**LPG MINUTES**

**Date:** Thursday, December 5, 2024

2:00PM – 3:30PM

**Location:** Library L-215 / or <https://4cd.zoom.us/j/87042597181>

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Only one announcement made about this being the final “special” LPG meeting of Fall-2024 2. Review and Approval of Agenda was completed with change of reviewing Flex proposals first | Erlinda/Justin | 5 | Information /Action |
| 1. **Focused FLEX & AI Training Spring-2025**   The team discussed the upcoming Focus Flex professional development event. They talked about promoting the event to faculty, ensuring the definition of "regular and substantive interaction" is clear, and getting leadership support from instructional deans and others to emphasize the importance of the event for accreditation and quality instruction. They also reviewed the proposed schedule, looking for any overlapping sessions. They discussed the logistics of the event, including the possibility of having one or two rooms and the provision of food, IT/media support, and a high-flex options. The team also discussed the upcoming AI flex, expressing concern about overworking Roseanne Erwin, who is leading the AI task force. They also discussed the possibility of having AI as the focused flex next semester which could be beneficial for a larger audience in the fall.   1. **Review Spring-2025 Flex Week Voting Sheet**   The voting sheet was presented, organized as two parts: 1. regular flex, which included workshops, trainings, and non-departmental meetings, 2. department meetings, primarily for the Deans to review. The team reviewed the proposals, especially those with comments or questions previously marked by members and deans. Suggestions were made about improving event titles and descriptions so readers would not be confused. Suggestions were made about the clarity of whether two events were department meetings or regular flex workshops. The team discussed the possibility of continuing important workshops on allyship and anti-racism topics next spring that were previously covered in the fall semester.   1. **Special Projects Form (if time)**   The team discussed the outdated nature of the special projects form and its need for improvement. They discussed the form's purpose, its relation to the applicants direct work and area, and its difference from the variable flex form. They also considered the need for approval from the area Dean and the possibility of overlap with the regular conference form. They proposed looking at the guidelines and the contract for further clarification. They also discussed a potential meeting with Jessica Martin to streamline their systems and compare their approaches to the special projects form. | Erlinda/Justin/All | 10  60  10 | Discussions /Actions  Moots will send out message to gain further focused-flex promotion from department chairs  Rosa will help edit Sara Toruno-Conley’s letter for faculty participation  Justin will follow up with facilitators who needed title or description changes, as well as encourage potential facilitators to submit new workshops.  Justin will clarify language, differentiate from other variable opportunities, compare with DVC’s form to streamline (contact Jessica Martin) |
| Adjournment of the meeting was made at 3:30 with no further Closing Comments |  | 5 |  |