

Professional Learning Committee (PLC)

MEETING MINUTES

March 10, 2026

3:30 - 4:30 pm

CSS 102 & Zoom

Present: Steve Carrera, Alyssa Graff, Holley Shafer, Tessa Kaplan, Mary Kesler, Stacey Lince, Arthur Hu, Allyson Martinez, Lauren Servais

Absent: Cari Torres-Benavides, Liz Boner, Nico Chen, Nikki Harris, Teresa Perales, Shawna Callahan

Agenda - Agenda approved

Minutes – 2/24/26 minutes approved

Funding Request: none today

PLDC Budget & Strategy

- Proposed Budget: \$20,000 for the PLDC, separate from individual travel funds.
- Rationale: To fund high-impact, college-wide initiatives that individual budgets cannot cover.
- Status: Proposed by Dana Emerson; requires approval but has strong administrative support.
- Strategic Uses:
 - Certifications: Fund specific certifications (e.g., AI, Microsoft 365) to build internal expertise and provide staff with tangible career credentials.
 - Keynote Speakers: Bring in external experts, potentially partnering with other groups/events on campus to share costs.
 - Communities of Practice (CoPs): Expand the successful faculty CoP model to classified staff, addressing the need for equitable stipend opportunities.
 - Resources: Purchase subscriptions or books for the center.
 - Internal Certification Model:
 - Create COM-specific certification pathways (e.g., DEI, AI, UDL) to provide staff with tangible credentials.
 - Process: PLC could issue grants for staff to develop certification curricula.
 - A "train the trainer" model could be used to quickly scale programs.
 - Inspiration: A recent \$20k workforce development grant for department chairs and a successful certification program at Merced College.

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PLDC Marketing & Communication

- Problem: Low awareness of the PLDC's purpose and booking process.
- Proposed Solutions:
 - Email Announcement: A standard, college-wide email.
 - Physical Flyers: "Rip-off" style flyers to promote the space for meetings, workshops, etc.
 - Resource Newsletter/Podcast: A central repository for PL resources, delivered via email or a short podcast to improve engagement.

CPL Day Logistics (March 14)

- Budget: \$400–\$500 saved on catering by shortening the catering staff hours and reducing the headcount.
- Schedule Review:
 - Opening Session: Cross-departmental Jeopardy (hosted by Senate) → Keynote by Dr. Stormy Miller
 - Morning Breakout sessions.
 - Afternoon Breakout sessions.
 - After-lunch Networking Activity: A "speed networking" activity will use prompt cards to encourage conversation without a prize.
- Venue: CSS 200 is a new venue. Breakout classrooms are small and require attendees to self-divide into thirds to avoid overcrowding.

Professional Learning Updates

- Santa Rosa JC Collaboration: Steve will meet with Santa Rosa Junior College's faculty flex committee to share best practices on using the ProLearning system and tracking flex hours.
- AI Conference (April 17): A full-day virtual event, "Reclaiming Joy, Human First Teaching in the AI Era," sponsored by the Chancellor's Office.
 - Format: Three sessions with discussion "circles" and a keynote by Carter Moulton.
 - Plan: Host watch parties at IVC and Kentfield
- Canvas for Everyone (March 11): A session on making all Canvas content accessible, not just course materials.
- AB1705 Funding: Driving professional learning in ESL (OER co-creation) and English (CoPs, Bay Area Writing Projects).

Next meeting is Tuesday, March 24, 2026

Meeting adjourned