Faculty Development Committee Meeting Agenda  
October 28, 2013  11:00am  BONH 330  
Co-Chairs: Lisa Hooper & Teresa Ciardi  
Members: Mehgen Andrade, Leslie Carr, Sandy Carroll, Phil Gussin, Lee Hilliard, Brandon Hilst, Kevin Jenkins, Heather MacLean, KC Manji, Bob Segui, Diane Sionko, Cindy Stephens

1. Discussion and decisions on current FLEX applications

2. Spring 2014 FLEX planning  
   a. Review 2013/14 FLEX needs assessment results & select topics to offer during spring FLEX week  
   b. Topic for DVH FLEX workshop?

3. Proposed amendments to the FLEX policies and procedures (Teresa)

4. FLEX trip procedures (Leslie)

5. Other business?

6. Next meeting:  
   November 18 – Chairs/Director  
   Nov 25 – Full Committee
1. Discussion and decisions on current FLEX applications
   - The committee reviewed the flex applications and voted to approve, disapprove, or seek additional information. Leslie will follow up and notify the faculty who submitted applications of the status of their requests.

2. Spring 2014 FLEX planning
   a. Review 2013/14 FLEX needs assessment results & select topics to offer during spring FLEX week
   b. Topic for DVH FLEX workshop?
      - The committee reviewed the 2013/14 flex needs assessment survey results and discussed the flex workshop proposals received.
      - CCC FLEX day - emergency prep + a second track of workshops for those who already attended the emergency preparedness workshops. Put BIT session at end of day. Strongly encourage adjunct faculty who teach at CCC to attend.
      - Schedule emergency prep workshops in late afternoon for adjuncts, but ask incident command team to condense workshops so that all topics can be included - shelter, all things emergency, and evacuation. Preferred time is 6-8pm.
      - The committee discussed reinstating the skilled teacher certificate program. There needs to be a faculty member coordinating the program.
      - Spring FLEX theme proposal: Get Your Sh** Together! Being prepared and gaining the tools you need to be prepared for meetings, projects, etc.

3. Proposed amendments to the FLEX policies and procedures (Teresa)
   - The committee discussed the FLEX policies and procedures for repeating a FLEX workshop. One question that came up was if the content stayed the same or if the content changed significantly? Limit repeatability to courses (ie: working with older adults online course - Marenco). Another suggestion is to ask faculty to complete a waiver requesting permission to repeat the course. Teresa took a
committee vote and it was decided to table the decision for now (amendment v1). Additional discussion needed.

- Amendment v2 - remove this and adhere to the deadline of the Monday after spring break. Amendment v3 - remove this and adhere to the deadline.

4. FLEX trip procedures (Leslie)
   - The committee reviewed the proposed the field trip procedures. Leslie needs to consult with Dr. Buckley to finalize these proposed procedures.

5. Other business?

6. Next meeting:
   - November 18 – Chairs/Director
   - Nov 25 – Full Committee