

Campus-Wide Professional Development Planning Committee Meeting ▪ September 13th, 2022 ▪

1:30 pm 3:00 p.m.

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

Agenda Item	Time	Notes
<p>Updates</p>	<p>15 mins</p>	<p>-Ellen updated the committee on her meeting at cabinet. She read off of these notes:</p> <p>-https://docs.google.com/document/d/1u21qBW4BeXnHDVNAZW8vbRMB0OEQ84XV5PkwY38jlz4/edit?usp=sharing</p>
<p>October 12 Flex Day planning</p> <ul style="list-style-type: none"> · Review current proposals (if applicable) · Build Draft October Schedule · Review checklist and timeline <ul style="list-style-type: none"> ○ Is anything missing? ○ Assign tasks · Discuss next steps 	<p>45 mins</p>	<p>Of the sessions proposed, are there any that don't seem appropriate for flex day?</p> <p>-The committee opted to save the funeral services session for January.</p> <p>Do we feel comfortable having four sessions per time block?</p> <p>A Jamboard was used to create draft schedule: https://jamboard.google.com/d/1Tx91k-zRpSQ5QUb9IJV1vEo39sl9c1t1nN5ZtemvnSc/edit?usp=sharing</p> <p>Kiran- Check will check in with academic senate about this calendar and future flex days.</p>

<p>PDPC Bylaws</p> <ul style="list-style-type: none"> · Finalize working group membership · Discuss timeline to draft using template · Schedule a progress check-in 	15 mins	<p>Membership for PDPC Bylaws</p> <ul style="list-style-type: none"> -Ellen Young -David Meckler -David Reed -Ros and Jeanne
<p>Discuss Standardized Calendars</p> <ul style="list-style-type: none"> · College and mid-semester timing · <i>Two-year Calendar of Recurring Sessions</i> · Planning Calendar 	15 mins	<p>Should be part of a planning document that needs to be built</p> <p>Pbc has template document</p> <p>3-year plan(Ellen)-Should be put together in spring 2023.</p>

This is a draft of the October 2022 flex schedule

Time	Session			
8am-9am	Breakfast			
8:30-9:30	College Hour			
9:45-10:45 (60)	Early Morning Session	1A	1B	1C
11:00-12pm (60)	Late Morning Session	2A	2B	2C
12-12:45	Lunch			
1pm-2:30 (90)	Early Afternoon Session	3A	3B	3C
2:45-3:45 (60)	Late Afternoon Session	4A	4B	4C