

FEC Minutes

Tuesday, May 5, 2026
John Muir Rm 201 | 1:10-2:00pm

Members:

Raul Angeles	Mario Bringetto	Emily Campbell
Stephanie Collier	Liana Craven (Co Chair)	Emily Froese--absent
Shelli Giles	Jill Hackbarth (Record Keeper)	Erin Heasley
Annette Klein--absent	Laura Lathrop	Rob Morris--absent
Milli Owens (Co Chair) --absent	Yer Yang	

Meeting called to order at 1:14pm

Announcements or comments on/off the agenda

No announcements

Reports

a. Chair

i. IIP update – Liana inquired with Tracy about whether we could hold onto the remaining one-semester sabbatical which is equal to 5 IIPs and if we could solicit applications for IIPs in the fall. There has also been discussion in the math department regarding Title II changes and it was suggested that COSTA should request more resources from the District to support the faculty in updating their courses with the new changes. Mill is going to inquire with administration about this.

b. Budget— \$20,303.91 – We are supposed to notify COSAFA when we reach the 20,000 mark. Laura stated she would let Danielle know we are approaching that level.

c. Part-Time Faculty— Laura asked what the procedure is for part-time faculty who participate in webinars that do have sign-in sheets. Liana confirmed to document their hours they should use the self-documentation form in lieu of a sign-in sheet. Jill added that a district timesheet should accompany the self-documentation form as well. Liana also stated the self-documentation form should change next year so the language on the bottom portion of the document matches the language from the contract and is more inclusive to COSAFA.

We were waiting to see what changes could happen with Title V before we changed the language on the self-documentation form.

d. Full-Time Faculty—Nothing to report

Action

- a. Approve Minutes from 2/3/2026—Mario motioned to approve the minutes. Emily seconded. No discussion. All in favor. Motion carried.
- b. Update bylaws: adding the FLEX approval appeals process to bylaws. Liana displayed the proposed addition of the appeals process in the bylaws so it is housed in both the FLEX Information and Procedures document and the bylaws. Erin motioned to amend the bylaws to include the appeals process. Stephanie seconded. No discussion. All in favor. Motion carried.

Discussion

- a. Add QR code – To encourage more workshop evaluations, Erin proposed collaborating with Dali to craft a more standardized survey containing general questions applicable to all presenters. This survey could be permanently embedded as a QR code on the official FLEX sign-in sheet and shared with presenters for inclusion in their presentation slides. This approach would make the evaluation process more accessible and help improve response rates, allowing for more consistent data collection. Presenters who require more tailored feedback would still have the option to submit a Data & Research Request form for a customized survey. Liana noted that the committee had also discussed offering a FLEX credit incentive for reviewing survey results. The committee agreed that both the standardized survey and potential incentive would be effective strategies to encourage participation and support data collection efforts. This will carry over to next year. Raul inquired about Tiffany Wainwright’s request about adding TCOE’s Expo event to the blanket approved list. Liana apologized for not adding it as a discussion item, but seeing that it is not time sensitive, it will carry over to next year to discuss.
- b. FLEX recommendation from FEC? Erin Heasley: Should FEC recommend a preferred breakdown of the type of FLEX credit faculty should complete— Erin Heasley raised the question of whether the Faculty Enrichment Committee should consider recommending a preferred breakdown of FLEX credit activities for faculty. She noted that, considering

recent Title V changes, expectations for professional development now extend to classified staff and administrators, emphasizing broader participation and a more intentional approach to professional development. Erin suggested it may be worthwhile to consider how professional development is defined and what activities should qualify. For example, some colleges within the system include both services, such as committee participation, and professional development training as part of FLEX expectations. She posed the question of whether FEC should recommend a structured allocation, such as dividing required FLEX hours between service and training, or continue with the current self-assigned approach. Erin emphasized that she was not proposing an immediate change but rather initiating a conversation so the committee can begin developing ideas in advance of potential administrative discussions. Liana added that, of the 20 required FLEX hours for full time faculty, 8 hours are already designated for participation in the fall and spring convocation days, 4 hours each. It would be the remaining 12 hours that could be part of the recommendation. It was also clarified that any potential changes would apply only to full-time faculty, as part-time faculty do not have a FLEX requirement. This will be something to discuss next year.

- c. Self-documentation form: Changes?—tabled
- d. IIP Reporting Process: brainstorm ideas about what this could look like and where it would be housed—tabled.

Meeting adjourned at 2:04pm

Next meeting: September 1st