# **Local Planning Group for Professional Development (Flex) Minutes**

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March 27, 2014, 3:30 – 4:15

**ATTENDANCE: Classified present:** Kathy Cullar

**Faculty present: Chair** Clint Ryan, Math; Rosa Armendariz, EXITO

**Managers present:** Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair, Robin Armour, Admissions and Records

**Students present:** Hannah Tatmon

**Absent from today’s meeting:** Dave Belman, Dean, Student Services; A’kilah Moore, Dean, Math and Science; Eric Sanchez, Art/Journalism/Drama; Erlinda Jones, Child Development; Michael Becker, IT; Mary Oleson, Admin Assistant/Professional Development Coordinator/PDAC Co-Chair

# **Note**: PDAC and LPG meetings may be scheduled on the same days; however, the Agendas will be listed separately. Voting on PDAC will be by consensus vote by members present. LPG has invited Classified and Student members to join the mandated six (6) faculty members and six (6) manager structure. While Classified and Students do not have an official vote per UF contract, consensus voting by all members will be the method of input, review and approval. An official vote of faculty and managers will be taken if necessary.

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|  | **Agenda Item** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1.  | **Welcome** * **Review Agenda**
* **Announcements/Public Comment**
* **Membership**
 | Clint Ryan welcomed the committee members and he reviewed the Agenda. The Agenda was approved. There were no announcements or public comment. A faculty assignment by the Academic Senate is pending their action.Melina Rodriguez’ appointment by Classified Senate is pending to her hourly Classified status.  | Review and approval  |
| 2 | **Focused Flex – Innovative Technology Update**  | Ruth reported that Mary sent an email to technology leaders on campus in search of co-chairs and Focused Flex planning committee members. Kim Wentworth, Librarian and Melina Rodriguez volunteered to be co-chairs of Focused Flex. The “mini-conference” event will probably feature a key-note speaker followed by break-out sessions, following the spring, 2012 Opening Day “Spotlight on Success” format. If anyone is interested in joining the planning group for this event, please contact Kim or Melina.  | Report Out  |
| 3 | **Variable Flex:** * **Lynda.com**
* **Pre-approvals (UF-Zilber input)**
* **Flex Due Date**
* **UF Workshop – Rights and Responsibilities – approved via email vote and promoted on campus 3/24/14**
 | There was discussion about offering Flex credit for those persons who completed modules and/or full courses on Lynda.com. Robin Armour commented that her concern is that faculty would complete these online courses rather than attending valuable Flex activities. After further discussion it was decided that this should not be a deterrent to faculty attending in-person Flex opportunities. LPG members of the group wondered if it was possible to log onto the course but not actively engage in the course. Before deciding if Flex credit should be given, the LPG members agreed that there should be some beta-testing of the courses by committee members followed by looking at how the time was reported. Do a full course and finish by next meeting to be familiar with its context. The discussion will continue at the next meeting if there is time on the agenda, or at a future meeting. Ruth explained that Michael Zilber, as a UF representative, has requested that LPG create a pre-approved Variable Flex list, similar to the one used by DVC. Ruth opened the DVC list from the DVC website and members reviewed the lists (which they noted were created in 1995). LPG members thought that many of the items looked like activities, which are part of faculty members’ job responsibilities. The group decided that they wanted to keep LMC’s special projects option for Variable Flex activities, which are workshops or other activities pre-approved by LPG. The group was open to the fact that there may be activities in the future that would be put onto a Variable Flex preapproval list. Ruth will communicate this discussion with Mike Zilber This discussion prompted a look at the Flex Information document and it was agreed that there needed to be some slight modification to the explanation of Variable Flex, which clarify that there are two types of Variable Flex; 1) Approved Workshops/Activities Approved by LPG and 2) Special Projects Approved by Deans. A list of acceptable Variable Flex workshops will be available online on the district registration site along with all other Flex workshops. Special projects can also be submitted for flex-eligible work outside of Flex workshops and pre-approved Variable workshops. Ruth will work with Mary on the revision of the document. The group could not remember the Flex due date and they requested that Mary send a reminder to the campus. Ruth assured the group that Mary has planned on sending reminders. This agenda item is informational only.  | LPG members are encouraged to take a Lynda.com course. Mary will bring a report out of usage. LPG will continue the discussion and make a decision at a future meeting. Ruth will communicate that at this time, LPG does not want to institute a Variable Flex preapproval list like DVC’s. Ruth and Mary will revise the Flex information form and bring to the next meeting for review and comment. Mary will send reminders to the campus about Flex due date. Informational only.  |
| 4 | **Flex Certification Webinar Update – State Chancellor’s Office**  | Mary will send an email to LPG members regarding this webinar  | Mary will send email to LPG regarding this webinar.  |
| 6 | **MEETING SCHEDULE****2013-2014 -All meetings are in L-105**  | Meeting Dates for 2013-2014

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| April 24, 2014 |
| May 22, 2014 |

 | Calendar |