



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
May 4, 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 2:36pm.
2. Roll Call	<p>Ingeborg Bourdon, FT Faculty rep Michelle Smith, Co-Chair Nick Cittadino, FT Faculty rep Jason Edmonds, CSEA rep Andrew Wesley, PT Faculty rep</p> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Kristin Conner, Co-Chair Sheila Kaushal, CSEA rep</p>
3. Agenda approval	N. Cittadino motioned to approve the May 4, 2023 agenda; A. Wesley seconded the motion. Motion passed with 4 votes in favor.
4. Approval of Minutes	A. Wesley motioned to approve the April 6, 2023 minutes; J. Edmonds seconded the motion. Motion passed with 4 votes in favor.
5. Comments from the Public	The Academic Senate has been discussing AI at recent meetings, so a suggestion was made to have PD touch base due to the focus on AI at August Flex.
6. Professional Development	Funding requests There were no funding requests.
7. Action Items	There were no Action Items.
8. Information/Discussion Items	<p><i>8.1 Professional Development System</i></p> <p><i>8.1.1 Questions? Suggestions?</i> Professional Development creates reports to track the status of PD hours for faculty. These reports are forwarded to the Deans for informational purposes. In addition, hours for part-time faculty are submitted to the Office of Academic Affairs for Flex reimbursement (Article 23.2.5). Faculty are strongly encouraged to check their hours, get credit for Keenan trainings, etc.</p>

8.2 Year-End Goals & Self-Assessment – M. Smith shared a draft of the PDFC committee goals and self-assessment, as well as the status of each item. Highlights include that temporary employees were added to the system and division admins were given permission to create and edit sessions. Some goals that remain for the next academic year are the integration of Keenan trainings and handbook updates. The committee also discussed the following question on the goals template: “What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?” Suggestions included the equity plan and integrated college-wide planning.

8.3 Schedule of Meetings 2023-2024 – The proposed calendar for 2023-2024 was shared. PDFC will continue to meet twice/month (1st and 3rd Thursdays) from 2:30-4:00pm.

8.4 Fall 2023 Convocation – Dr. Jarek Janio was confirmed as the keynote speaker. The focus will be AI in higher education with the goal of making the topic applicable to all Solano employees including administration and staff as well as faculty. A small group is meeting with Dr. Janio to further discuss the keynote address. Convocation will be held in person with live stream option.

Other ideas for the Fall 2023:

- Pickleball
- Professor Kevin Marks - session about mental skills (?)
- Ceramics raku firing
- Investments
- HR sessions
- Assessments
- AI and “Turnitin”

8.5 Procedure for Processing Funding Requests – The document for processing funding requests has been newly revised although there were no major revisions to the process. The next step is to refine the separate application forms for faculty and staff.

Other new information: For virtual events, the TAR form is not required. Requisitions/purchase orders may be used instead.

8.6 Funding Request Ex Post Facto – The committee often receives PD funding requests after the applicant has already attended the event. The committee discussed possible ways to handle such situations, including:

- Emphasize that there are no guarantees of funding for late requests.
- Possibly update the rubric, e.g., minus points for late applications.
- Request that deans enforce rules and guidelines.

- Award applicants receive partial funding, i.e., registration only or a percentage of the full amount.
- Late applications need a time limit, i.e., 60 days after attending an event, and there needs to be a justification for an unusual circumstance.

8.7 Spreadsheet Rubric – The rubric has been converted to a spreadsheet format with formulas to calculate the total. Otherwise, there were no changes to the text, etc.

9. Announcements

9.1 Finding Balance in the Force: A Jedi’s Guide to Humanizing Academia for Padawans (A Jedi student) | May 4, 12:30 – 1:30 PM

10. Adjournment

N. Cittadino motioned to adjourn the meeting;
A. Wesley seconded the motion.
M. Smith adjourned the meeting at 3:36pm.