

Campus-Wide PL Committee Meeting

June 28, 2017

12:00 – 2:00 p.m.

Room 8-110

Attendees: Chantal Sosa, Chrissy Kincer, Mallory Stevens, Michelle Marquez, Erin Moore, Gohar Momjian (guest), Phillip King (guest), Debbie Joy (guest)

Agenda Item	Time	Notes
<p>Updates</p> <ul style="list-style-type: none"> ○ May meeting minutes ○ Faculty PL Coordinator ○ FDIP Update ○ WikiEdu Update ○ PL Plan ○ 9-154 updates ○ 2017-18 PL Logo 	<p>10 min.</p>	<p>Approval of May meeting minutes.</p> <p>Michelle updated the committee on the .2 Faculty PL Coordinator position. The committee will ask David Johnson, Interim VP of Instruction, for an update at a future meeting. The FDIP Pilot will begin in Spring 2018. The District is asking College PD/PL leaders to coordinate learning opportunities for mentors and interns. Representatives from the Colleges agreed that we want to use existing resources. PL Committee members should let Erin Moore know about any ideas they have. Updates will be made as materials are developed and the program implemented. The WikiEdu Foundation visited campus in early June to lead a training for a small group of faculty from BDW. This will be a piloted learning community using instructional methods through WikiEdu. In addition, this opportunity has been made available through coordinated efforts in Professional Learning and Strong Workforce. Erin is working with the Division to engage a few more faculty and schedule another virtual or in-person training. The LC will meet twice a semester. This pilot will hopefully springboard additional LCs as well as collaboration between departments and divisions on campus, especially our librarians who have a wealth of resources and knowledge on information competency and digital literacy. The PL Plan was approved by PBC on May 17, 2017, and the final draft is on the PL Webpage (the webpage has also been changed to Professional Learning.) In the upcoming academic year, the PL Committee will distribute the Needs Assessment, plan a program of activities for Spring 2018, and make updates to the prototype PL Plan based on campus feedback. 9-154 is currently under construction on the leak and unavailable. The timeline is uncertain. In addition, Michelle Marquez, Chrissy Kincer, and Erin Moore have met with facilities to discuss other updates to the space. We are awaiting follow-up from facilities to determine potential next steps. The 2017-18 PL Logo is complete thanks to the Marketing Department. Following previous discussions, the logo reflects College branding while highlighting Professional Learning as a part of the College. Erin has placed the logo in various places on the PL webpage as well as on the final draft of the PL Plan.</p>
<p>What will August Flex Day look like?</p> <ul style="list-style-type: none"> ○ Review session descriptions ○ Finalize agenda ○ Determine refreshments ○ Update on keynote ○ Other 	<p>30 min.</p>	<p>The committee looked at available session descriptions for August Flex. Erin will work with the presenters missing descriptions to make sure these are ready for the agenda to be sent. In addition, Erin will provide the committee's feedback to presenters on their session titles and descriptions. Since the District Discipline Meetings will not occur on the District Day this year, the Flex Day email will include an invitation to use the afternoon of August 14 for Discipline meetings. In the future, we want to plan a Flex Day opportunity for the afternoon of the District Day. The Committee also wants to look into whether we should hold District Discipline</p>

