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| **FACULTY PROFESSIONAL LEARNING COMMITTEE**Wednesday, February 20, 2019**HU104 3:30pm-5:00pm****MINUTES** |
| I. | Call to OrderCommittee Chair, Denise Besson called the meeting to order at 3:35pm. |
| II. | Roll CallIn attendance:  Denée Pescarmona, Elena Dachkova, Kelly Glass, Nicole Cisneros, Dana Young, Celia Marquez, Denise BessonAbsent: Susan Turner. |
| III. | Approval of [December 12, 2018](https://mail1.gavilan.edu/staffdev/meetings/2018_12-12Minutes.html) minutes(MSC) Young/Cisneros to approve minutes as submitted; 6 ayes, 1 abstention. |
| IV. | Revisions to AgendaOne travel conference and form and professional development plan was added late in the day (Park); request committee review. |
| V. | Information ItemsNone. |
| VI. | New Business |
|  | A. | Applications for Track Advancement[Herzi](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_TrackAdv_READ505.doc) READ 505 [Syllabus](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_Syllabus_505.docx)[Herzi](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_TrackAdv_READ507.doc) READ 507 [Syllabus](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_Syllabus_507.docx)[Herzi](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_TrackAdv_READ516.doc) READ 516 [Syllabus](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_Syllabus_516.doc)[Herzi](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_TrackAdv_READ587.doc) READ 587 [Syllabus](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_Syllabus_587.docx)[Herzi RA](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_TrackAdv_RAcollegewriting.doc) College Writing [Syllabus](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_Syllabus_RACollegeWriting.docx)Herzi [West Ed URL](https://mail1.gavilan.edu/staffdev/meetings/documents/Herzi_WestEdURL.docx)(MSC) Glass/Dachkova to approve as submitted; all ayes. |
|   | B. | Applications for Career Increments/Co-Curricular Activities[Cisneros](https://mail1.gavilan.edu/staffdev/meetings/documents/Cisneros_Career_Inc2018_2019.doc) Career Inc(MSC) Marquez/Glass to approve as submitted; all ayes.[Klein](https://mail1.gavilan.edu/staffdev/meetings/documents/Klein_Career_Increment_SpecialProj_04-19-2016.pdf) Career Inc/Special Project  [Online Course Review](https://mail1.gavilan.edu/staffdev/meetings/documents/Klein_SpecialProject2019_OnlineCourseReview.pdf) [Course Design Map](https://mail1.gavilan.edu/staffdev/meetings/documents/Klein_SpecialProject2019_CourseDesignMap.pdf)Young/Dachkova to approve as submitted; all ayes. |
|  | C. | Request for Travel and Conference[Klein](https://mail1.gavilan.edu/staffdev/meetings/documents/Klein_travel_conf_.pdf) Travel Conference [Affiliation Letter](https://mail1.gavilan.edu/staffdev/meetings/documents/Klein_affiliationletter.pdf)    Travel [Conf Receipt](https://mail1.gavilan.edu/staffdev/meetings/documents/Klein_TravConf_ticketreceipt_2019.pdf) - approved for $571.07 plus $250 professional development plan = $821.07[Park](https://mail1.gavilan.edu/staffdev/meetings/documents/Park_TravConf_SP2019.xlsx) Travel Conference  [Plenary Flyer](https://mail1.gavilan.edu/staffdev/meetings/images/Park_plenaries-flyer.png)  [URL](http://www.essnet.org/) - approved for $400 plus $250 professional development plan = $650.00(MSC) Marquez/Cisneros to approve as noted.  |
|   | D. | Individual Professional Development[Klein](https://mail1.gavilan.edu/staffdev/meetings/documents/Klein_Individual_Prof_Devl_Plan_2019_01.pdf) Professional Development Plan - approved for $250 to supplement travel conference form (noted above).[Park](https://mail1.gavilan.edu/staffdev/meetings/documents/Park_IndProfDevPlan_SP2019.doc)Professional Development Plan - approved for $250 to supplement travel conference form (noted above).(MSC) Young/Marquez to approve a noted. |
|   | E. | Flex ContractNone submitted. |
|  | F. | SabbaticalsSabbatical Proposal Reviews - submissions and potential revision procedure.The committee discussed at length the issues surrounding sabbatical submissions that are either incomplete or do not meet the criteria, and whether these should be revised and returned to the committee for reconsideration. The committee voted unanimously to decline resubmissions/revisions.  A motion was made requesting the ammendment of the procedure/sabbatical leave proposal information as follows:Add item #4 to the first page that cites, **"The committee will not accept revisions of sabbatical submissions following the due date. Applicants are encouraged to resubmit their proposal the following academic year".**(MSC) Dachkova/Young to approve as noted; all ayes.The committee agreed: 1) sabbatical leave applicants should be notified of the outcome by the Vice President of Academic Affairs and provided feedback; and, 2) the 18-19 sabbatical leave submissions will be moved forward as prioritized at the FPLC December 2018 meeting.  |
|   | G. | Forms/DocumentsNone. |
|   | H. | Committee Membership |
|   | I. | Budget ReportRoll Over Report as of [February 1, 2019](https://mail1.gavilan.edu/staffdev/meetings/documents/factravelrollover02-01-2019.xls).Submitted to Committee Chair. |
|   | J. | Discussion ItemsNone. |
| VI. | Adjournment(MSC) Glass/Marquez to adjourn; all ayes. |