

Professional Learning Committee (PLC)

MEETING MINUTES

December 9, 2025

3:30 - 4:30 pm

AC 303 & Zoom

Present: Steve Carrera, Alyssa Graff, Stacey Lince, Tessa Kaplan, Nico Chen, Mary Kesler, Allyson Martinez, Nikki Harris

Absent: Cari Torres-Benavides, Liz Boner, Lauren Servais, Teresa Perales, Shawna Callahan, Holley Shafer

Agenda - Agenda approved

Minutes – 11/18/25 minutes approved

Funding Request: none today

Spring Flex Week Planning

The calendar is full with 31+ sessions, including Pre-Flex (benefits, Zoom-only) and Flex Week (in-person, dual, and Zoom).

Discussion:

- The new building (CSS) tour and the "Culture of Equity" session are scheduled at the same time on Wednesday at 1:00 PM.
 - Both are expected to be highly popular and important for staff, forcing an undesirable choice.
 - Suggestion to offer a second, possibly shorter, tour during Pre-Flex to increase access.
 - Move the "Culture of Equity" session to 2:30 PM, if feasible.
 - Record the Tour: Film the tour for on-demand viewing, though this requires addressing recording logistics and accessibility (captioning).
 - CSS Building is not available to hold Flex Week sessions due to ongoing IT setup, making the tour a key draw.
- Daria Rego's UDL Session: Requires a faculty co-presenter, as the presenter is an intern.
- AI Session: Dean Reeder will be connected with Steve Carrera and Stacey Lince to ensure content aligns with institutional policy.
- Undocumented Session: Hugo will present alone; Mia is not co-presenting.
- Convocation: Will feature an alumni panel, not a current student panel.
- Bolinas Field Station: Transportation logistics for the Friday 1:00 PM in-person session are being finalized.

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Professional Learning Plan

- The final goal, "Sustainability," was defined to focus on PLC's role in disseminating information.
- Finalized Goal Language: "Provide professional learning opportunities to reduce environmental impact institutionally and locally."

PLDC Open House

- The Open House will follow Convocation to introduce the new Professional Learning & Development Center (PLDC).
- Positioned as a "work-in-progress" to invite attendee input and collaboration in shaping the center.
- Proposed Activity: "Professional Profile"
 - Attendees complete a profile sheet on their learning goals.
 - A photo booth with an Instax camera will capture photos to attach to the profiles, creating a visual map of the learning community.
 - This creates a tangible artifact of the center's purpose and its users.

Next meeting is December 16, 2025

Meeting adjourned