

Professional Learning Committee (PLC)

MEETING MINUTES

May 12, 2026

3:30 - 4:30 pm

CSS 102 & Zoom

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

Absent: Teresa Perales, Cari Torres-Benavides, Liz Boner, Shawna Callahan, Arthur Hu

Agenda - Agenda approved

Minutes – 4/28/26 minutes to be sent by email for approval

Funding Requests: 2 approved: Brier Welch \$500 and Soma Srinivasan \$500

PLC Charge and Composition changes

- The current charter requires chairs to be elected from the committee, which would reduce the number of faculty and classified seats available for other members.
- Propose a charter change to the GRC to formalize the Professional Learning Coordinators as chairs, while requiring two faculty and two classified seats to maintain the committee's size and broad representation.

PLC Committee Review

- Annual Reflection: The GRC reflection report, due Thursday, will highlight:
 - Positive feedback: Voices of members are heard and respected in PLC
 - Improvement: The need for stronger collaboration with committees like UEI and IDEA.
- New proposed partnership: PLC to partner with the GRC (Governance Review Council) to develop and deliver Committee trainings.
 - Rationale: To address feedback that new committee members feel intimidated and need guidance on how to contribute effectively.
 - Flex Week Session: A general "How to be on a Committee" training for all members and those interested in joining committees.
 - Fall Session: A specific "Chair's Training" for newly elected committee chairs.

Flex Week Schedule Finalization

- Challenge: 39 session proposals created a scheduling conflict, requiring a solution to avoid an 8 a.m. start time.
- Solution: Asked presenters of recurring sessions to skip a semester, freeing up slots for new proposals.

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- Key Adjustments to Flex Schedule:
 - AI Sessions: Stacey and Seth will collaborate on a two-part session: Stacey's general Nectar AI overview followed by Seth's deep-dive on building an AI teaching assistant.
 - "Elimination of Bias" Training: Moved to avoid conflicting with a two-part accessibility series. It will now run alongside "New Employee Orientation," as new hires are unlikely to need committee training.
 - Title Clarification: Nova's session title, "Laying the Foundation...", will be revised to clarify that it is about the college website.
 - Pre-Flex Sessions: Several sessions, including CPR and marketing, were moved to Pre-Flex Week to better serve their target audiences.

Convocation Speaker Search

- Rejected Proposal: A \$20,000 + expenses proposal from a UC Santa Barbara professor was rejected as too expensive for the value offered.
- New Search Parameters:
 - Topic: AI in higher education, with a strong equity lens.
 - Focus: Broader than just academic integrity.
 - Context: Speaker must have experience with higher education's specific challenges.
 - Budget Target: \$6,000–\$10,000.

Employee Appreciation Luncheon (May 20)

- Photography: Jarrett Standard is confirmed as the photographer for \$300.
- AV Limitations: An outdoor screen is not possible due to sun glare and a lack of suitable mobile TVs. Kudos will be shared via QR codes on programs.
- Flowers: Paul Domingues (gardener) will provide cuttings of branches and flowers for his final event before retirement and will be recognized at the luncheon.
- Volunteers: Needed for setup (decorating, programs) starting at 10:30 a.m. Nico confirmed availability.

Administrative Updates

- Meeting Time Change: PLC meetings will move to 3:00–4:00 p.m. next semester
- PLDC Budget Process: A formal process for PLDC funding requests will be established under PLC oversight to ensure transparency and strategic alignment.

Meeting adjourned