Members Present: Rebecca Scott, Mary Shea, Cliff Zyskowski.
Members Absent: Michelle Hobbs, Regina Orozco, Faye Smyle.

1.0  Welcome and Call to Order (12:30 p.m.)

2.0  Amendment of Agenda Format –msp (R. Scott)

3.0  General Announcements –none.

4.0  Public Comment –none.

5.0  Adoption of Amended Agenda –msp (M. Shea)

6.0  Approval of Minutes for March –msp to review Minutes at next meeting (R. Scott)

7.0  Discussion Items

7.1  Review Flex Day Draft Agenda (R. Scott)

7.1.1 One Document Submitted for Review: DRAFT Instructional Excellence Day

7.1.2 Agenda Format
Discussing changing agenda format to begin with “team building” exercise and feature on faculty accomplishments. Each speaker could present a brief overview of a faculty accomplishment, followed by one faculty presentation of 5-15 minutes. Previous format of traditional speeches would become an opportunity to recognize achievements throughout the NVC community and create an inspiring start to the academic year. Time may not permit changes to take place for fall Flex Day, but it is an item the committee would like to consider for spring.

7.1.3 Resources
Discussing avenues for potential support in Flex Day planning, set-up, and implementation. Responsibilities are not clearly delineated and potential sources of help for the TLC might include more PDC involvement or requesting assistance from the Social Committee.

7.2  Review Staff Development Zoomerang Survey (R. Scott)

7.2.1 Workshops
Survey results from the Staff Development Zoomerang demonstrated an enthusiastic evaluation of previous workshop format for Flex Day. Comments focused on the lack of workshops outside
of the technology realm, but recommendations showed a general consensus for more
technology-focused workshops. Survey results from the Pep process and the previous 2009 PDC
survey also favored the workshop format with emphasis on learning to incorporate technology
into classes, classrooms, syllabi, and other student learning activities.
Eight workshops seems to be an appropriate amount given the time frames.
FCC Training Workshop: was added to the agenda.
Workshops of Faculty Interest:
Accommodations for Working with Students with Disabilities
Copyright Infringement
Closed Captioning
Legal Issues Related to the Use of Video
WebCMS
Syllabi
Assessment & SLOs
Photocopying & Printing
Revisiting the “Dream Team” Idea

7.2.2 Survey Revisions

Upcoming surveys of Flex Day might include a few questions to generate feedback on possible
future presentations. The PDC would like to learn about the various presentations faculty
members might be able to give or discussions they could lead about conferences or other
professional development trainings they might have attended.

7.2.3 Next Steps

Generate ideas for faculty acknowledgements, resources, accomplishments, recognition.
Call for workshop presenters.
Coordinate, if applicable, new “Welcome and Announcements” format.

8.0 Next Meeting Items (1 min.)
Thursday, May 12, 2011
12:30-1:20, McCarthy Library Conference Room 1767

9.0 Adjourned 1:40 –msp (M. Shea)