

Professional Learning Committee

September 19, 2023

3:30-4:30 pm

AC 303 and Zoom

Present: Cara Kreit, Tshiamo (Te-Amo) Tshabalala, Teresa Perales, Patricia France, Stacey Lince, Mary Kesler, Danila Musante, Sally Wong, Allyson Martinez

Absent: Cari Torres-Benavides, Connie Lehua, Tonya Hersch, Shook Chung

- **Agenda** - Agenda approved
- **Minutes** - Minutes approved for 9/5/23
- **Classified PL funding:** Request from Kathleen Antokhin approved - \$500
- **Follow-up on discussion from last meeting:**
 - **Classified Professional Learning position has been posted:** Position is part-time: .53
 - **Update on TLC task force** – Discussion was had during the meeting about who Professional Learning center employees should report to? VP of instruction
 - **Professional Learning update/request:**
 - Staff from certain departments on campus have difficulty attending events during COMmunity Hour and Classified Professional Learning Day.
 - They have requested that it would be helpful to know the schedule ahead of time so they can rotate and choose who can attend the sessions.
- **Reviewing the updated CPL Day schedule**
- **Classified Professional Learning Day planning**
 - Looking ahead for October 11 at IVC
 - Discussion of CPL Theme and EQ Goal 2
 - Suggestion to tweak disaster preparedness to more of home/work preparedness for individual safety
 - Discussion regarding taking away time from each session and adding a closing session.
 - 30-minute reconvening session – looking for volunteers to do a gratitude closing. Put poster paper on the walls and ask attendees to write what they are grateful for, what they learned that day, what inspired you today- on a post-it and stick it on the wall papers.
 - Suggestion to serve ice cream or cookies. Cara will ask Dee the caterer.

- Decision to just offer three sessions in Round 2 – if Conflict Resolution comes through, that will be session number four.
 - The cost of translators is \$200 extra. The translator will be using headsets. Suggestion to reach out to Karol Dailey to ask where the translator would be most needed.
 - Can we ask for pre-registration of people who may need translator?
 - A goal for the future is to have translation at each session.
 - Translators will also translate the printed materials.
 - If funding is coming from HR - can they make more translators available in the future?
 - Suggestion to ask Greg Nelson for swag/giveaways for prizes.
 - Decision to do all lunchtime activities at the same time – after lunch. Activities are optional.
 - Discussion about the Bingo game.
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- Next Steps: continue identifying sessions, facilitators and room reservations
 - Next meeting is Tuesday, October 10, 2023
 - Future items: January Flex Week, PL Funding Request cap
 - Meeting adjourned