



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
January 19, 2023
Zoom 913 0513 5137
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 Sarah McKinnon, Faculty Nick Cittadino, Faculty Jason Edmonds, CSEA</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Andrew Wesley</p>
3. Agenda approval	I. Bourdon motioned to approve the January 19, 2023 agenda; K. Conner seconded the motion; Motion passed with 4 votes in favor.
4. Approval of Minutes	N. Cittadino motioned to approve the December 1, 2022 minutes; K. Conner seconded the motion; Motion passed with 3 votes in favor and 1 abstention.
5. Comments from the Public	No comments from the public.
6. Professional Development	<p>Funding requests</p> <p>6.1 Jason Edmonds – Approved 6.2 Jeanne Lorenz – Approved</p>
7. Action Items	<p>7.1 <i>Declaration of State of Emergency</i> – S. McKinnon motioned to approve item 7.1; J. Edmonds seconded the motion; Motion passed with 4 votes in favor.</p> <p>7.2 <i>Mid-Year Committee Evaluation</i> – K. Conner motioned to approve item 7.2; S. McKinnon seconded the motion; Motion passed with 4 votes in favor.</p>
8. Information/Discussion Items	<p>8.1 <i>Professional Development System</i></p> <p>8.1.1 <i>Questions? Suggestions?</i> M. Smith will be creating more FAQs, e.g., “How to remove an item from the transcript.”</p> <p>Users still have questions about how to add external trainings. So, there is a continued need to publicize this information (FAQs). It is possible that some email communication is still ending up in Spam folders. However, FAQs and other information can also be found in the PDFC SharePoint site.</p>

8.2 Spring 2023 Meetings & [California AB 2449](#) – Per the new guidelines, the PDFC committee will start meeting in person after February 28th. The Family Medical Leave Act overrides CA AB2449, if it is applicable for any committee members. Otherwise, members may attend online on a very limited basis due to “Just Cause” or “Emergency Circumstances”.

8.3 January Professional Development Recap

- The convocation livestream link was changed without notice, causing confusion for people using the original link.
- A few last-minute changes were problematic for people who referenced an older program.
- More HyFlex sessions may increase the overall attendance at sessions. Unfortunately, the technology on campus is limited and does not allow for many HyFlex options at this time.

8.3.1 Minimum time in session? Several presenters expressed concerns about participants that do not attend the entire but are still earning credit. The committee discussed various scenarios and concluded that anyone should be able to get credit regardless of the time spent in a session.

M. Smith plans to test the PD system to determine if users can earn credit for two concurrent sessions.

8.4 Training Room Use Guidelines: Prioritization – Due to multiple methods of reserving the training room, double bookings occurred which resulted in unfortunate last-minute cancellations. Clarification regarding prioritization and use of this space is greatly needed.

8.5 Notification of Other Funded Opportunities (Re: Perkins)

If a professional development activity is funded outside of the PDFC budget, should the committee be notified? The committee does not feel that individuals with this type of funding should be required to complete the professional development funding request process.

8.6 UDL+DEI Discussion with Brett Christie and Octavio Amort – Brett Christie is interested in speaking with Solano about universal design for learning as well as diversity, equity, and inclusion. Apparently, there are state funds to support this. It is unclear what the focus of such a presentation would be, but M. Smith will try to get more information.

9. Announcements

9.1 Using the Studio Tool in Canvas: Your Own Personal Recording Studio – February 6, 2023 at 3:00 PM

10. Adjournment

N. Cittadino motioned to adjourn the meeting;
K. Conner seconded the motion.

M. Smith adjourned the meeting at 4:02pm.