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| P | John Vitullo  (Co-Chair/Designee) | P | Lisa Rodriguez  (POD, Director) | P | Zina McFarlin-Stagg  (FA) | P | Jenny Gernhart  (AS) | P | Catherine  Mc Kee  (AS) |  | VACANT  (Student, AS) |  | VACANT  Counselor (AS) |
| P | Lizbet Sánchez  (Co-Chair) | P | Roger Willis  (AS, VP Senate) | P | Elda Blount  (POD, Classified) | P | Dalia Chavez  (AS, Non-Credit) | P | Joshua Christ  (FA) | A | Chara Powell  (AS) | A | Sarah MacLean  (AS) |
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| **Item** | **Outcomes** | **ACCJC Standards** |
| 1. **Approval of Minutes** | 1. 9/26/24 meeting minutes    1. Approved as presented. | 1. II.A.2 2. II.A.7 3. III.A.1 4. II.A.8  * III.A.14 |
| 1. **Report Out** | * + 1. Noncredit (Dalia)   1. Shared information and flyer on upcoming Open House event on 10/22/24 for Non-Credit to showcase the programs they offer.      1. Distance Learning (Catherine/Jenny)  1. RSI Forum on 10/18/24 for faculty to complete all 4 labs 2. In process of finalizing and updating the Distance Learning Handbook including the current definition of RSI. 3. 350 SPOT recertifications need to be completed by 7/31/25. 4. RSI review will count 1 hour towards SPOT Recert. 5. New AI detector, K16, board approved for use in Canvas. 6. Add RSI review sign-up link to FPDC newsletter and possibly to Canvas announcements for more up front visibility.    * 1. S&L (Joshua) 7. Continuing to work on approving PGI/PGH and column crossover requests. 8. Currently finalizing the review of last year’s sabbatical reports and conducting a preliminary review of upcoming sabbatical applications received so far. Due date is November 1, 2024.    * 1. PGI/PGH Update (Elda) 9. As of 7/1/24, 17 workshops were recommended to Salary & Leaves. 6 were approved on 9/12/24 and 11 are pending FPDC review and recommendations. 10. Additional 11 workshops approved from 2023-2024 academic year. 11. Information to be updated in POD Connect and list of activities on the website. | * II.A.2 * II.A.7 * III.A.8 * III.A.14 |
| 1. **Action Items** | 1. Newly added PGI/PGH requests sent via Smartsheet. Please review and submit your recommendations.    1. Council voted via Smartsheet on newly added PGI/PGH requests. Quorum was met on 10/14/24 and requests were forward to Salary and Leaves on 10/14/24. 2. Vote on revised Purpose, Function, Membership    1. Faculty assignments and terms were reviewed and updated.    2. Purpose, Function and Membership were approved and agreed to move forward to PDC. | * II.A.2 * II.A.7 * III.A1 * III.A.8 * III.A.14 |
| **D. Discussion Items** | 1. Goals and Progress Report    1. Added:   Goal #7: Equip faculty with tools and insights needed to incorporate AI literacy into curricula in teaching and learning.  Goal #8:Promote the voluntary RSI review process for all online faculty with a goal of 250 review sign-ups by January 2025.  Goal #9:Promote faculty development in meeting federally mandated Regular and Substantive Interaction guidelines.  Goal #10:Promote faculty well-being by providing resources for self-care, identifying burnout, burnout prevention, and work-life balance.   * 1. FPDC members to review and provide feedback on updated goals list before next meeting  1. Flexible Calendar Program Committee membership expansion continued conversation.    * + - 1. To be discussed during 10/24/24 meeting. 2. FPDC website update/changes (ask Tania or Roger)    1. Lizbet emailed Tania 10/8/2024. | * II.A.2 * III.A.1 * II.A.8 * III.A.14 * III.C.1 |
| 1. **Informational Items** | * + 1. No informational items discussed. |  |

**Next meeting: October 24, 2024**

Updated FPDC webpage: <https://www.mtsac.edu/governance/committees/fpdc/>