

## Campus-Wide PL Meeting

April 10, 2017

12:30 – 2:30 p.m.

Room 9-154

### Attendees:

Agenda Item	Time	Notes
Updates <ul style="list-style-type: none"> <li>○ Meeting minutes</li> <li>○ GAP update with ASCC</li> <li>○ Veteran's Training update</li> <li>○ March Flex feedback</li> <li>○ Earth Day</li> <li>○ ACES retreat</li> </ul>	5 min.	<p>The committee reviewed and approved December, February, and March meeting minutes.</p> <p>Erin is meeting with ASCC rep and advisor to plan the MWHP GAP event for May. The end of the academic year is a good time to celebrate with gratitude and appreciation. This also provides an opportunity for stress relief.</p> <p>The Veteran's training has been scheduled for October Flex Day. Erin met with Trish Guevarra and Gena Rhodes to complete the registration for training. The PL Committee would like the time moved to 9:00 a.m. – 1:00 p.m. with lunch served in the training room (6-101/102). MWAH requires a minimum of 50 people. CSM and Skyline will be invited to participate in the training. In addition, Trish and Gena would like to facilitate the Kognito.com trainings during future Flex Days.</p> <p>Flex Day feedback is minimal. In the future, Erin will send the request for feedback to attendees who have signed in until a more comprehensive, immediate online feedback system is in place.</p> <p>Erin is looking into different activities for the Earth Day table.</p> <p>The ACES co-Coordinator have been invited to the May 1 PL Committee meeting to discuss the ACES PL Planning retreat in June.</p>
What are considerations for August & October Flex? <ul style="list-style-type: none"> <li>○ Proposals form</li> <li>○ Supporting college initiatives</li> <li>○ Mock agenda</li> <li>○ Speaker status</li> </ul>	15 min.	<p>Erin will update the Flex Day Proposal form based on minor edits from the PL Committee. The form will be sent to campus once Cabinet approves the theme with proposals due by the end of April (for review May 1).</p> <p>The Committee wants to support the college-wide accreditation efforts as part of Flex Day. This includes identifying how to unite and energize the campus around accreditation while encouraging all of campus to get involved in the accreditation process. Each Flex Day will include an activity, updates, and/or breakout session(s) specific to covering accreditation. Some ideas include Accreditation as a mindset; Accreditation 101; mini-accreditation sessions discussing how accreditation affects every area of the college. Engaging the entire campus is challenging during August Flex because of the high demand in Student Services areas. The committee would like to offer a live-stream of the President's Welcome in 9-154 during August Flex for Classified Professionals in Building 9. Instead of a 2-hour breakout session, the Committee would like to try organizing 20-minute sessions specific to accreditation. In addition, the Assessment Coordinator has expressed the importance of the focus on SLOs and Assessments during Flex Days and requested a minimum of 2 hours in August and 1.5 hours in October for SLO and Assessment work. The 2 hours in August will be for faculty in 6-101/102. This time will not include competing high-interest faculty sessions.</p> <p>The Committee reviewed a mock August and October Flex Agenda. Michelle will present this to the Division Deans and inquire whether the Deans are willing to move Division meetings from August 15 to August 14. She will also follow-up with Cabinet</p>

