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| P | John Vitullo  (Co-Chair/Designee) | A | Lisa Rodriguez  (POD, Acting Director) | P | Zina McFarlin-Stagg  (FA) | A | Jenny Gernhart  (AS) | P | Catherine  Mc Kee  (AS) |  | VACANT  (Student, AS) |  | VACANT  (Counseling) (AS) |
| P | Lizbet Sánchez  (Co-Chair) | P | Shelley Doonan  (AS, VP Senate) | P | Elda Blount  (POD, Classified) | P | Dalia Chavez  (AS) | P | Joshua Christ  (FA) |  | ~~Chara Powell~~  VACANT (AS) |  | VACANT  (AS) |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Scribe: Doris Sorto |

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| **Item** | **Details** | **ACCJC Standards** |
| 1. **Public Communication** | * 1. Public Comment  1. No public comment |  |
| 1. **Approval of Meeting Minutes** | * 1. Approval of Meeting Minutes  1. Corrections to the spelling for Zina McFarlin-Stagg and Cara Tan were made. Shelley made a motion to approve the 4/24/25 meeting minutes and Catherine seconded the motion. Elda and Shelley abstained. All others present approved. | * II. A.2 * II. A.7 * III. A.1 * III. A.8 * III. A.14 |
| 1. **Informational Items** | * 1. Abbreviated Brown Act Training (Carol Nelson)  1. Carol provided an abbreviated training on Brown Act guidelines.    1. Noncredit (Dalia) 2. Dalia shared the School of Continuing Education newsletter for April 2025.   <https://sway.cloud.microsoft/FusMpAEzmh3gA56K?ref=Link>   * 1. Distance Learning (Catherine)  1. Distance Learning is heavily involved with RSI. Currently addressing possible concerns ACCJC may have with RSI and our classes. 2. SPOT recertification is still proving to be challenging. There are issues with faculty navigating the website and submitting documentation for review and approval. It would be helpful to have step-by-step instructions on the process and what to look for to verify all steps have been completed and submitted to POD for review.    1. Salary and Leaves (Joshua) 3. The District has proposed moving the sabbatical application deadline to September and/or the first Friday of the 2nd week of classes. This will allow department chairs to know who isn’t granted a sabbatical leave when creating Fall schedules. 4. Given the timeframe of the deadlines, Salary and Leaves suggested this be implemented in a two-year process and slowly move up the application deadline each year. 5. Salary and Leaves continues to approve column crossovers and PGI/PGH requests. | * II. A.2 * II. A.7 * III. A.1 * III. A.8 * III. A.14 |
| 1. **Discussion Items** | * 1. Flex Committee  1. Looking into establishing a Flexible Calendar Committee and having a Flex Day Planning Committee as an ad hoc group. Will present additional information on the two in future meetings as more information is available.    1. Update on Goals and Outcomes 2. Reports are being generated by POD for all PD items and separate the information so that it is clear. Draft reports will be presented at our next meeting on 5/22/25.    1. International Conference Travel for Faculty 3. A recommendation was made to have faculty who have traveled to conferences internationally share their experiences possibly during a FLEX Day breakout session. It would help bring awareness to how it helps shape and contribute to the classroom. In addition, similar experiences can be shared for those who have traveled on their own internationally and have had experiences that help contribute to their teaching and classroom environment. | * II. A.2 * II. A.7 * III. A.1 * III. A.8 * III. A.14 * III. C.1 |

**Next meeting: Thursday, May 22, 2025**

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