



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

**February 3, 2022
Meeting via Zoom
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:35pm.
2. Roll Call	<p>Kristin Conner, Co-Chair Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Nick Cittadino, Faculty</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Janet Leary, CSEA Rep Sheila Gorospe-Kaushal, CSEA Rep</p>
3. Agenda approval	K. Conner motioned to approve the February 3, 2022 agenda; N. Cittadino seconded the motion; motion carried.
4. Approval of Minutes	N. Cittadino motioned to approve the January 20, 2022 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 02.03.2022: State of Emergency</i> K. Conner motioned to approve item 7.1; I. Bourdon seconded the motion; motion carried.</p>
8. Information/Discussion Items	<p><i>8.1 Professional Development System</i> – M. Smith shared changes that she recently made to improve the system.</p> <p><i>8.1.1 School & Department Meetings Details</i> – When viewing the school/department meetings, the details include how to select the appropriate session from the list.</p> <p><i>8.1.2 Community Topics</i> – On the main page for communities, there are now four linked icons to make the “Topics” more visible. These topic are “General”, “Guides”, “FAQ”, and “Flex”.</p>

It was mentioned that some faculty are still struggling with the new system. It was suggested to designate “Ambassadors”, people who already comfortably use the system. M. Smith is meeting with Admins to provide further training. Another suggestion was made to send reminders on a regular basis encouraging faculty to complete tasks related to professional development. Reports were created to give an update of hours completed and hours still needed for full-time faculty. These reports were sent to the Office of Academic Affairs to be forwarded to the Deans.

8.2 Spring Professional Development

8.2.1 March Planning – The following sessions are planned or being considered:

- Canvas Studio – beginner and intermediate/advanced sessions
- Session on “Rebuilding Campus Culture”
- Yoga/Meditation/Anxiety Relief presented by Doreen Adams
- Session for people considering an upcoming retirement, e.g. CalPERS/CalSTRS
- DSP Session – Moving forward, they plan to hold a session on every Professional Development Day
- Suggestion: Emily Burt (Transfer Center) or Patricia Young (Career Center)
- Suggestion: Session to explain new hiring process for Federal Work Study (Patricia Young or consultant/contractor, Patrick Scott)
- Follow-Up Session with Regie Caldwell

8.2.2 Survey – The survey will move to an online format and will include questions to address the ongoing situation. The goal is to send it out soon and collect responses for about 3 weeks.

The committee also discussed the future of Professional Development sessions, including modality. The survey will clarify whether people prefer in-person, hybrid, or online sessions.

8.3 Flex Credit

8.3.1 Hiring Committees – M. Smith received a request from the Academic Senate regarding Flex credit for faculty serving on hiring committees. Hiring committee tasks include applicant screening time, interviews, and occasionally reference checks. The committee discussed what should count and what should not count. Flex credit can only count if it takes place at times outside of regular teaching/work hours. The committee concluded that there should be an overall cap of 10 hours per hiring committee. This will be drafted into a resolution that will be sent to the Academic Senate for consideration.

9. Announcements

[Shift your classroom culture](#) – Series of free workshops starting February 11, 2022

Equity Recovery in Action – Series of free workshops starting February 16, 2022

10. Adjournment

N. Cittadino motioned to adjourn the meeting;
M. Smith adjourned the meeting at 3:47pm.