



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
March 2, 2023
Room 2728 or Zoom 913 0513 5137
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 12:29pm
2. Roll Call	Kristin Conner, Co-Chair Ingeborg Bourdon, FT Faculty rep Nick Cittadino, FT Faculty rep Michelle Smith, Co-Chair Jason Edmonds, CSEA rep Andrew Wesley, PT Faculty rep Christina Taliaferro, Administrative Assistant Guests: Curley Wikkeling-Miller
3. Agenda approval	K. Conner motioned to approve the March 2, 2023 agenda; A. Wesley seconded the motion; Motion passed with 3 votes in favor.
4. Approval of Minutes	K. Conner motioned to approve the February 16, 2023 minutes; J. Edmonds seconded the motion; Motion passed with 3 votes in favor.
5. Comments from the Public	There were no comments from the public.
6. Professional Development	Funding requests <i>6.1 Alison Aubert – Approved</i> <i>6.2 John Perez (1) – Approved</i> <i>6.3 John Perez (2) – Approved</i> <i>6.4 Erin Duane – Approved</i>
7. Action Items	There were no Action Items.
8. Information/Discussion Items	<i>8.1 Professional Development System</i> <i>8.1.1 Questions? Suggestions? IT is integrating temporary employees into the system. However, student workers will not be included.</i> <i>8.2 Center for Education Excellence – Review Mission & Vision Draft</i> M. Smith introduced Curley Wikkeling-Miller, new coordinator for “The Center”. The vision states “Education should take place in a vibrant fully inclusive environment with equal opportunities for all employees.”

C. Wikkeling-Miller explained that the center is intended to support faculty, staff, and administration by bringing everyone together to create a sense of community with informal gatherings for networking. In addition, the center will provide support, workshops, training, and mentoring programs. The Mentor/Mentee meetings are scheduled for the 4th Thursday of the month (3:30-4:30pm) in LRC 113.

8.3 Review [Request for Funding Form](#) – The committee is looking into “Submittable” as an option for the funding request form. Another idea is to make the request for funding form more visible on the website. The suggestion was made to create a page for the “Request for Funding” form to keep it separate from the “Request to Present” form.

8.4 March Professional Development – The schedule for March 15-16 Flex days is very full with many interesting options.

8.5 Fall 2023 Convocation Planning – One new suggested topic was AI; A. Wesley will send a list of potential presenters.

9. Announcements

9.1 [Online Instructor Training](#): Canvas Basics (Part 1) – Monday, March 6 – Thursday, May 4

9.2 [CCC | AB 89 Modern Policing Degree Task Force Meeting](#) – March 10 from 8:30 AM – 12:30 PM

9.3 [Equitable Grading Strategies for Online Teaching](#) – Friday, March 10 from 1:00-2:00 PM

9.4 [4CSD Annual Conference 2023](#) – Deconstructing Barriers to Equity and Inclusion from November 1-3 in Claremont, CA

10. Adjournment

N. Cittadino motioned to adjourn the meeting;

A. Wesley seconded the motion.

M. Smith adjourned the meeting at 3:50pm.