

**Campus-Wide PL Meeting**  
**May 1, 2017**  
**12:30 – 2:30 p.m.**  
**Room 9-154**

**Attendees:**

Agenda Item	Time	Notes
Updates <ul style="list-style-type: none"> <li>○ April meeting minutes</li> <li>○ Introduce guests</li> <li>○ ACES planning retreat</li> <li>○ GAP</li> <li>○ WikiEdu</li> </ul>	10 min.	
What does the Flex Day Planning process look like? <ul style="list-style-type: none"> <li>○ Process &amp; Timeline</li> <li>○ Mock agenda</li> <li>○ Request for sessions</li> </ul>	20min.	
How do we plan and promote the 2016-17 PL Theme? <ul style="list-style-type: none"> <li>○ Theme and logo update</li> <li>○ Planning</li> </ul>	10 min.	
What changes are needed to the PL Learning Plan Draft? <ul style="list-style-type: none"> <li>○ Campus-wide feedback</li> <li>○ <a href="#">PRT recommendations</a></li> <li>○ Budget</li> <li>○ Space organization</li> <li>○ Finalizing</li> <li>○ PBC Approval</li> </ul>	45 min.	
What changes need to be made to the Needs Assessment working draft? <ul style="list-style-type: none"> <li>○ Updates</li> <li>○ Disseminating</li> </ul>	30min.	
When will we meet in June?	5 min.	

**Next Meeting: TBD**

**Monthly PD Committee Goals**

September	Get started Determine name Identify role Clarify EMP Focus Determine an approach to the PD Plan Identify needs assessment goals
October	Review needs assessment samples Draft needs assessment Plan January Flex (Review August & September feedback)

November	Finalize needs assessment Review PD Framework Review January Flex forms Plan March Flex
January	Draft needs assessment Draft Strategic Initiative ideas for EMP Review Flex Day Feedback
February	Plan March Flex Identify ideas for EMP Strategic Initiatives
March	Revise PL Plan Gather feedback on the PL Plan Assign PL Plan task to campus
April	Revise PL Plan Gather feedback on the PL Plan Submit the PL Plan for approval Review Spring Flex Feedback Develop college-wide needs assessment Plan activities for 2017-18 (including August & October Flex)
May	Review spring PL feedback Plan activities for 2017-18

### Timeline for PL Plan Development

Month	Task
February	Collect input from committee members regarding College Professional Learning Strategic Initiatives to frame some of the Professional Learning Goals for the PL Plan Review sample Professional Learning/Development Plans from other institutions Draft a Professional Learning/Development Plan for review at the March 9 meeting (this will use data from qualitative data from the professional development discussions held in 2014 and 2016 and PL Committee Strategic Initiatives Discussions.)
March	PL Committee reviews the first draft of the College PL Plan (March 9) Collect initial feedback on the College PL Plan from Cabinet and both Senates Revise the first draft and hold 2 – 3 open forums for the college to provide feedback Engage shared governance representatives (PBC and Senate representatives) to collect feedback from divisions and campus committees on the Draft PL Plan. Set up a College-wide anonymous online feedback survey
April	Hold 2 – 3 open forums for the college to provide feedback Engage shared governance representatives (PBC and Senate representatives) to collect feedback from divisions and campus committees on the Draft PL Plan. Set up a College-wide anonymous online feedback survey. (completed by April 21) Revise PL Plan based on feedback Review and finalize the PL Plan (via email) Submit to PBC for approval May 3 final approval by May 17 (send to PBC mid-April)