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| P | John Vitullo(Co-Chair/Designee) | P | Lisa Rodriguez(POD, Director) | P | Zina McFarlin-Stagg(FA) | A | Jenny Gernhart(AS) | P | Catherine Mc Kee(AS) |  | VACANT(Student, 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) | P | Dalia Chavez(AS, Non-Credit) | P | Joshua Christ(FA) | P | Chara Powell(AS) |  | VACANT(AS) |
|  |  |  |  |  |  |  |  |  |  |  |  | A | *Doris Sorto* *Scribe* |

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| **Item** | **Outcomes** | **ACCJC Standards** |
| 1. **Approval of Minutes**
 | 1. 10/24/24 meeting minutes approved. Catherine Mc Kee abstained.
2. 11/14/24 meeting minutes approved. Dalia Chavez abstained.
 | * II. A.2
* II. A.7
* III. A.1
* III. A.8
* III. A.14
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| 1. **Report Out**
 | 1. FLEX (Roger)
	1. Roger reported out on the following Flex Day planning updates:
		1. Keynote Speaker Cristobal Rodriguez presenting on healing centered- engagement.
		2. A few overlapping breakout sessions that presenters agreed to conjoin and present together.
		3. Opening session is planned to be shorter in time in compassion to the Fall Openiing session.
		4. Flex Day announcement will go out before the end of the semester to remind faculty to register.
2. POD (Lisa)
	1. Lisa reported out on the following items:
		1. Recent POD webpage redesign to include self-paced training playlist page line micro-learning modules.
3. Conference and Travel (Lisa)
	1. 54 full-time faculty and 22 part-time faculty were approved for conference and travel, totaling 76 faculty.
	2. One full-time faculty member was denied, and five faculty either canceled their trip or were unable to attend.
	3. The professional development plan alignment showed the highest travel reasons were instructional excellence and innovation (69%), followed by diversity and cultural competence, supporting student achievement, and student equity.
	4. Lisa plans to provide a detailed report in June, including in-state, out-of-state, and international travel breakdowns.
4. PGI/PGH Update (Elda)
	1. Workshop Status:
		1. 21 workshops were recommended to Salary and Leaves. 12 workshops were approved by Salary and Leaves. 5 workshops were denied by Salary and Leaves. 8 workshops were pulled for discussion.
		2. 4 workshops pending review.
	2. Workshops Pulled for Discussion and Recommended to S&L:
		1. Microsoft Mail Merge
		2. Adobe Acrobate DC Pro
		3. Adobe Acrobat DC Essentials
		4. Voyaging Through Emotional Intellegence
 | * 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
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| 1. **Guests**
 | * + 1. No guest
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| 1. **Action Items**
 | 1. Newly added PGI/PGH requests sent via Smartsheet. Please review and submit your recommendations.
2. Goals and progress report
	1. The committee reviewed and approved their goals for submission to the Academic Senate and added new goals (8, 9, and 10) and ensured alignment with the college's strategic goals.
	2. **Goal 8**: Promote faculty participation in RSI (Regular and Substantive Interaction) reviews.
	3. **Goal 9**: Promote faculty professional development in meeting federally mandated RSI guidelines.
	4. **Goal 10**: Promote faculty well-being by providing resources for self-care, identifying burnout, burnout prevention, and work-life balance.
	5. The committee discussed the importance of reporting back in June on the progress and achievements related to these goals.
 | * II. A.2
* III. A.1
* II. A.8
* III. A.14
* III. C.1
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| 1. **Discussion Items**
 | * + - 1. CCC BOG 15-Day Notice and Title 5 Changes
	1. The committee reviewed the proposed changes and their potential impact on the Flex Committee membership and operations.
		1. The proposed changes included more specific language about who should be involved in flexible professional development planning.
		2. The committee noted that these changes could affect the composition and responsibilities of the Flex Committee.
	2. The committee considered forming a mini work group to review the proposed changes in detail and prepare a report on their potential impact. There was a discussion on whether this work group would need to meet over winter or wait until spring, considering faculty are off contract during winter.
1. Meeting modality for Spring 2025
	1. The committee acknowledged the legal opinion suggesting that meetings may need to transition to in-person due to Brown Act requirements.
	2. The committee noted that they could continue meeting remotely until April 2025.
	3. It was mentioned that the President's office is investing in a more advanced version of BoardDocs, which will allow committee chairs to post agendas and minutes online 72 hours in advance.PGI/PGH sessions pulled for discussion.
	4. There was a discussion on the need for recording meetings to assist with note-taking and ensuring compliance with Brown Act requirements.
	5. The committee considered using AI notetakers or other recording devices to facilitate this process.
2. Revising the PGI/PGH professional development Smartsheet
	1. The committee considered revising the Smartsheet to include checkboxes for different categories of professional development, such as instructional excellence, diversity and cultural competence, and student achievement. This approach would allow faculty to self-report where their professional development activities align with these categories.
	2. The committee decided to follow up with Alexis Carter for clarification on the proposed changes and to ensure that their understanding was accurate and planned to re-evaluate the Smartsheet and make necessary revisions based on the feedback and discussion.
 | * 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
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| 1. **Informational Items**
 | * + - 1. No informational items
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**Next meeting: Thursday, March 13, 2025**

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