PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
November 3, 2022
Zoom 952 3304 1902
2:30 PM – 4:00 PM

1. Call to order	M. Smith called the meeting to order at 2:32pm.
2. Roll Call	Kristin Conner, Co-Chair Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Sarah McKinnon, Faculty Nick Cittadino, Faculty Jason Edmonds, CSEA Christina Taliaferro, Administrative Assistant **Absent:** Andrew Wesley, PT Faculty
3. Agenda approval	K. Conner motioned to approve the November 3, 2022 agenda; N. Cittadino seconded the motion; motion carried.
4. Approval of Minutes	K. Conner motioned to approve the October 20, 2022 minutes; N. Cittadino seconded the motion; motion carried with 4 ayes and 1 abstention.
5. Comments from the Public	A question was raised about video recordings of previously completed training sessions. If recordings are available, they can be accessed via the follow-up email that is sent out after Flex Days. It is also possible to go to the "Communities" page on the PD system to find the follow-up link there. The link goes to the Professional Development stream channel via Outlook. To get credit for watching a recorded session, it is necessary to complete the external request form.
6. Professional Development	**Funding requests** *6.1 Lavonne Slaton* - Approved
7. Action Items	*7.1 Declaration of State of Emergency* S. McKinnon motioned to approve item 7.1; J. Edmonds seconded the motion; motion carried.
8. Information/Discussion Items	*8.1 @ONE Coupon Codes* – John Perez (DE Committee Chair) shared information about the process for the @ONE coupon codes. Solano purchased several coupons using PDFC funds. In the future, other funds may be used, if necessary. This process supports Title 5, Section 55208: Faculty Selection Workload and Training. The goal is to support faculty

who need online training for DE certification. The purpose was to minimize any financial burden on faculty and expedite the approval process. To request an @ONE coupon code, faculty simply send a request to the DE Helpdesk. Additional codes are available to support faculty who are already fully certified but want to enhance their training. For anyone interested in additional courses offered by @ONE, a request can be made for such a coupon. This process could take about 1 week. The codes have expiration dates, but they can be renewed. Faculty will be encouraged to consider training now to reserve a spot in the spring semester. Some classes do fill up, so advanced planning is important.

8.2 Professional Development System
> *8.2.1 Questions? Suggestions?* No questions or suggestions about the Professional Development System.

8.3 Calendar Committee Report – M. Smith shared the proposed calendar for AY 2024-2025. The calendar includes 7 professional development days: 3 in the fall, and 4 in the spring. As before, there are 2 required professional development days (the Friday before each semester). There is also discussion about completing a survey to possibly pursue a compressed calendar. Students, faculty, and staff would be surveyed.

8.4 Spring Professional Development Planning
> *8.4.1 Themes? Topics?* The "Request to Present" form has been opened and is accepting requests. M. Smith encouraged the committee to ask people with a particular skill, knowledge, or expertise to consider offering a session. The request form is available on the PD website and will be open until November 18th for the January professional development days.

8.5 Student Equity & Achievement Program – Draft
M. Smith went over the latest draft of the SEA draft, specifically the references to professional development. The focus group for this plan is Black/African American students. Metrics include enrollment, retention, overall completion & success, and more. The plan outlines our current situation as well future action steps. The following areas referenced professional development specifically:
- "Recruit Black/African American faculty to support the Outreach Team (reassigned time, FLEX hours, etc.)" - It is not clear if this meets Title 5 criteria. Does it fall under "mentoring" which would meet the criteria? M. Smith will ask for clarification.
- "Design mandatory FLEX workshops around DEI frameworks, anti-racist and social justice teaching and learning." - The concern is the "mandatory" suggestion. The committee feels that the topic is important, but the concern is that training would be forced. Several suggestions were made, for example, offering faculty the choice of sessions.

	• "Professional Development: More opportunities for faculty to engage in racial equity learning and training." – One possibility is to offer a certain number of hours of equity-related training. The suggestion was made to require 6 hours of equity training; this requirement could be met with a variety of options throughout the year.
9. Announcements	9.1 [Racelighting: People of Color in Schools, Colleges and Universities](#) – Free online web series Nov 3, 10, and 17 at 11am
10. Adjournment	K. Conner motioned to adjourn the meeting; S. McKinnon seconded the motion. M. Smith adjourned the meeting at 4:01pm.