

Task Force Report: Recommendations for the COM Professional Learning Center

Context

In spring of 2023, a task force came together to make recommendations for the new Professional Learning Center that will be part of the Center for Student Success at College of Marin. The Professional Learning Center is scheduled to open with the building in 2025, and key tasks of the task force were to recommend the vision and goals of the center, as outlined in Objective 5.2 in the [Strategic Plan 2022-2025](#):

Objective 5.2: Open the Teaching and Learning Center for faculty and staff professional learning.

- Convene professional learning stakeholders to work towards the creation of a Teaching and Learning Center that promotes inquiry, innovation, collaboration, and the embodiment of COM's vision of powerful learning across the district.
- Identify current College initiatives, such as the faculty mentor program and UMOJA Equity Institute, that reflects the work in Action Step 5.2.1 and how this space can amplify and support this work.
- Devise the vision and goals of the Teaching and Learning Center based on an inventory of work already in progress at the institution and develop infrastructure, including staffing and space design, to connect and scale professional learning activities described in Objective 5.1.

The creation of a TLC was also included in the 2023 ISER, as part of the "innovative, equity-minded initiatives and practices" of the College with a goal of serving "as a hub for innovative staff and faculty professional development."

The task force met for a series of meetings across spring 2023, fall 2024, and spring 2024, and came up with the following recommendations. These recommendations build on planning and strategic work included in the current [Professional Learning Plan](#) for COM. To guide the work, the task force reviewed [A Center for Teaching and Learning Matrix](#), which addresses Organizational Structure, Resource Allocation and Infrastructure, and Program and Services.

Key Recommendations

- **Name: Professional Learning Center.** Rationale: This center is meant to serve the professional learning needs of all COM employees, including faculty, classified professionals, and administrators, so the name should be as inclusive as possible to all stakeholders.
- **Vision and Goals for the Professional Learning Center:** The Professional Learning Center (PLC) organizes and promotes learning and training opportunities for faculty, classified professionals, and administrators to support student, employee, and institutional success.

The goals of the Professional Learning Center are to:

- Provide employees with the skills to accomplish the college's mission and goals.
- Advance equity-centered principles to increase engagement, access, and success.
- Inspire a culture of continuous learning
- Facilitate connections, leverage resources, and promote cross-disciplinary and departmental collaboration across campuses
- Foster excellence and innovation in teaching to transform classrooms.
- Provide mentorship and training to enhance effectiveness.
- Develop technology skills to support innovation.
- **Staffing and Leadership**
 - Tri-Chairing Model of Leadership for the Professional Learning Center
 - Classified Professional Learning Coordinator (50% position)

- Faculty Coordinator (Current Faculty Flex Coordinator)
- **AVP of Instruction Rotating Administrator (Appointed by President; assigned to the Learning Professional Learning Committee and current Champion of related Strategic Plan Goal if applicable)**

Commented [CK1]: This should be AVP of Instruction (Academic Senate Recommendation 2/13)

- Professional Learning Center leadership (faculty, Classified, administrator) reports directly to the Vice President of Student Learning and Success, and the Center lives under this VP organizationally.
- The leadership of the Prof Learning Center collaborates directly with and serves on the existing Professional Learning Committee.
- The Task Force, which includes representatives from key stakeholders engaged in professional learning, becomes the Professional Learning Center's Advisory Group that meets at least once per semester to help build the agenda/focus areas for the Prof Learning Center each semester. This Advisory Group would share their dreams/vision for the semester/year with the Professional Learning Committee so that the committee could help support this vision.
- Instructional Design is part of the Professional Learning Center
- Administrative assistant support for the Professional Learning Center is provided by the current administrative assistant supporting the Professional Learning Committee, and reports to the VP of Student Learning and Success.
- Faculty in leadership roles in professional learning (examples: Culturally Responsive Pedagogy and Practices leads, Umoja Equity Institute, DE Coordinator, etc) will be invited to participate in the Advisory Council and Professional Learning Committee to give input on faculty professional learning.

Funding:

- **Budget for food to bring people into the space.**
- **Budget for resources for the Center (technology, speakers, resources)**

Commented [CK2]: Classified and Academic Senate recommendations

Examples of professional learning activities that could take place at or under the auspices of the Professional Learning Center

- New employee orientation and support for new employees (pairing Classified/Faculty buddies, for example)
- Caring Campus
- Culturally Responsive Pedagogy and Practices Program
- Enhancement of educational technology skills and pedagogy
- **Holding speaker series for various professional learning topics.**
- **Allowing the space to be used for hosting events like Senate events to bring people there.**
- **Creating informal times where an HR representative is there (like office hours) so people can drop in for questions they don't want to make an appointment for.**
- **Using it as a place for technical training resources for various departments such as maintenance and operations.**

Commented [CK3]: Classified Senate recommendations 2/26

Task Force Representation: This task force was made up of representatives from key groups on campus that lead existing professional learning at the college, as outlined in the *Strategic Plan 2022-2025*.

