

Professional Learning Committee

October 22, 2019

3:30-4:30 pm

Room AC303

Present: Cara Kreit, Connie Siegenthaler, Gina Longo, Tonya Hersch Carol Hernandez, Shook Chung, Stacey Lince

Absent: Ron Owens, Connie Lehua, Tea Perales, Malaika Smith

- **Agenda** - Agenda approved for the current meeting
- **Minutes** - Minutes approved for 10/08/2019 with the correction of the footer – removing the words “Educational Planning Committee”
- **Going Paperless:** Decision was made by the committee to go paperless, therefore copies of agenda, minutes will no longer be printed for the meeting
- **Budget Transfer:** Committee approved a \$1000 transfer from “Other Supplies” to “Food” to cover cost of food for Spring CPLD. Committee will explore other options for breakfast for next CPLD. Also need to reach out to unions to find out what the union money can be used for.
- **Recap of Classified Professional Learning Day:** Approximately 125 RSVPs for lunch
Feedback Form: How satisfied were you with the overall structure of the day (1-4 rating, 4 highest)
 - 68.97% = 4
 - 25.86% = 3
 - 3.45% = 2
 - 1.72% = 1

Feedback: Positive about the structure, keynote, flow and length of sessions and day

Takeaways include: more tech skills (specific training, especially on programs used here at Com like Banner, eLumen, Office 365, Google.docs etc), PGS session, more health/self-care sessions focusing on destress activities like Yoga, breathing, diet and exercise. Also, activity sessions like jewelry making or enameling, sessions on time management

COMMunity Hour – Utilize COMMunity Hour in spring for Classified PL, open to everyone but content specifically focused on Classified

Potential spring sessions:

Scott – nature walk (COMMunity Hour)

Autism spectrum, Stormy – March

- **Overview of Professional Learning Committee's role in Educational Master Plan:**
PLC is called out in the following focus areas:
 - **Equity Goal 1**
Strategic Plan Objective E1.2: Data-informed, equity minded, ongoing professional development expands faculty, staff, and administrator capacity and capability to meet Goal E1
PLC is named as part of the work team
 - **Equity Goal 2**
Strategic Plan Objective E2.2: All new employee services and programs utilize an equity-minded approach to employee support and retention
PLC presents new employee orientation (FLEX week workshop)
 - **Instructional Programs Goal 1**
Strategic Plan Objective IP1.2: Program-level maps will inform two-year course rotation blueprint designs and scheduling practices by faculty
PLC is named as part of the work team
 - **Instructional Programs Goal 5**
Strategic Plan Objective IP5.1: The College will have a comprehensive, integrated professional learning program
PLC is named as part of the work team
 - **Instructional Programs Goal 5**
Strategic Plan Objective IP5.2: The College will have a clear vision and plan for a teaching and learning center
PLC is named as part of the work team
- **Professional Learning Plan:** Committee will review and update current Professional Learning Plan. Cara will share the current plan with the committee. The plan should be considered when planning for the next Spring FLEX week
- **Spring Flex week planning:** Selection of workshops should be committee driven. Proposal form needs to go out to college community soon so committee has time to review all proposals.
Decision for the theme: "Expand and reflect on our equity toolbox, using high impact practices"

Proposal form: reflection on HIPs and introduce HIPs (High Impact Practices)
- **A new proposal form will be developed similar to the form used for Community Hour and Classified Professional Day**

Next PLC meeting is November 12, 2019