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| P | John Vitullo  (co-chair/designee) | P | Lisa Rodriguez  (POD, Acting Director) | P | 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) | P | Dalia Chavez  (AS) | P | Tamra Horton  (FA) | A | Chara Powell  (AS) | P | Sarah MacLean  (AS) |
|  |  |  |  |  |  |  |  |  |  |  |  | P | Scribe:  Kevin Truong |

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| **Item** | **Details** | **ACCJC Standards** |
| 1. **Approval of Meeting Minutes** | 1. 4/25/24 Meeting Minutes    1. Approved as amended | * II.A.2 * II.A.7 * III.A.1 * II.A.8 * III.A.14 * III.C.1 |
| 1. **Report Out**   **Group 2 to report out 5/9/24**   1. Noncredit (Dalia) 2. Distance Learning (Carol) 3. S&L (Tamra) 4. Conference and Travel Subgroup (Lizbet)   **Group 1 to report out 5/23/24**   1. FLEX (Shiloh) 2. POD (Lisa) 3. Conference and Travel (Lisa) 4. PGI/PGH Update (Elda) | 1. Noncredit (Dalia)    1. SCE just got finished with their WASP visit. Overall, it went well with a lot of positive comments on the report It was a virtual visit from the WASP which was a first for a lot of folks. 2. Distance Learning (Carol)    1. The last session will be offered on May 17th by FCLT which will address various online teaching. There are only 25 folks left that have not submitted their evidence for recertification out of 200 folks.    2. Carol has been reaching out to department chairs to remind folks to complete their recertification. Some faculty chairs that their faculty doesn’t teach online, so they don’t need it. Carol also informed department chairs that if faculty compete it, there will be a pay bump. 3. S&L (Tamra)    1. S&L committee has caught up on the workshop approvals.    2. S&L is working to revise and streamline their paperwork. PGI and column crossovers have been completed. Now, the committee is working on sabbatical instructions form revisions. 4. Conference and Travel Subgroup (Lizbet)    1. The new travel proposal was submitted twice to PDC but has not been approved. Classified had concerns that the new travel policy was not equitable to other constituencies.    2. Another concern was that there might be a violation of the FA contract if there was an increase of funding for travel beyond the $1800. However, there is nothing in the FA contract that indicates increasing the amount will be a violation.    3. Some members of PDC encouraged FPDC to reach out to faculty to gather feedback about the proposed increases. Also, they should know that less faculty will get to travel if the allocation is increased. A survey went out to faculty regarding this issue.    4. Another concern in the FA contract was not necessarily only the amount of funds, but also the language on what is allowable and considered conferences and travel. Looking at the language in the FA contract, states that *“The District will allocate an amount equal to $200 for each full-time professor to be used for professional conferences and travel. The funds will be allocated to Division budgets and will be accessed by request by professors, per provisions cited under 16.J.1. Professors may assign their allocated funds for use by other professors within a division. At the end of each fiscal year, any unused funds from the allocation assigned to each full-time professor will roll over to a fund in Professional and Organizational Development for professor conference and travel. Additional funding for conference and travel may be available through Professional and Organizational Development.”*    5. Since the pandemic and everything went online, some online workshops or seminars could be considered conferences as well, so the traditional definition of conference and travel needs to be looked at. If the scope of the language in the FA contract is to narrow, suggestion could be made to the FA to revise the language to be more inclusive of other types of professional development.    6. The travel survey that went out to the faculty has already seen 55 responses. Most agreed that the guidelines for conference and travel should be expanded to include symposiums, trainings, workshops, seminars, and classes. Most faculty also agree to increase the funding cap from $1800 to $2250.    7. John asked the question on where the faculty rollover fund goes into if the $200 was not spent for the year. Lisa responded with the funds being swept by fiscal and rolls into the rollover fund in POD for faculty. The rollover pot is currently sitting around 150k. | * II.A.2 * II.A.7 * III.A.8 * III.A.14 |
| 1. **Guests** | 1. No Guests |  |
| 1. **Action Items** | 1. Newly added PGI/PGH requests sent via Smartsheet. Please review and submit your recommendations.    1. There are 8 more PGI and PGH requests that were sent via Smartsheet and needs approval.    2. Two requests that issues or were brought up for discussion.       1. One issue was some committee members were not able to view the full information for the Inspired teaching conference requested that is needed to decide on approval. It was fixed and the information is correctly displayed now.       2. Second session that came into question was the generative AI session. We should be careful with the language and how it states that it reduces the workload and does the work for the faculty. However, it was noted that the session had already occurred.    3. Since salary and leaves has become more efficient with approving the requests, it was suggested by some in the committee to look at trying to process the request before the session occurs. It was suggested that there should be a deadline (30 or 45 day) so there enough time for FPDC to approve the request before it goes live. It will be also enough time to market the event and order the materials needed.    4. It was suggested there must be a more collaborative effort on the entire campus to ensure events are strategically planned out as far in the future as possible so there not every event is scheduled on the same day. This allows faculty to have a broader set of choices to attend the sessions and events they want without being forced to choose one or the other.    5. A way to incorporate more strategic planning is to include all events on to the POD calendar. People get reminders and calendar invites if they register through the POD calendar. The committee members that are a part of Academic senate or other committees can work together with POD and FPDC to remind people to get their events onto the POD calendar. | * II.A.2 * II.A.7 * III.A1 * III.A.8 * III.A.14 |
| 1. **Discussion Items** | 1. Flexible Calendar Committee Purpose and Function (Shiloh)    1. Fall 2024 Flex Day Update    2. Flex Day Planning Committee meeting schedule update       1. The committee did not discuss E.1.a and E.1.b to be discussed during 5.23.24 meeting, 2. FPDC 2023-2026 Reappointments    1. Lizbet Sanchez, Faculty Professional Development Coordinator and FPDC Co-Chair    2. Chara Powell, New Faculty Seminar Coordinator and FPDC Council Member |  |
| 1. **Informational Items** | 1. Carol Impara will be inviting a speaker from POCR. |  |

**Next meeting: Thursday, May 23, 2024**

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