



**Campus-Wide Professional Learning Committee Meeting ▪ March 12th, 2019 ▪ 1:00 pm 3:00 p.m., 2-10**

Agenda Item	Time	Notes
Review Feb. meeting minutes	5-10 mins	
<b>Welcome New Member:</b> To Nhu Do		COUNS has a PD task force (James Aganon, Chris Rico, Janette Linares) <ul style="list-style-type: none"> <li>• How can they add more flex activities for Counselors?</li> </ul>
<b>3/29 Flex Day Action List</b>	15 mins	<ul style="list-style-type: none"> <li>➤ Room reservations - Jacky will handle</li> <li>➤ What is seating capacity of the room?, how many people can we seat?</li> <li>➤ Use wall pull-out to separate areas? Which tables? Rounds</li> <li>➤ Pacific Dining - Order boxed lunches, need number by 3/20</li> <li>➤ Formstack - rsvp form, post agenda to web site</li> <li>➤ Pres Moore - which Dean is presenting?</li> </ul>
<b>Session Planning Details</b>		<ul style="list-style-type: none"> <li>➤ Jeanne - San Mateo Credit Union - can we add a session on home buying or other issue of interest. This should be targeted to classified. JEanne will follow up</li> </ul>
<b>Faculty PD committee meeting - Alessandra</b>	10 mins	<ul style="list-style-type: none"> <li>➤ Issue of incomplete apps, errors on apps received</li> <li>➤ They will revamp app form using Formstack, working with Michael Ryan</li> <li>➤ Also facing issue of confusion with term "professional Learning". This term was implemented when Erin Moore was here.</li> <li>➤ Changes they are making are reflected in the Professional Learning site - need to change this and use Professional Development as main term</li> <li>➤ Confusion created by role of dir. Of operations' role in reviewing PD apps</li> <li>➤ Explore how to change term from PL to PD</li> </ul>
Information/Discussion Items: Future Flex Day planning	10 mins	<ul style="list-style-type: none"> <li>➤ Review topics for upcoming January Flex and PD events</li> </ul>
Future agenda items	10 mins	Fall Flex: add John Perez/Canvas for f2f to fall Flex sched pending his checkin with



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