



## **Flex Advisory Committee Meeting MINUTES**

**Friday, April 3<sup>rd</sup>, 2019 | 1:30 PM – 3 PM | Confer Zoom**

**Present:** Jason Robinson, Michaela Mares-Tamayo, Dyan Miller, Helen Au, Mikage Kuroki, Roger Yang, Bakhtawar Bhadha, Shelagh Rose, Valerie Foster, Kirsten Ogden, Nicholas Hatch

**Absent:** Felisia Mitchell, Linda Valencia

**Minutes Issued By:** Natalie Pacheco

### **Discussion/ Decisions Made:**

#### **I. Opening (@12:00pm)**

#### **II. Reviewing agenda/ Approving minutes**

- a. Review and approval of minutes from February 27, 2020.
  - i. Motion to approve: H. Au. Second: D. Miller. Approved.

#### **III. Sharing Information**

##### **a. Spring 2020 PD Day**

- i. External Presenters
  - Presenters that we contracted for Spring 2020 PD Day will need to be brought back to facilitate at a different time.
- ii. PD Day Program
  - Faculty were very appreciative of the switch in the program for PD Day.
- iii. Tracking Participation
  - Divisions tracked participation for PD Day in various forms. A survey will be used again for faculty to submit their flex hours at the end of the semester.

##### **b. Vision Resource Integration Project**

- i. N. Hatch showed the committee a preview of the Vision Resource Center Cornerstone LMS. The Cornerstone LMS will be used to assign mandatory trainings to employees and help faculty track their flex hours.

#### **IV. Discuss/ Develop/ Decide**

##### **a. Discuss Fall 2020 PD Day**

- i. Contingency Plans
  - The committee discussed a contingency plan for Fall 2020 PD Day in case employees are still working remotely. Cornerstone may be used as the venue for Fall PD Day and access to workshops may be able to be provided through there as an alternative.
  - The committee discussed a possible schedule for the day, with the first hour being dedicated to a speaker.
  - J. Robinson will meet with the Deans and to get ideas for what can be done and what kind of professional learning is needed.
  - The committee decided to get into groups to continue working outside of committee meeting time. M. Kuroki and K. Ogden will work on identifying keynote speakers; S. Rose, D. Miller, N. Hatch, J. Robinson, and R. Yang will meet with the Deans to identify professional learning needs for faculty; B. Bakhtawar and H. Au will work on identifying possible breakout sessions.
- ii. Keynote Speaker

- The committee discussed having a keynote speaker that can speak about remote instruction and provide inspiration for all faculty, staff, and managers.
- iii. Breakout Sessions (Spring 2020 PD Day Breakout Sessions?)
  - Facilitators will have to be notified that they may be presenting in person or via online. We are not sure yet if employees will be back on campus.

#### **V. Consider Non-Agenda Items**

#### **VI. Closing (@1:30pm)**

#### **Action Items: Agenda Items for Next Meeting:**

- a. The next meeting will be on Thursday, April 23<sup>rd</sup>.