – System emails are still going into junk folders. Hopefully this can be resolved with the help of James Thomas Media.

8.3.2 Questions or Comments – Many users note the system is not very intuitive. For example, when a user clicks on a school meeting, it lists all school meetings. M. Smith and C. Taliaferro will explore possible workarounds.

8.4 The “Center” – The goal has not been defined, but the committee agreed the center should support everyone including faculty, staff, and administration. It is important to clarify the goal of the center and how this center will be funded. The name “Universal Design Center” was suggested.

8.4.1 Survey Questions – The Academic Senate taskforce will be putting together a survey regarding the center. M. Smith will share this information with the committee as it is drafted.

9. Announcements

[Equitable Online Teaching](#) – Series of free workshops starting January 25, 2022

10. Adjournment

K. Conner motioned to adjourn the meeting;
M. Smith adjourned the meeting at 3:56pm.