

Professional Learning Committee Meeting

December 10, 2024

3:30 - 4:30 pm

AC 303 and Zoom

Present: Cara Kreit, Allyson Martinez, Holley Shafer, Stacey Lince, Mary Kesler, Alyssa Graff, Shawna Callahan, Lauren Servais, Sally Wong, Nikki Harris, Danila Musante

Absent: Cari Torres-Benavides, Patricia France, Teresa Perales, Shook Chung,

- **Agenda** - Agenda approved
- **Minutes** – 11/26/24 minutes approved
- **Appreciative Inquiry in Professional Learning**
- **Funding Requests:** none today
- **Community agreements & Facilitator Toolkit**
 - Adopted by PLC as our agreement
 - Add to the Facilitator Toolkit
- **Flex Week January 13-17**
 - Flex Proposal Review
 - § Ensure Undocumented session is accessible
 - § Bolinas fieldtrip – clarify time on the calendar
 - Flex Schedule Review
 - § Highlight some of the Classified sessions
 - § Alyssa will market and encourage by sending emails to Classified some suggested sessions for Classified to attend
 - § Barriers to attending: student-facing need to be in office
 - § Have a notation in the description of the audience, classroom focused or supporting students so we can show relevance. Session Outcomes could add more language that informs the focus.
 - § Engage managers to share Flex info and specific sessions with CPs.
 - § Suggestion to hold some sessions specific to Classified after Convocation - Suggestion in August having sessions
 - § Move toward having the full Convocation Day applicable to all people
 - §

- Convocation:
 - § People across the college reporting on how they are aligning with our values
 - § Bring back Outside speakers and they need to speak to all employees
 - § Build onto Pre-Flex for Classified
- Nikki and Ron are working on more sessions for Pre-Flex
- Do we want to re-brand or re-name Flex Week to Professional Learning week?
 - PLC agrees
- Suggestion to have a deep dive for one whole day on a theme
- Communicate out to facilitators what is your Call to Action?
- **Holley Shafer – PRIE & EPC**
 - Plan 2030 Goals – Professional Learning
 - § Make COM a Great Place to Learn
- Next meeting is Tuesday, January 28, 2025
- Meeting adjourned