**LOS MEDANOS COLLEGE**

**Local Planning Group for Professional Learning (Flex)**

**March 26, 2015 (4:00 - 5:00 p.m.)**

*This is a “non-Brown Act” committee.*

# Approval of Minutes

Robin Armour made a Motion to approve the Notes from the February 26 meeting. Janith Norman seconded the Motion. All were in favor and the Motion was Approved.

## Approval of Agenda

J*anith Norman made a Motion to approve the Agenda for today. Mike Becker seconded the Motion. All were in favor and the Motion was approved.*

**Flex proposal Update**

Mary reported that a few proposals have been received so far. The deadline is April 6 at 5:00 p.m. She will bring graphical charts to the next meeting on April 22, from 2-4 p.m. (changed due to Budget Forum on 4/23).

**Flex Proposal forms Tracking Software Application**

Mary reported that Adobe Forms Central will be discontinued in July, 2015 and is recommending that we use Wufoo (or another similar application). The district Flex coordinating team is looking into incorporating Wufoo into the registration site for the purpose of transferring proposal content into workshop content. Adobe Forms’ cost has been $14.99/month. Wufoo is $29.99/month. Rosa’s office has a subscription that may be shareable with Honors, EOP&S, Transfer Academy, and MESA. Mary will follow up with Adai.

# Equity-focused PD Activities

Ruth Goodin discussed the Variable Flex process. Janice Townsend is working on a different “Call for Flex” form for the focused flex day on Equity because the activities have to meet other criteria. The Flex guidelines approved activities will be added to the form.

# Focused Flex Proposal forms for Fall, 2015 Focused Flex

Janice Townsend is coordinating the receipt of proposals for the Equity in Action Focused Flex Day on August 13 and presented a draft of the “Call for Focused Flex Proposals” form. Mary will work with Janice on setting up the form in an on-line form collection and tracking site. Janice stated that they are using a team approach in designing the day and is hoping to receive proposals from Classified Staff and Managers, in addition to from faculty. The planning team is discussing having Focused Fridays for Classified and Managers in September and October in order to continue the discussions that occur during Focused Flex day in August. It was suggested that the language “disproportionately impacted students” be changed to “our diverse students.”.

Submitted by M. Oleson 4/23/15