



Professional Development Committee

Minutes for Tuesday, March 9th, 2021

(12:50pm-1:50pm)

Room: ONLINE (Via Zoom) https://cccconfer.zoom.us/rec/share/O3uG7nRfqnl4QpDf-WOgC5z4UzvfM067Af9_hxoWI9RKUn8ob6iNwQdTts4Zw.UAFGCYz-wPMMfV2N

Committee Members Present

Tim Russell (Co-Chair), Kara Zamiska (Co-Chair), Gustavo Ocegüera, Jody Tyler, Sandra Popiden, Starlene Justice, Jethro Midgett, Samuel Lee, and Natalie Morford

Committee Members Not Present

Janet Frewing, Courtney Buchanan, Ana Marie Olaerts, Paul VanHulle, (ASNC Rep.)

Guest(s)

Dan Reade

Recorder

Desiree Wagner

1. Call to Order

- Time 12:55 pm

1.1 Reports/ Comments

- None

2. Action Items

2.1 Approval of Agenda

- (Morford/ Justice)

2.1 Conclusion

- Approved with corrections, 0 Abstentions

2.1 Corrections

2.1 Task of

2.1 Due by

None	None	None
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2.2 Approval of November 10, 2020 Minutes

- (Midgett/ Popiden)

2.2 Conclusion

- Approved with no corrections

2.2 Corrections	2.2 Task of	2.2 Due by
None	None	None

2.3 FLEX Approvals:

- Parliamentary Procedure and Brown Act Training; (3/4/21 retroactive & 4/1/21) Dr. Kevin Fleming- POC, Meeting recorded.
 - **Approved (Justice/Morford)**
- Monthly Learning Series; (Multiple Dates: See Flex Request Form) Dr. Jason Parks- POC, Meeting recorded.
 - **Approved (Popiden/Tyler)**
- CORA Trainings; Dr. Gustavo Ocegueda-POC (Online, self- paced trainings)
 - **Approved (Justice/Morford)**
- TLC Brown Bag Series Dan Reade -POC
 - March 12: Common Missteps in Equity Focused Teaching
 - April 9: Three Steps to a More Inclusive Classroom
 - May 14: Creating Tools of the Future
 - **Series: Approved (Tyler/ Justice)**

2.3 Conclusion

- Individuals who completed FLEX trainings need to submit certification of completion for credit.
- Discussion/ Question: How to record flex credit for individuals who watch during and/ or after the event.
 - Possibly add trainings to Canvas to log attendance or produce certificate of completion for auditing purposes.
 - Google form or TechSmith Relay?

2.3 Follow-up Items	2.3 Task	2.3 Due by
<ul style="list-style-type: none"> • How to record flex credit for individuals who watch during and/ or after the event. Request Nicole Brown to join next meeting for clarification. 	Add to next agenda for discussion	May 11, 2021
<ul style="list-style-type: none"> • Revamp of PDC website to include: Links, Forms, Zoom Recordings, etc. 	Add to next agenda for discussion	May 11, 2021
<ul style="list-style-type: none"> • Clarify with Gustavo if we can include a CORA training link to the PDC website for faculty to login/ access trainings 	Website suggestions; training links for ease of reference	May 11, 2021

3. Discussion Item

3.1 Spring Flex 2021 Evaluations Share Out

- Reviewed Flex Activity Evaluation Form
- Send feedback from the evaluations to those who presented if needed

3.2 \$8,000 CARES Act Funds for DE Professional Development Training

- DE Committee to complete the @ONE POCR training (Peer Online Course Review) 25 hours of training
- OER Boot Camp to train faculty on how to engage in using OER. 10 hours of training for 10 individuals roughly \$7,000.

3.3 Fall 2021 Flex Ideas – Kara/Tim

- Brainstorm some ideas and bring them to next meeting
- Considering Fall 2021 Flex to be in virtual format to increase maximum participation

3.4 April Meeting?

- Canceled

4. Information Items

4.1 PDC Mission Statement/ Name Change Academic Senate Approval

- Updated members

4.2 PDC Leadership Change for Fall 2021

- Committee members: please email Tim or Kara if you are interested in taking over the committee next year and they will put your name forward
- If hearing none, will rely on the Academic Senate to identify new leadership

4.3 PDC Funding Update

Reviewed Comprehensive Funding Report

- Received: \$8,000 CARES Act Funding to be spent by May 21st, 2021
- General Fund will carry over if not spent

5. Good of the Order

- Check FLEX Track for your hours of Spring and Fall Flex. Part-Time faculty will need to submit the request via E-trieve.

6. Future Agenda Topics (optional)

- How to record flex credit for individuals who watch during and/ or after the event.
- Request Nicole Brown to join next meeting for clarification.
- Revamp of PDC website to include: Links, Forms, Zoom Recordings, etc.
- Clarify with Gustavo if we can include a CORA training link to the PDC website for faculty to login/ access trainings

7. Adjournment

- Time 1:59 pm

Next Meeting:

Date: May 11, 2021

Time: 12:50pm-1:50pm

Location: Via Zoom

Zoom Link: <https://cccconfer.zoom.us/j/96253832659?from=addon>

Meeting ID: 962 5383 2659