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| P | John Vitullo  (Co-Chair/Designee) | P | Lisa Rodriguez  (POD, Director) | P | Zina McFarlin-Stagg  (FA) |  | VACANT  (Student, AS) | P | Jenny Gernhart  (AS) | P | Catherine Mc Kee  (AS) |  | VACANT  (Faculty at-large (e.g. DEISA+) (AS) |
| P | Lizbet Sánchez  (Co-Chair) | A | Roger Willis  (AS, VP Senate) | P | Elda Blount  (POD, Classified) | A | Dalia Chavez  (AS, Non-Credit) | P | Joshua Christ  (FA) | A | Chara Powell  (AS) |  | VACANT  (AS) |
|  |  |  |  |  |  |  |  |  |  | P | Alexis Carter  Guest | P | *Doris Sorto*  *Scribe* |

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| **Item** | **Outcomes** | **ACCJC Standards** |
| 1. **Approval of Minutes** | 1. 10/24/24 Meeting Minutes    1. Quorum not met by the end of the meeting due to conversation with guest speaker. | * II. A.2 * II. A.7 * III. A.1 * III. A.8 * III. A.14 |
| 1. **Report Out** | 1. Noncredit (Dalia) 2. Distance Learning (Catherine) 3. S&L (Joshua)    1. This item was not discussed and has been deferred to the next meeting. | * II. A.2 * II. A.7 * III. A.1 * III. A.8 * III. A.14II. A.2 * III. A.1 * II. A.8 * III. A.14 * III. C.1 |
| 1. **Guests** | 1. Alexis Carter, Senior Director, Labor Relations and Employee Services    1. Review and discuss the process of reviewing approved workshops and professional growth for faculty. Establish functioning roles in what is being reviewed and approved and streamline the process.    2. Alexis presented the idea of FPDC making final decision on professional growth approvals instead of recommendations. There were concerns from the group in making this change in determining if faculty will receive credit/pay based on the professional development. Salary and Leaves currently determines where professional development applies under the contract.    3. Reviewed Function #10 on Purpose and Function Statement   -Review and recommend or deny professional development activities for appropriateness for professional growth increment/professional growth hourly incentive and forward those decisions to the Salary and Leaves Committee.  i. John recommended possibly revising the SmartSheet to show how the submitted professional development will benefit faculty and Salary and Leaves can determine from there how it will be applied under the contract. Will need to determine how to notify staff when requests have been approved.  ii. If not approved through Salary and Leaves professional development can be applied in other areas such as H.11, service to the college or towards total engagement with the college (FLEX credit).   * 1. Discussion was held about RSI training/review and how it is applied to PGI or SPOT Recertification. Clarification was requested on how to communicate to faculty how this is applied based on contract language and MOU put in place Fall 2023.   2. POD and Distance Learning Committee is working to creating an automated SPOT Recertification approval process in POD Connect. Possibly will be ready to submit trainings in Spring 2025. | * II. A.2 * II. A.7 * III. A.1 * III. A.8 * III. A.14 |
| 1. **Action Items** | 1. Newly added PGI/PGH requests sent via Smartsheet. Please review and submit your recommendations. | * II. A.2 * III. A.1 * II. A.8 * III. A.14 * III. C.1 |
| 1. **Discussion Items** | 1. Needs and modality for Spring 2025    1. Location    2. Recording for minutes 2. Vacancies 3. Goals and progress report: Goal 1 4. Flexible Calendar Program Committee membership expansion continued conversation.    1. Discussion items were not discussed and has been deferred to the next meeting. |  |
| 1. **Informational Items** | * + 1. No informational items |  |

**Next meeting: Thursday, December 12, 2024**

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