



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

February 17, 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 Nick Cittadino, Faculty Ingeborg Bourdon, Faculty Michelle Smith, Co-Chair</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Sheila Gorospe-Kaushal, CSEA rep Janet Leary, CSEA rep</p>
3. Agenda approval	<p>K. Conner motioned to approve the February 17, 2022 agenda; N. Cittadino seconded the motion; motion carried.</p> <p>Edits to the agenda after it was posted:</p> <ul style="list-style-type: none"> • Postponed - Item 6.1 • Added - Item 8.4 • Added – Announcement (<i>Equity-Minded Professional Development</i>)
4. Approval of Minutes	N. Cittadino motioned to approve the February 3, 2022 minutes; I. Bourdon seconded the motion; motion carried.
5. Comments from the Public	There were no items in this section.
6. Professional Development	<p>Funding requests</p> <p>6.1 A. Lawson – <i>postponed</i></p> <p>6.2 A. Iqueda – <i>approved</i></p>
7. Action Items	<p>7.1 Flex Credit for Interview Committees – M. Smith drafted a resolution to be submitted to the Academic Senate for consideration. The proposed resolution was amended by the committee to clarify that it applies to staff and administrators in addition to faculty.</p> <p>K. Conner motioned to approve item 7.1; I. Bourdon seconded the motion; motion carried.</p>

8. Information/Discussion Items

8.1 Professional Development System

8.1.1 Questions? Suggestions? The form to host a Flex session is on the “Forms” page of PDFC, not within the PD system.

Convocation will remain open until the March Professional Development Day. This was decided by the PDFC committee previously.

People can remove duplicate entries from their own transcripts by moving the session to the “Archived” Transcript. Health Sciences has a unique issue with a duplicate school meeting (January 14th) that will be investigated by M. Smith.

The committee discussed the suggestion of PD system “ambassadors.” A standing agenda item will provide time to address questions about the PD system so that committee members will become more comfortable with the system. M. Smith gave an overview of the list of Solano events and sessions from the view of a local administrator.

8.2 Spring Professional Development

8.2.1 March Draft Schedule – The “Schedule-at-a-Glance” has been drafted. Some sessions may still be added, i.e. Counseling.

Some presenters would like to hold their sessions on campus. For example, the “Breathe on Purpose” presenter would like to be on campus with a cap of 20 people.

8.2.2 PD [Survey](#) opened on Feb 7 – Over 30 responses have been received so far, mostly from full-time faculty. No responses received from administration. M. Smith shared some of the current results. The survey will remain open for a few more weeks.

8.2.3 Hybrid Meeting Mar 3 – The March 3rd PDFC Committee meeting will be hybrid. M. Smith has submitted a HelpDesk ticket for IT to set up an OWL system in room 2729.

8.3 Fall Professional Development – The committee did not have any specific ideas for Fall 2022 Professional Development. M. Smith suggested a session about Hyflex, a type of hybrid model where the instructor is on location and students can choose to participate in-person or online. A potential presenter could be the author of a book about [Hyflex](#), Brian J. Beatty from San Francisco State University.

8.4 PD Budget – Professional Development receives a portion of the Academic Senate budget. M. Smith estimates that it is around \$14,000 for the 2021-2022, however, funds fluctuate each year. This does not leave much funding for out-of-state travel. Changing funding levels and policies also creates confusion. The budget needs further clarification and the committee will consider creating guidelines.

9. Announcements

[Equity Recovery in Action](#)

Series of free workshops starting March 16, 2022

[Equity-Minded Professional Development](#)

A virtual event on March 4 from 9am-2pm

10. Adjournment

N. Cittadino motioned to adjourn the meeting.

M. Smith adjourned the meeting at 4:01pm.