		about the draft 2017-18 PL Theme, and with Jamillah regarding potential speakers.
<p>What will be the PL Plan feedback process?</p> <ul style="list-style-type: none"> <li>○ Engaging participatory governance</li> <li>○ Open forums</li> <li>○ Online survey</li> </ul>	10 min.	<p>Erin is sending an email to the Deans asking for them to share the updated Draft PL Goals and Objectives at the April Division meeting. This becomes slightly challenging with the campus closure on the afternoon of April 14 when most Division meetings were scheduled. Erin has also corresponded with Doug Hirzel asking for Academic Senate representatives to help with the Division discussions.</p> <p>Open forum dates are as follows:</p> <ul style="list-style-type: none"> <li>• Open forums in April (attend as many as you would like) <ul style="list-style-type: none"> <li>○ Thursday, April 13 - 9:00 a.m. – 10:00 a.m. in 9-154</li> <li>○ Monday, April 17 – 11:30 a.m. – 12:30 p.m. in 9-154</li> <li>○ Wednesday, April 19 – 3:00 p.m. – 4:00 p.m. and 4:30 p.m. – 5:30 p.m. in 9-154</li> <li>○ Monday, April 24 – 12:00 p.m. – 1:00 p.m. in 9-154</li> <li>○ Wednesday, April 26 – 9:00 a.m. – 10:00 a.m. in 9-154</li> </ul> </li> </ul> <p>Erin will send an on Tuesday with the dates and information on the anonymous survey. In addition, we will use some funds to supply healthy, non-perishable snacks, coffee, water, and tea for attendees.</p> <p>The Committee provided feedback on the anonymous online survey.</p>
<p>What changes are needed to the PL Learning Plan Working Draft?</p> <ul style="list-style-type: none"> <li>○ Preliminary feedback on goals &amp; objectives</li> <li>○ Strategies, timeline, &amp; measurables</li> <li>○ Funding</li> <li>○ Other revisions</li> <li>○ Plan for working with additional feedback</li> <li>○ Attendance at meetings</li> <li>○ <a href="#">PL Plan webpage</a></li> </ul>	45 min.	<p>The Committee reviewed the feedback on the PL Plan goals and objectives from College Council, Classified Senate, and Academic Senate and made updates to the draft goals and objectives. These will be distributed to the Division Deans and placed on the PL Plan Process webpage.</p> <p>The Committee also identified additional strategies, a timeline, and measurables for the PL Plan. The Committee agreed that aligning measurable with existing college data like the Participatory Governance Survey is beneficial in establishing success of goals and objectives.</p> <p>Funding is available for the 2017-18 Professional Learning Plan, and the Committee needs to agree upon a budget for the upcoming academic year by the end of spring.</p> <p>Committee members will do their best to attend upcoming Campus meetings discussing information specific to Professional Learning.</p>
<p>What are the recommendations from the PRT team for IEPI?</p> <ul style="list-style-type: none"> <li>○ <a href="#">PRT recommendations</a></li> <li>○ Allocating IEPI PL funds</li> </ul>	30 min.	
<p>What changes need to be made to the Needs Assessment working draft?</p>	10 min.	
<p>What other items do we need to discuss?</p>	5 min.	

**Next Meeting: May 1, 2017 – 12:30 p.m. – 2:30 p.m.**

## Monthly PD Committee Goals

September	Get started Determine name Identify role Clarify EMP Focus Determine an approach to the PD Plan Identify needs assessment goals
October	Review needs assessment samples Draft needs assessment Plan January Flex (Review August & September feedback)
November	Finalize needs assessment Review PD Framework Review January Flex forms Plan March Flex
January	Draft needs assessment Draft Strategic Initiative ideas for EMP Review Flex Day Feedback
February	Plan March Flex Identify ideas for EMP Strategic Initiatives
March	Revise PL Plan Gather feedback on the PL Plan Assign PL Plan task to campus
April	Revise PL Plan Gather feedback on the PL Plan Submit the PL Plan for approval Review Spring Flex Feedback Develop college-wide needs assessment Plan activities for 2017-18 (including August & October Flex)
May	Review spring PL feedback Plan activities for 2017-18

## Timeline for PL Plan Development

Month	Task
February	Collect input from committee members regarding College Professional Learning Strategic Initiatives to frame some of the Professional Learning Goals for the PL Plan Review sample Professional Learning/Development Plans from other institutions Draft a Professional Learning/Development Plan for review at the March 9 meeting (this will use data from qualitative data from the professional development discussions held in 2014 and 2016 and PL Committee Strategic Initiatives Discussions.)
March	PL Committee reviews the first draft of the College PL Plan (March 9) Collect initial feedback on the College PL Plan from Cabinet and both Senates Revise the first draft and hold 2 – 3 open forums for the college to provide feedback Engage shared governance representatives (PBC and Senate representatives) to collect feedback from divisions and campus committees on the Draft PL Plan. Set up a College-wide anonymous online feedback survey
April	Hold 2 – 3 open forums for the college to provide feedback Engage shared governance representatives (PBC and Senate representatives) to collect feedback from divisions and campus committees on the Draft PL Plan. Set up a College-wide anonymous online feedback survey. (completed by April 21) Revise PL Plan based on feedback Review and finalize the PL Plan (via email) Submit to PBC for approval May 3 final approval by May 17 (send to PBC by April 26)