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| A | John Vitullo  (co-chair/designee) | P | Lisa Rodriguez  (POD, Acting Director) | A | Kelley Lyons  (FA) | A | Janet Jiang  (Student, AS) | P | Emily Versace  (AS) | P | Carol Impara  (AS) |  | VACANT  (Faculty at-large (e.g. DEISA+) (AS) |
| P | Lizbet Sánchez  (co-chair) | P | Shiloh Blacksher  (AS, VP Senate) | P | Elda Blount  (POD, Classified) | A | Dalia Chavez  (AS) | P | Tamra Horton  (FA) | P | Chara Powell  (AS) | P | Sarah MacLean  (AS) |
|  |  |  |  |  |  |  |  |  |  |  |  | P | Scribe:  Kevin Truong |

~~Conference and Travel Subgroup~~

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| **Item** | **Details** | **ACCJC Standards** |
| 1. **Approval of Meeting Minutes** | 1. 3/14/24 Meeting Minutes    1. Minutes were voted on and approved with edits | * II.A.2 * II.A.7 * III.A.1 * II.A.8 * III.A.14 * III.C.1 |
| 1. **Report Out**   **Group 1 to report out 3/28/24**   1. FLEX (Shiloh) 2. POD (Lisa) 3. Conference and Travel (Lisa) 4. PGI/PGH Update (Elda)   **Group 2 to report out 4/11/24**   1. Noncredit (Dalia) 2. Distance Learning (Carol) 3. S&L (Tamra) 4. Conference and Travel Subgroup (Lizbet) | 1. Shiloh reported that FLEX Committee is an informal committee but with formal appointments. In the process of codifying, it into the Flexible Calendar Committee.    1. Lizbet and Shiloh will present data from this past Spring FLEX day to President Garcia to help her decide whether Fall FLEX Day will be in person, which will most likely be the case.    2. Lizbet shared an infographic of the preliminary survey results of FLEX. Preliminary results:       1. Most respondents are in favor of a keynote speaker for both Fall and Spring FLEX days.       2. Over 70% are in favor of FLEX day being online due to being easier for folks to be participate 2. Lisa shared out Conference and Travel Budget for PDC Faculty Accounts. Main takeaways:    * 1. $100k funds provided by the district expended for the FY      2. $44k funds expended for the Faculty Carry-over fund      3. $5.6k funds pending approval    1. Lisa shared a report on the data of faculty travel over 8 years.    2. Main takeaways:       1. Average $101k per year over 8 years (COVID brought the average down)       2. Average of 102 faculty requests approved over 8 years    3. Lisa suggested that there should be two applications for travel- one for faculty only and non-teaching staff. Lisa suggests that the amounts be increased to 2k for in-state, 2.4k for out-of-state, and 3k for international travel.    4. Tamra asked if the different funding streams is what is causing confusion among the faculty. More than likely, the issue is the Chrome River software that is causing confusion.    5. Shiloh shared that it might be complicated and confusing to have two different limits for in-state and out-of-state travel. Shiloh also suggested that the criteria be expanded to include other types of professional development (i.e., workshop, symposium)    6. Lizbet reporting out on behalf of the Conference and Travel subgroup: Raise funding amount from $1,800 to $2,250 per faculty member if raising it too much causes the funds to run out sooner and rolling back the amount in future years is a bad look. POD Faculty Professional Development funds may be utilized to support faculty participation in conferences, symposiums, trainings, workshops, seminars, and classes pertinent to their role on campus not including courses that earn college units. Changing from Conference & Travel Funding to Faculty Professional Development and Travel Funding.    7. The committee voted to formally present this new policy and limit to PDC. 3. Lisa has no report for POD. 4. Elda reported out that there are 30 PGI/PGH submissions that date back to March 4th, 2022. Some has been brought back to FPDC for additional information. Elda also walked through the approval process through Smartsheet for these request.    1. Sarah asked if there is guidance on what should be approved or denied. Tamra put the contract language in the chat and Elda suggested to look at past sessions to see what has been approved and denied by in the past.    2. Tamra is requesting a meeting with Elda, Brenda and Lisa Romo about the form that needs to be submit to Lisa concerning if a certificate is sufficient or if more is needed. | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 |
| 1. **Guests** | 1. No Guests |  |
| 1. **Action Items** | 1. No action items |  |
| 1. **Discussion Items** | 1. Flexible Calendar Committee Purpose and Function    1. Shiloh will bring this back next time and will make recommendations to the group next meeting.    2. Tamra showed the Flexible Calendar Program for that the district submits to the CCC. The issue is “The number of hours of flex activities is at least equal to the classroom hours from which the employee is released” since Mt. SAC does not release faculty from teaching to participate in Flex Day. Did FLEX day get called FLEX Day on the contract but it really is not since faculty is still teaching during FLEX day. 2. PGI/PGH Recommendations – Smartsheet link sent separately. 3. FPDC and S&L Collaboration (appointment)    1. No update. Should be update by next meeting on April 11th. 4. 2023-24 Update on Goals and Progress Report (Due June 26, 2024)    1. Elda shared the Goals and Progress Report       1. Added to Goal #2 – Rita Page’s appointment was only for Fall 2023 as Rita as retired       2. Removed from Goal #2 - Power of Data Conference was removed since the last conference was the held last in 2022       3. Added to Goal #2- New Faculty Seminar       4. Added to Goal #4 – Recommendations to PDC to increase C&T funding and to expand professional development opportunities.       5. Goal #4 – Changing the title form Conference and Travel Funding to Faculty Professional Development and Travel Funding          1. Important name changes if the definition of professional development is expanded. Do not need to include the separation of the form.       6. Removed from Goal #3 - Magic Mountie Podcast name change to Mt. SAC Podcast.       7. Added to Goal #5 – Triple R Retreat, March Madness, SPOT Recertification, ACUE ETP & FCB,       8. Added to Goal #6 – A Place Call Home- One Book One Campus 5. List of current PD by topic (PGI/PGH) | * II.A.2 * III.A.1 * III.A.8 * III.A14 |
| 1. **Informational Items** | 1. No Informational Items |  |

**Next meeting: Thursday, April 11, 2024**

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