

**Campus-Wide Professional Development Planning Committee Meeting ▪ August 23rd,  
2022 ▪ 1:30 pm 3:00 p.m.**

<https://smccd.zoom.us/j/81343211067?pwd=dXAxZldJYTJQZGFPU2V2eHo2eGVvZz09>

Agenda Item	Time	Notes
<p>Introductions and semester kick-off</p> <ul style="list-style-type: none"> <li>• Name and position</li> <li>• Favorite flex-day workshop of all time?</li> <li>• If we had all the money and resources in the world, what would you add to flex-day?</li> </ul>	15 mins	
<p>August 16 Flex Day De-brief</p> <ul style="list-style-type: none"> <li>• What went well? what didn't?</li> <li>• Take-aways &amp; Suggested changes in planning or process</li> </ul>	15 mins	
<p>Follow-up Items for August Flex</p> <ul style="list-style-type: none"> <li>• Finish collecting presentation materials, post to follow-up resources website</li> <li>• Post links to zoom recordings on follow-up resources website</li> <li>• Adjust Formstack proposal to add presenter deadlines as suggested</li> <li>• Confirm change to add presentation materials upload to Canvas shell</li> <li>• Update Flex day website: remove august schedule, add proposal form and Oct 12 save the date message</li> </ul>	15 mins	

October 12 Flex Day planning <ul style="list-style-type: none"><li>• Review current proposals (if applicable)</li><li>• Review <a href="#">checklist draft</a></li></ul>	15 mins	
PDPC Bylaws <ul style="list-style-type: none"><li>• Discuss timeline to draft using template</li></ul>	10 mins	