



Campus-Wide PL Committee Meeting
October 17, 2017
1:00 –3:00 p.m.
Room 8-110

Attendees: Chrissy Kincer, Phillip King, Michelle Marquez, David Johnson, Mallory Stevens, R Abd-aljawad, Misha Kealoha (guest)

Agenda Item	Time	Notes
Review Sept 26 meeting minutes	5 min.	No changes to September 26, 2017 meeting minutes. Since the PL Committee falls under shared governance, it does need bylaws. Michelle and Erin will draft bylaws for the committee to review and approve at an upcoming meeting.
October Flex Debrief -review feedback survey info from Aug. Flex and Oct. Flex	20 min.	The panel was valuable, and student voices were especially welcomed. Time allotted for the panel was not long enough and the committee recommends a follow-up session. Erin will contact Nenaji to brainstorm ideas for a follow-up session. The October agenda had a wide variety of session options, and committee members noted that attendees were engaged in sessions. 6-101/102 is a preferred gathering space in the morning with The Grove as the preferred option for lunch. If we use 6-101/102 for breakfast in the future, it is important to highlight this in correspondence since attendees indicated in the Flex Feedback that changes in common locations need to be displayed more prominently. In addition, Dayo created large printouts of the session locations and placed them around campus. Attendees used these throughout the day; thus, we will create similar printouts for future Flex Days.
January Flex Planning -mock agenda -changes based on feedback surveys -food -session request/ideas -invite guests to next meeting	30 min.	January Flex will be on the 11 and 12. CLP/Guided Pathways and Accreditation will both need general session time in the morning. One will be held on the 11 th and the other on the 12 th . This will be determined depending on when CLP will be able to visit campus. In addition, accreditation standards groups need time to meet. Division meetings will take place the afternoon of January 12. Erin will draft a mock schedule to send to the Committee and share with representative Senates. The committee also agreed that based on feedback and observation of Flex activities, breakfast should not begin before 8:30 a.m. This is also the beginning of the contractual work day for a majority of our employees. In addition, Erin will contact

		<p>individuals who lead sessions typically offered on Flex Day to find out if they are interested in leading sessions in January. The all-call for Spring 2018 sessions will be emailed November 1. Flex Day feedback from August and October indicate a need for more sessions for Classified Professionals and more sessions dedicated to Pedagogy. Erin will include language in the all-call email to promote sessions with topics addressing these areas. Erin will also contact the caterer to find out the creative options they can offer within our budget for breakfast and lunch. ASCC has offered their badge/id scanner for attendees to sign in at breakfast. There will be a paper sign in for those who do not have a badge. Erin is checking with VP Marquez about inviting ASCC to Flex Day. They serve on college committees, including this one, and would like the option to be present during Flex. The committee also discussed making Flex Days more cohesive with sessions that offer follow-up opportunities from previous Flex Days. Suggestions include: A student panel that invites faculty to ask “what do you want out of your classes” (this could become a pilot focus group; a panel of individuals currently pursuing degrees; a student-faculty panel on Universal Design; a workshop on inclusive language; a series of Flex Day workshops on leadership development; follow-up from the HSI panel; a workshop on free speech on campus; an introduction to equity; an introduction to Title IX. These are all ideas to draw on for future Flex Days that could become opportunities that extend through a full academic year. Erin will also invite representatives from the Classified PD Work Group and the Faculty Professional Development Committee to participate in the November meeting for additional input to January Flex Day planning.</p>
<p>Professional Learning Needs Assessment Survey</p> <ul style="list-style-type: none"> -response rate -final push strategies -review draft emails 	25 min.	<p>Emails requesting participation will be sent to the college by the Academic and Classified Senate Presidents as well as the College President. The committee discussed information needed in the email and brainstormed methods for creating opportunities for employees to take the survey.</p>
<p>Professional Learning Plan Implementation</p> <ul style="list-style-type: none"> -progress report -next steps -StrenghtQuest 	25 min.	<p>The committee agreed to send a College employee to a local StrengthQuest train-the-trainer training. That employee will conduct the training on Cañada’s campus and discuss other opportunities for implementing the StrengthQuest training on the campus. The opportunity aligns with Goal 2 Objectives a and c of the Professional Learning Plan.</p>
Budget	15 min.	<p>The budget was tabled for the meeting so committee members could attend the 3CSN Equity Training organized through coordination between ACES and Professional Learning.</p>

Next Meeting: November 21, 1-3pm, 8-110

2017-18 Draft Monthly PL Committee Goals

August 22, 1-3pm, 8-110	Finalize October Flex Prepare to send the Needs Assessment to campus Review PL goals Review PL-related EMP Goals Review 2017-18 PL Budget
September 26, 1-3pm, 8-110	Review PL Plan goals and objectives Identify strategies for meeting PL Plan goals and objectives Last-minute adjustments to October Flex Review August Flex Day Feedback Determine methods for engaging campus in reviewing Needs Assessment data and planning for Spring 2018
October 17, 1-3pm, 8-110	Review Needs Assessment Data Determine methods for engaging campus in reviewing Needs Assessment data and planning for Spring 2018 Identify plan for sharing and discussing needs assessment data with both Senates and Cabinet Review Flex planning timeline and determine how to share with Senates Review/Create mock agenda for January 11 – 12, 2018 Flex
November 21, 1-3pm, 8-110	Review October Flex Day Feedback Follow-up on campus PL planning – develop calendar for Spring 2018 Review January and March session descriptions Plan January Flex (and March if time)
December 19, 1-3pm, 8-110	Finalize January Flex Planning Finalize 2018 programming calendar – determine method(s) for sharing with campus Discuss budget
January 16 (propose January 25)	Finalize 2018 programming calendar Determine best methods for collecting feedback on the plan and assessing the plan Finalize March Flex Day agenda
February 20	Review January Flex Day Feedback Begin revising/updating PL Plan (review PL session feedback) Draft PL theme for 2018-19 – plan for feedback/campus engagement on theme
March 20	Revise/update PL Plan (review PL session feedback) Plan for distributing information on PL Plan updates (including sharing with Senates, Cabinet, and PBC) Begin planning 2018-19 PL activities Review mock agenda for August and October Flex Day
April 17	Revise/Update PL Plan (review PL session feedback) Review August and October Flex Day Descriptions and place in agenda Plan PL budget for 2018-19 Plan activities for 2018-19
May 15	Finalize August and October Flex Finalize 2018-19 activities