

Professional Learning Committee (PLC)

MEETING MINUTES

January 27, 2026

3:30 - 4:30 pm

CSS 103 & Zoom

Present: Steve Carrera, Alyssa Graff, Holley Shafer, Nikki Harris, Tessa Kaplan, Liz Boner, Mary Kesler, Stacey Lince, Emily Caldwell

Absent: Cari Torres-Benavides, Lauren Servais, Teresa Perales, Nico Chen, Allyson Martinez, Shawna Callahan

Agenda - Agenda approved

Minutes – 1/13/26 minutes approved

Funding Request: 3 approved: Adileni Maya Ceja \$500, Suad Vila \$500 (ask who sponsors the training), Michael Day \$395

Committee Reflection (Self-Evaluation of Participatory Governance Committees)

The committee reviewed its charge and responsibilities, confirming it is meeting its goals through timely, transparent, and collaborative work.

- Strengths:
 - Completes tasks on time.
 - Operates transparently and collaboratively.
 - Develops intentional and thoughtful professional learning content,
- Areas for Improvement:
 - Collaboration: Increase outreach to other professional learning groups (e.g., UEI, CRP Program, Library) to align efforts.
 - Formalize the consensus process by recording vote counts for decisions.
 - Rationale: This improves transparency and accountability, ensuring all members feel heard and committed to the outcome.
 - More transparency about the Flex Proposal selection process
- Feedback for GRC/College Council:
 - Request training for committee chairs on leadership and consensus-building.

Flex Week Debrief

Overall Assessment: The week ran smoothly with only one session cancellation.

Attendance Data Insights from Pre-Flex and Flex Week Attendance Reports:

- Top 5 High-demand sessions:
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- Building a Multi-Pronged Approach to Reducing AI Misuse
- What Does Immigration Have to Do with My Discipline? Interdisciplinary Approaches to COMmon Read 2026-27
- Connecting the Dots: Strengthening Participatory Governance Through Collaboration and Self-Evaluation
- Supporting Undocumented Students at COM
- International Students at COM: In Their Own Words
- Key Learning: Sessions that are highly relevant (AI, immigration) and interactive (e.g., the "Mars" activity) are most effective.
- Tidepool Trip: A success for building community. Carpooling worked, but a future partnership with a local busing agency was suggested to provide transportation.
- Suggestion for a Flex Week Session: Canvas instruction for Faculty

Classified Professional Learning (CPL) Day Planning

CPL Day is March 13. A request was made to focus the day on professional development, as Employee Appreciation Day (the week prior) will cover social activities.

- Session Ideas (Based on employee survey data):
 - High-Demand Topics: Technology/Applications, Cross-Departmental Awareness, AI.
 - Technical Skills:
 - AI Use (Stacey, Wendy, Grace, Valerie)
 - Teams & OneDrive (Angela)
 - Digital Declutter (Revamped)
 - Accessible Documents
 - Personal Finance (Allyson to identify instructor)
 - Student-Focused:
 - Supporting Undocumented Students (Hugo)
 - Marin Rapid Response Network
 - Student Panel (Opening session idea)
 - Well-being & Communication:
 - Coping with Current Events/Burnout
 - Communication Styles
 - True Colors (Sadika)
- Opening Session Ideas:
 - A student/staff panel on coping and communication.
 - An interactive activity like the "Mars" exercise from *What Does it Take to Create a Culture of Equity?* Flex Session.

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- Theme Selection: A theme is needed for marketing materials.
 - Top Candidates: "Impact in Action" and "Your Work, Your Voice, Your Growth."
 - Decision: Alyssa will create a voting form for the committee.
- Community Care sessions – decision not to eliminate this section, but focus on soft skills during this time

Next meeting is Tuesday, February 10, 2026

Meeting adjourned