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| P | John Vitullo  (Co-Chair/Designee) | P | Lisa Rodriguez  (POD, Acting Director) | P | Kelley Lyons  (FA) | P | Tamra Horton  (FA) | P | Rita Page  (FLAC) | P | Chara Powell  (AS) | P | Sarah MacLean  (AS) |
| P | Lizbet Sanchez  (Co-Chair) | P | Shiloh Blacksher  (AS, VP Senate) | P | Dalia Chavez  (AS) | P | Emily Versace  (AS) | P | Carol Impara  (AS) | A | Elda Blount  (POD, Classified) | A | Janet Jiang  (Student AS) |
|  |  |  |  |  |  |  |  |  |  | P | Guest:  Kevin Truong | P | *Scribe: Vanessa Salazar* |

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| **Item** | **Outcomes** | **ACCJC Standards** |
| 1. **Approval of Meeting Minutes & Welcome Kevin Truong** | 1. 12/14/24 Meeting Minutes   * 1. Minutes were voted on and approved      1. John, Dalia, and Shiloh abstained  1. Kevin Truong, POD Project/Program Coordinator and FPDC Scribe starting 3/28/24 | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 * III.C.1 |
| **B. Report Out**  **Group 2 to report out 3/14/24**   1. Noncredit (Dalia) 2. Distance Learning (Carol) 3. S&L (Tamra)   **Group 1 to report out 3/28/24**   1. Flex (Shiloh) 2. POD (Lisa) 3. Conference & Travel (Lisa) 4. PGI/PGH Update (Elda) | * 1. Dalia reported that Noncredit had their spring ACCE (Association of Community & Continuing ED) Conference; legislation for noncredit areas and generative AI in the classroom were discussed.   2. Carol reported that DL is focused on the results of the accreditation team review and the recommendation to improve regular and substantive interaction; the FCLT has been offering workshops that Carol offered on Flex Day on this topic. She sent it to all DL faculty, she also included it in her Academic Senate report. Carol will be presenting it to the instruction team at the end of March. A lot of DL’s trainings will be focused on RSI this semester.   3. Tamra reported that S&L approved a revised petition for PGI. An improvement is that there is now an S&L email address: [salaryandleaves@mtsac.edu](mailto:salaryandleaves@mtsac.edu). Tamara will send Lisa (as she right now is managing it) info to update the Petition for PGI Form section. | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 * III.C.1 |
| 1. **Guests** | 1. No guests |  |
| 1. **Action Items** | 1. No action items |  |
| 1. **Discussion Items** | 1. Conference & Travel Subgroup    1. The subgroup will include: Chara, Dalia, Emily, Lizbet, Shiloh, and Christina Hernandez, FA appointed member.    2. The group will discuss: the maximum amount of funding per faculty member, what types of professional development opportunities should be allowed, the management of unused faculty conference and travel funding, and will more than one conference be allowed after the maximum amount of funding is met. 2. Flexible Calendar Committee Purpose & Function    1. The committee that meets right now is informal. The functions need to be further modified to align with the State’s recommendations. The idea is that the Flex committee would still report to FPDC, a subgroup of PDC, primarily tasked with the Flex Day event calendar and the activities surrounding it.    2. The council shared concerns related to Function #10 “Develop comprehensive peer-reviewed evaluation for Flex and collaborate with HR on processing and documenting flexible professional development hour required by the Flexible Calendar Program.”       1. This is the section where HR VP Sokha Song wants FPDC to review the 6 hours that faculty report. The committee is hesitant to evaluate whether faculty have met the contract; if it’s part of salary, evaluating hours should fall under HR’s purview, not FPDC.          1. Tamra stated that Mt. SAC created a Flex calendar where Flex days are outside of teaching and Mt. SAC has not been reporting Flex hours for some years. HR does not want to determine what is valuable for faculty, Academic Senate has that purview, it’s their job whether a certain activity counts towards Flex.             1. The council discussed professional development offerings and how they align with State’s guidelines.          2. How many faculty attended Flex and how are the hours being reported to the State.       2. Every year faculty fill out a form that states what they did for those additional 6 hours, Sokha was concerned that HR was just checking off whether or not faculty submitted the form or not. They didn’t do anything to evaluate whether those 6 hours are considered Flex hours or professional development activities.          1. The council recommended that the form be updated so faculty can self-identify how it fulfills this area as recommended by the State.             1. There is also concern that no one is vetting these forms to see what activities are being submitted. Then form is signed and sent to the State, it’s concerning because it’s being signed by Tania/Shiloh and they can’t verify how those hours are being fulfilled. HR is tasking FPDC to do it, when it should be HR who does it because they should be the ones verifying that faculty are meeting the contract with those hours.             2. It was recommended that FPDC work on developing a better process by which they report those hours to HR. Part of that is developing a better form so that they can pull the data and see how many people submitted, and the type of activities that were checked off, if they fit the criteria for flex.             3. The Data Mart website was shared. The data there suggests that Mt. SAC does not participate in Flex calendar. This is where the Flex calendar is in the contract, but the actual participation isn’t going on at the district level. Those are the reports that are being submitted, they don’t know where they’re going, but they’re not showing up on Data Mart.    3. The council agreed that the Flex Calendar Committee membership should be smaller than FPDC.       1. Shiloh will organize a meeting with the Flex Committee, review the purpose & function, and bring those recommendations back to FPDC. 3. PGI/PGH Recommendations    1. The same Smartsheet voting process will remain in place. 4. FPDC and S&L Collaboration (appointment)    1. Tamra and Emily will meet with Academic Senate leadership regarding this. 5. 2023-2024 Update on Goals & Progress Report (due June 26, 2024)    1. This will be moved to the next FPDC meeting on 3/28/24. 6. List of current PD by topic (PGI/PGH)    1. The council stated that there needs to be a better organization of offerings and will brainstorm ways to streamline it. | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 * III.C.1 |
| 1. **Informational Items** | 1. No informational items |  |

**Next meeting: Thursday, March 28, 2024**

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