

Campus-Wide PL Meeting

December 6, 2016

9:30 a.m. – 11:30 a.m.

Room 8-119

Attendees: Mallory Stevens, Ann Cartier, Chantal Sosa, Chrissy Kincer, Michelle Marquez, Ben Yeh (Guest: Ray Lapuz – Science & Technology)

Absent:

Agenda Item	Notes
<p>Housekeeping</p> <ul style="list-style-type: none">○ Review October minutes○ Introducing guests○ PL Framework○ Change from PD to PL○ GAP○ Webpage updates	<p>No changes to October minutes.</p> <p>Visit from Ray Lapuz to discuss the GANAS grant specifically related to the OnCourse Growth Mindset all-day workshop for March 8 Flex Day. Ray anticipates a minimum of 16 attendees from the Science and Technology Division, and would like to open up the opportunity to the entire campus. The cost of the workshop and materials fees for Science and Technology faculty and staff will be covered by the GANAS and MSEIP grants. Additional materials fees for attendees will be covered. The workshop will be limited to 50 attendees per the contract.</p> <p>Erin and Michelle discussed the move from Professional Development (PD) to Professional Learning (PL). Reiterating previous correspondence that this change will have no bearing on employee evaluations. Erin will place the District Senate memo on the Professional Learning webpage with a statement that explains PL workshops can be used toward PD on employee evaluations. This is also in connection with the recently approved Professional Learning Framework which establishes the foundation for campus-wide PL. As a committee, it is our responsibility to consider this framework as we move forward in developing a needs assessment and PL Plan.</p> <p>The Gratitude and Appreciation Project (GAP) came out of a Lunch and Learn discussion in November. On Thursday, December 8, Erin will be part of the ASCC “Treat Yo’self” event and offer attendees the opportunity to write a thank you note to anyone on campus and deliver it to that person. This is also based on research that indicates gratitude is an effective method for relieving stress and maintaining perspective. Erin also developed an electronic form for the entire campus and an email will be sent on December 8 for individuals to send their thank yous electronically. During spring semester, we would like to hold “Thank you Thursdays” once a month. The committee was asked to brainstorm ideas for discussion at a future meeting. Some ideas already contributed: Big event in April; Draw a name who write a thank you for a prize.</p> <p>We will discuss webpage updates at a future meeting.</p>
<p>What will Spring Flex look like?</p>	<p>The committee finalized the January 12 – 13, 2017 Flex Day agenda by placing breakout sessions throughout the agenda.</p>

<ul style="list-style-type: none"> ○ Finalize agenda ○ Determine breakfast, lunch, and brunch ○ Other ideas for January and March - CPR 	<p>Special consideration was given to make sure that staff had at least one option for each of the breakout sessions. Erin will adjust the Smooth Start to the Semester session so it appeals to both faculty and staff (per Chantal's suggestion).</p> <p>Erin will contact Gena and Max to find out if either is interested in leading a mindfulness session on January 13 unless someone from ALL responds to the original request. (Follow-up: Vera Quijano will teach a ½ hour mindful practice session on January 13 from 8:00 a.m. – 8:30 a.m.)</p> <p>The committee would like to have note cards available with general “feel-good” statements to pass out as participants enter the Grove. (Follow-up: Since January 12 is a Thursday, Erin will order GAP cards and have a table in the Grove near sign in where attendees can write a thank you note to someone on campus.)</p> <p>Other slides will include new employees, service recognition from last year, announcements, common assessment, promise program, and other important campus information. Erin will reach out to the divisions for announcements and celebrations to post in a slideshow in the Grove during breakfast on both January 12 and 13.</p> <p>The committee asked if the student panel could be videotaped and distributed at another time for individuals who could not attend or wanted to review. Michelle and Erin are looking into this opportunity.</p> <p>The committee arrived at a menu for Flex Day: Breakfast on January 12 – 13; Lunch on January 12.</p> <p>Erin will use NoviSurvey for RSVPs and place the agenda on the Flex webpage and in Guidebook for individuals interested in using the app. Erin will notify campus of these communication options for Flex Day.</p>
<p>When will we meet in Spring 2017?</p>	<p>Our next meeting will be February 1, 11:30 – 1:30 room TBD. Erin will send out an invite. We will discuss March 8 Flex and put together a preliminary agenda. Erin will send out a request for proposals the first week of the semester so the committee can review proposals during the meeting. Erin will bring the draft agenda to cabinet on Wednesday, February 8 for final approval. We will also discuss a set meeting time for second semester. All attendees should bring their calendars.</p>
<p>What are the recommendations from the PRT team for IEPI?</p> <ul style="list-style-type: none"> ○ PRT recommendations ○ Allocating IEPI PL funds 	<p>We will discuss at the next meeting</p>

<p>What will the campus-wide needs assessment look like?</p> <ul style="list-style-type: none"> ○ Review Assessment Survey feedback ○ Begin drafting questions ○ Align questions with the framework 	We will discuss at the next meeting
<p>What is the timeline for this committee in 2016-17?</p> <ul style="list-style-type: none"> ○ Look at committee goals (attached) 	
<p>What other items do we need to discuss?</p>	

Next Meeting: February 1, 2017; 11:30 a.m. – 1:30 p.m.

Monthly PD Committee Goals

September	<p>Get started</p> <ul style="list-style-type: none"> Determine name Identify role Clarify EMP Focus Determine an approach to the PD Plan Identify needs assessment goals
October	<p>Review needs assessment samples</p> <ul style="list-style-type: none"> Draft needs assessment Plan January Flex (Review August & September feedback)
November	<p>Finalize needs assessment</p> <ul style="list-style-type: none"> Review PD Framework Review January Flex forms Plan March Flex
January	<p>Analyze needs assessment data</p> <ul style="list-style-type: none"> Begin PD Plan draft Review March Flex Forms and Flex Day Feedback
February	Draft PD Plan
March	Revise PD Plan
April	<p>Submit the PD Plan for approval</p> <ul style="list-style-type: none"> Review Spring Flex Feedback Plan activities for 2017-18
May	<p>Review spring PD feedback</p> <ul style="list-style-type: none"> Plan activities for 2017-18