

**Professional Learning Committee**

**January 23, 2024**

**3:30-4:30 pm**

**AC 303 and Zoom**

**Present:** Cara Kreit, Shook Chung, Mary Kesler, Allyson Martinez, Danila Musante, Patricia France, Teresa Perales, Sally Wong, Carol Hernandez, Stacey Lince, Tonya Hersch, Tshiamo (Te-Amo) Tshabalala

**Absent:** Connie Lehua, Cari Torres-Benavides

- **Agenda** - Agenda approved
- **Minutes** – 12/12/23 Minutes approved
- **Classified PL funding request:** Teresa Perales – NCORE 2024 – \$500 approved
  - Recommendation for raising the cap from \$500 to \$1000 from PLC was submitted to Mia Robertson and Cari Torres-Benavides for next steps
    - It's an item in the contract for CSEA and SEIU so will move to District and Unions for further discussion.
- **Updates:** Welcome Week is next week
- **Flex Week Planning**
  - Debrief wins/challenges/takeaways for August
    - ◆ Pre-Flex week was very well-attended: 180 people
    - ◆ Convocation: 310 attended
      - Discussion: Is Jonas Center too small? Room was full and people were sitting outside as well. Keep this in mind for future planning.
      - There were no breakout sessions after Convocation
        - ★ At IVC, with no session after Convocation, Managers and staff (non-faculty) had nowhere to go during 12-1:30 if they were attending a 1:30 Dept. Meeting. Suggestion to offer a space for people to go to do work and food provided if they need to continue on for afternoon meeting.
        - ★ Suggestion to have box lunches for everyone. Whether they take it to go, or need to stay for the meetings later.
  - ◆ Hyflex session room at Kentfield (AC 245) was a success
  - ◆ Discussion of whether PLC should lead the design of theme, keynote, etc. of Convocation.
    - In perfect world, Convocation is centered on the President, who would bring his ideas to PLC and have a dialog about them.
    - Flex Week can still have its own theme (faculty professional learning is a 10+1 item). Convocation can have a separate theme, keynote speaker, and program.

- **Classified Profession Learning Day – March 20, 2024 (During Spring Break) at Kentfield Campus**
  - Discussion of other days of the week and dates to hold CPL Day. All have drawbacks.
    - Instructional Specialists and some other employees are not on campus during Spring Break. Many take vacations at that time.
    - Suggestion to weave in professional learning during the year for those who cannot make it to CPL Day
    - IVC has the facilities during the school year. (Cannot use the Cafeteria at Kentfield when school is in session)
    - Next March, suggestion to schedule it the week after Spring Break (IVC).
    - For Fall CPL: consider holding it on Friday. (although many staff don't work Friday and many work remotely on Fridays)
    - Cara will check with HR, Nikki regarding good days
  - Discussed big picture goals for Classified PL
  - Prior semester October feedback
  - Pathways for Prof Learning for March
  - Specific sessions for March
    - Dig deeper into the follow-up from Convocation - EMP
    - Racial equity – weaving it into every session
      - ★ Interviewing
      - ★ Using your voice in meetings – public speaking
      - ★ Creating safe spaces, physically and socially
    - IT – ask Patrick, Matthew, Christian to facilitate
  - Caring Campus is in the process of asking for more funding for more campuses. COM will reach out to IEBC ASAP to plan an initial informational meeting.
  - Suggestion to have Jonathan Eldridge give a follow-up with Classified about What's Next at COM as the key-note speaker.
  - Theme Discussion: Moving forward with Community, Accessibility, Equity and Inclusion
  - Agreement to allow the Credit Union to have a booth at lunchtime.
- Next meeting is 2/13/24
- Meeting adjourned