



Professional Learning Committee (PLC)

MEETING MINUTES

September 8, 2026 | 3:00 - 4:00 pm

CSS 103 & Zoom

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

Absent: Teresa Perales, Cari Torres-Benavides

Agenda - Agenda approved

Minutes – 5/14/26 approved

Classified Travel/Conference Funding Requests: 3 approved: Jesse Harbison \$500, Alyssa Graff \$500, Mary Kesler \$500

Introductions of PLC Members

Review of PLC Committee Charge

Committee Structure:

- Voting Members: 2 administrators, 2 faculty, 2 classified staff.
- Resources: Non-voting members with expertise (e.g., Stacey Winkler, Holley Shafer).

New Committee Best Practices

- Purpose: To improve meeting efficiency and ensure all voices are heard.
- Key Practices:
 - Temperature Checks: A quick poll ("Support," "Support with concerns," "Not ready to support") to gauge initial sentiment before a formal vote. This encourages participation without requiring a detailed rationale.
 - Suggestion of a reflective process to analyze past events:
 - Rose: What worked well.
 - Thorn: What did not work well.
 - Bud: What to shift for future iterations.
 - Other Practices: Ground discussions in the committee charge, follow agendas, ensure all voices are heard, and strive for consensus.

Current Professional Learning Announcements

- Accessibility Workshops: 5 hands-on sessions on accessible Word, Canvas, PDF, and PowerPoint.

- EdTech Sessions: Harmonize: Training on AI-resilient assignments (Sept 21).
- Turnitin: Sessions on the similarity report (Sept 14) and Turnitin Clarity for AI writing (Sept 28).
- CALPRO Training: A 2-session community of practice on supporting immigrant integration (Oct 9, Nov 13).
- ESL Writing Group: A faculty-led group aligning ESL writing courses.

Flex Hour Question: Nico asked if flex hours can be requested for professional duties like observing probationary faculty, as these are significant learning opportunities.

Discussion: This prompted a need for clearer guidelines on eligible expenses. Nekoda suggested using board policies as a reference.

New \$20k Professional Learning Center Budget

- Source: Approved by PRAC as an annual operating budget for the Professional Learning Center (PLDC).
- Purpose: To fund innovative, campus-wide PL proposals, not individual travel.
- Examples: Keynote speakers, supplies for sessions, co-sponsoring events.
- Proposal Process (Draft):
 - Submit proposal form.
 - Initial PLC review.
 - Temperature check.
 - Discussion and decision.
 - Key Questions to Resolve:
 - Max funding per proposal.
 - Eligible expenses (e.g., food, faculty overtime).
 - Advance submission timeline.
 - Requirement to use the physical PLDC space or not
- Strategic Alignment:
 - Nekoda stressed tying funding decisions to the college's PL plan to ensure strategic use and justify future budget requests to PRAC.
 - Alyssa and Steve will pull relevant themes from the plan to guide proposal criteria.

Flex Week Debrief & Future Planning

- Key Issue: Hybrid Sessions
 - Problem: Low in-person attendance created an awkward experience for presenters and problems with audio for remote attendees.
 - Decision: Most future sessions will be either fully in-person or fully online.
- Future Format Ideas:
 - Pre-Flex: Schedule all in-person sessions on one day
 - Flex Week: Designate specific days (e.g., Wed-Fri) as in-person to foster social connection.
 - Session Enhancement: Use the new \$20k budget for materials (e.g., a book for a study group) to improve session quality.

Classified Professional Learning Day (CPL Day) Planning

- Catering: A new caterer was selected to provide a fresh experience and elevate the event's presentation.
- Session Ideas (Draft):
- Confirmed:
 - Harassment Training: Required session.
 - Technology Session (Stephanie Cannon): Topic TBD (e.g., Microsoft tools for project management).
- Proposed:
 - Equity Foundation for New Employees
 - Managing Competing Priorities
 - The Art of Difficult Conversations
 - Trauma-Informed Services
 - Translating Technical Knowledge to Institutional Strategy
 - Project Management for Non-Project Managers
 - Making the Most of Feedback
 - The New Trash System (Nico's suggestion)
- Timeline: Ideas are needed within two weeks to begin securing presenters.

Next Steps

- Steve:
 - Distribute the draft \$20k funding proposal for review.
 - Investigate if flex hours can be requested for observing probationary faculty.
- Alyssa:
 - Distribute the new committee best practices document.
 - Send the CPL Day session idea list to the committee.

All Committee Members:

- Review the funding proposal and best practices documents.
- Send CPL Day session ideas to Alyssa within two weeks.
- Next Meeting: The \$20k funding proposal will be the first agenda item for a detailed discussion.

Meeting adjourned