Task Force Facilitators:

Carol Hernandez, Dean of Math and Sciences and Objective 5.2 Strategic Plan Champion
Beth Patel, ESL Faculty, Chair of College Skills
Cara Kreit, English Faculty, Chair of the Professional Learning Committee

Task Force Participants:

- Stacey Lince
- Dave King
- Yashica Crawford
- Sally Wong
- Candice Hansen
- Ron Owen
- Patty France
- Meg Pasquel
- Stormy Miller
- Gina Cullen
- Grace Yuan
- Sarah Frye
- Nequeshe Dyer

Academic Department/Discipline/Leadership Input (Fall 2024 to date / more scheduled):

- Academic Deans
- Life and Earth Sciences
- Physical Sciences
- Social Sciences
- Behavioral Sciences
- Business and Information Systems
- Kinesiology
- World Languages and Cultures
- Allied Health
- Drama / Performing Arts
- Nursing
- Upcoming: Counseling, Fine Arts

Classified / Staff Input (Fall 2024)

- CPL Day Feedback and Planning
- Upcoming Listening sessions: Classified Senate, M&O.

Management Input (Fall 2024)

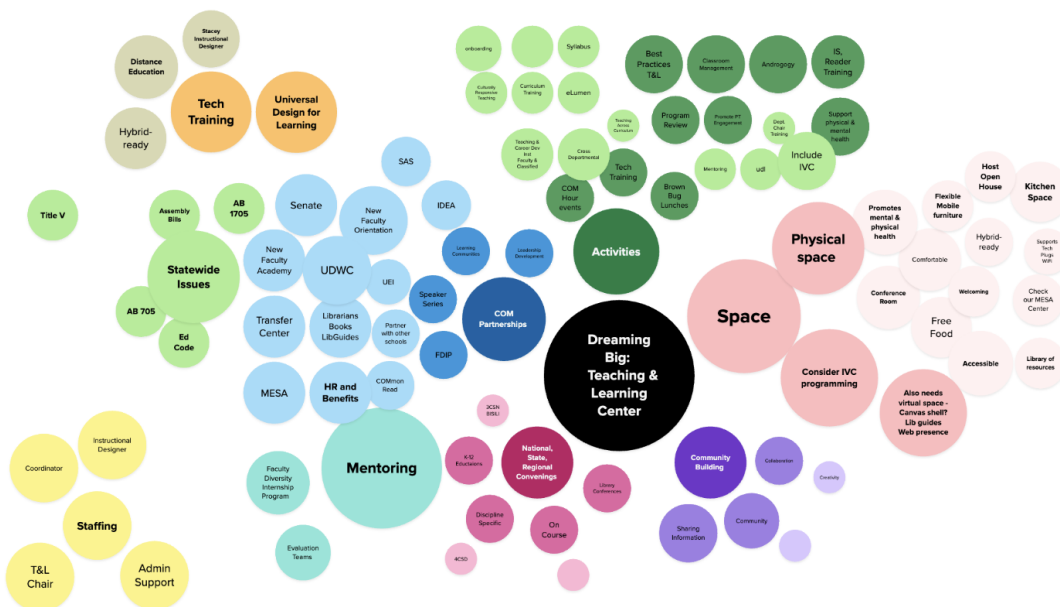
- Academic Deans

Early Takeaways:

- Faculty will need access to current resources in their disciplines (textbooks, periodicals, online resources); partnering with the librarians will be essential.
- Faculty will need access to innovative/cutting edge technology in the Center (computers, software)
- Lounge-like furniture and presentation areas (including hybrid tech) will be a draw to the space – hard and soft spaces are important for the space.
- Classified Professionals need community building space to gather on campus.

If you could dream big, what would be your dream for the Teaching and Learning Center?

<https://docs.google.com/presentation/d/1bwFYOCeLhnmzkpoadVXGcwP7iaRBm7P9NtzwHtOJ/edit?usp=sharing>



Where does professional learning take place at COM and by whom? TLC Task Force Launch -- Spring 2023

<https://docs.google.com/presentation/d/1bwFYOCeLhnmzkpoadVXGcwP7iaRBm7P9NtzwHtOJ/edit?usp=sharing>



Sample listening sessions Fall 2024: What would bring you to the Center?

Listening Sessions: Academic Departments



Behavioral Sciences

Collegial Support:
Difficult classroom situations

Restorative practices / listening sessions (UEI)

Leads in PLCenter must be neutral (no agenda)

Conflict resolution

Mental health support for faculty

Caring campus / caring for each other

Academic Deans

Tech training in ARGOS

Grant writing - Or better yet, a grant writer for COM

Orientation and mentoring

Caring Campus

Scheduling support - to help account for times, modes

Clearinghouse - Dissemination/ Repository of Information

Upcoming Conferences and Reports

Sabbatical reports

Making connections and building community

Website with recordings of events

Place where groups can meet

Supporting men of color in student success

Classified Professionals

Gathering space / Community-Building lounge space

Upcoming Launch
: Leadership Program

CPL Day Focus: Workplace Safety

CPL Day Focus: Communication

CPL Day Focus: Applications/ interviewing

Upcoming Launch:
Caring Campus

CPL Day Focus: Finding Your Voice

CPL Day Focus: Community Building

CPL Day Focus Tech Skills

Ongoing wellness groups, book groups, activities, & events

CPL Day Focus: Certs and Certificates

CPL Day Focus: Leadership

CPL Day Focus: equity-mindedness

Additional information is included in these [brainstorming and CTL matrix notes](#).