



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

**September 15, 2022
Zoom 952 3304 1902
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 Nick Cittadino, Faculty Jason Edmonds, CSEA</p> <p style="text-align: right;">Michelle Smith, Co-Chair Sheila Gorospe-Kaushal, CSEA rep</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Ingeborg Bourdon, Faculty Sarah McKinnon, Faculty</p>
3. Agenda approval	K. Conner motioned to approve the September 15, 2022 agenda; N. Cittadino seconded the motion; motion carried.
4. Approval of Minutes	K. Conner motioned to approve the September 1, 2022 minutes; N. Cittadino seconded the motion; motion carried with 3 ayes and 2 abstentions.
5. Comments from the Public	N. Cittadino mentioned that his transcript is still not showing all hours.
6. Professional Development	<p>Funding requests There were no funding requests.</p>
7. Action Items	There were no action items.
8. Information/Discussion Items	<p><i>8.1 Introductions</i> – The committee members introduced themselves to the new committee member, Jason Edmonds.</p> <p><i>8.2 DE Coordinator John Perez</i> – This item has been postponed to a future meeting.</p> <p><i>8.3 Professional Development System</i> <i>8.3.1 Questions? Suggestions?</i> M. Smith went over the steps to check completed hours.</p> <p><i>8.4 October Professional Development Draft</i> – M. Smith shared a draft of the October 11th Professional Development Day program. Some sessions are still pending information and will be added before the program is distributed. The</p>

committee discussed sessions that could be interesting to CSEA members in addition to faculty members. There are plans to ask CSEA members about their interests for future sessions.

8.5 Mentor Program Responsibility – Faculty members were identified to serve as mentors for new faculty members. Each new full-time faculty member was assigned a mentor. Part-time faculty members were given the option to accept a mentor. The responsibility of this program was discussed. The committee feels that this program is very faculty-focused and could be too time-consuming for the committee chair.

8.6 Training Room (LRC 113) Use Guidelines – Initially, this room was scheduled by IT exclusively. Since the reservation process was unknown to most of the campus community, it was difficult to reserve this space; however, M. Smith now has permissions to reserve the Training Room (LRC 113). The committee discussed items that should be included on a set of guidelines for this training room, such as:

- Room priority: Should it be prioritized for PD activities? Should the PD activities be eligible for Flex or meet Title V criteria?
- Facilities needs to be requested for room setup
- What is included with the room (tables, chairs, etc.)?
- How should cleanup and trash be handled?
- How can videoconferencing equipment be requested?
- Kitchen access and usage
- Capacity
- Who should be notified if something gets broken?
- Usage of adjacent conference room

8.7 Updated [Online PD Application Form](#) – M. Smith made minor updates to the new online PD Application Form. Specifically, the justification narrative is now a separate file that can be uploaded. In addition, guidelines for this narrative have been added (suggested word count, etc.).

8.8 Next meeting? The next meeting on September 29th is tentative. M. Smith will inform the committee if a meeting is necessary.

9. Announcements

10. Adjournment

9.1 Solano Calendar Committee meeting – M. Smith enthusiastically agreed to continue serving as the PDFC rep to the Calendar Committee.

K. Conner motioned to adjourn the meeting;

N. Cittadino seconded the motion; M. Smith adjourned the meeting at 3:57pm.