

# Minutes for Professional Development Committee

3/25/2025

L160 and Zoom

## Attendance

### Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Christie Howell

Classified Co-Chair: Anita Karr

### Members Present:

Aaron Barber, Peter LeGrant, Timothy Mason, Eleonora Hicks, Andrea Thorson, Christie Howell, Anita Karr, Sara Manuel, Martha Gonzalez, Marissa Patton, Christopher LoCascio

### Members Not Present:

Anna Melby, Jessica Black, Jamal Wright, Kimberly Gutstein, Chris Glaser, Amy Jayasena, Esmeralda Abad, Alex Rockey

### Guests:

Anne-Marie Hodge, Dan Hall

## Called to Order

- Sara Manuel called the meeting to order at 2:02p.m.

## Approval of Agenda

- Approval of Agenda
  - Motion to approve the agenda (LeGrant/LoCascio/Approved)

## Approval of Meeting Minutes

- Approval of Meeting Minutes
  - Motion to approve the meeting minutes (Mason/LeGrant/Approved)

## Agenda Item #1: Charge Updates

- The charge was approved by the Academic Senate but was sent back to the PDC by the College Council. Feedback from CC stated that per Title 5, our college must have a Flex

Advisory committee. Other feedback called for the PDC to go from a Standing Committee to an Operational Committee.

- The PDC is not clear on why the senate would be friendly to the charge and why the CC is sending it back.
- Motion to leave the PDC charge as is was not seconded (Gonzalez).
- Item tabled until after the PDC receives more information from the senate and the college president (Howell/LeGrant).

## Agenda Item #2: Document Updates

- There were two paper versions of the Flex Reporting Form which led to needing minor changes being made to the new webform for Flex Reporting. A draft of this new webform will go to the senate for a first-read.

## Agenda Item #3: Professional Development (Flex) Week Planning

- Discussion on changes needed for the Call for Proposals form.
  - Edit the themes to include: Online Teaching, Andragogy, Accessibility, BC Information & Logistics.
- The Call for Proposals email will go by the end of March.
- We will need to leave room in the Flex Week schedule for potential workshops stemming from work completed by the Accessibility Taskforce and the DE Handbook Taskforce.

## Meeting Adjourned

- 3/25/25 at 2:58 pm (Howell/Karr/Approved)