		<p>meetings at Cañada in January. Our sister colleges have not received favorable feedback on these meetings, but Cañada has responded positively. Erin will draft a message about District Discipline meetings for Hyla to send to all faculty in order to determine interest. The keynote speaker has completed the independent contract. He will not charge the college for speaking. We will use one-time PL funds to pay for a rental car, hotel and dinner on August 14 for the speaker. In addition, our AFT supports hosting Jonathan Lightman as our keynote speaker for August 15 Flex. He will offer a free first year membership for new faculty to the Faculty Association of California Community Colleges (FACCC). He will offer another incentive TBD for full-time and part-time employees. The keynote will be livestreamed in the Financial Literacy Lab for those in Building 9 who are unable to step away to the Theatre for the entire keynote address. Refreshments will also be offered for those who stop in to view the livestream. Employees will have access to the livestream link so they can view the livestream at their desks or at another time. The livestream will be live-captioned funded by one-time PL funds. The PL Committee approved use of these funds. Erin will work with Barbara Bucton and President Moore to invite the Board of Trustees to the keynote. She will also work with President Moore to invite Tom Mohr to introduce Jonathan Lightman. Breakfast will be served in the Theatre with additional refreshments available in the Financial Literacy Lab. Lunch will be served in The Grove and in 6-101/102 for the SLO session. The agenda will indicate that the Division Meetings are for Instructional Divisions. Erin will finalize the agenda and RSVP link. Gohar will distribute with the District information once that becomes available. Erin will send confirmation emails to those leading sessions.</p> <p>The kognito.com training is timely since the Board is looking at how we're supporting student mental health at a July study session. Erin will send the link to kognito.com to PL Committee members as well as place it under on-campus PL opportunities on the PL webpage.</p>
<p>What will October Flex Day look like?</p> <ul style="list-style-type: none"> ○ Review session descriptions ○ Finalize agenda ○ Determine refreshments ○ Other 	<p>30 min.</p>	<p>The Veteran's Training has not been confirmed. Erin is working on following up with the State. She will also reach out to the session facilitator for the gathering session to ensure the session aligns with the EMP with the intention to create EMP connections at January and March Flex Days. The structure of the agenda seems to need some adjusting still. Erin will draft 2 – 3 more mock agendas for October Flex with sessions placed, and the Committee will review and finalize at a meeting early in the Fall 2017. The Committee reviewed the sessions available and determined the number of sessions focused on topics for Faculty or Classified Professionals and determined that the breakout sessions that will be offered represent interests of all members of the college.</p>
<p>What changes need to be made to the Needs Assessment working draft?</p> <ul style="list-style-type: none"> ○ Updates ○ Disseminating 	<p>30min.</p>	<p>Committee members will review the Needs Assessment Draft and send Erin feedback over the next week. Chrissy Kincer requested for Classified Staff to be changed to Classified Professionals. Erin will set up the Needs Assessment Draft in a Novi Survey for the committee to preview. The survey will be distributed to the campus from College leadership. Gohar will send the needs assessment to</p>

		managers; Hyla Lacefied will be asked to send the needs assessment to full- and part-time faculty; Jeanne Stalker will be asked to send the needs assessment to Classified Employees. In addition, Managers and Senate leaders will be asked to encourage the campus to respond. Michelle will promote the needs assessment to Cabinet. Erin will draft a series of emails to be sent. They will include first opportunity, second opportunity, third opportunity, the new PL Logo without the theme, and information on how many have responded to the survey. The Needs Assessment will be distributed to campus on a weekly basis beginning September 5. Emails will be sent September 5, 11, 19, and 25 with the Needs Assessment closing September 30.
When will we meet in 2017-18?	5 min.	The committee will meet the third Tuesday of each month 1:00 p.m. – 3:00 p.m. Erin will send out an invite to the Committee.
What will be monthly goals for 2017-18?	15 min.	Erin will draft goals for the committee to review at the August or September meeting.

Next Meeting: August 22

2017-18 Draft Monthly PL Committee Goals

August 22	Finalize October Flex Prepare to send the Needs Assessment to campus Review PL goals Review PL-related EMP Goals Review 2017-18 PL Budget
September 19	Review PL Plan goals and objectives Identify strategies for meeting PL Plan goals and objectives Last-minute adjustments to October Flex Review August Flex Day Feedback Determine methods for engaging campus in reviewing Needs Assessment data and planning for Spring 2018
October 17	Review Needs Assessment Data Determine methods for engaging campus in reviewing Needs Assessment data and planning for Spring 2018 Identify plan for sharing and discussing needs assessment data with both Senates and Cabinet Review Flex planning timeline and determine how to share with Senates Review/Create mock agenda for January 11 – 12, 2018 Flex
November 21	Review October Flex Day Feedback Follow-up on campus PL planning – develop calendar for Spring 2018 Review January and March session descriptions Plan January Flex (and March if time)
December 19	Finalize January Flex Planning Finalize 2018 programming calendar – determine method(s) for sharing with campus Discuss budget
January 16 (propose January 25)	Finalize 2018 programming calendar Determine best methods for collecting feedback on the plan and assessing the plan Finalize March Flex Day agenda
February 20	Review January Flex Day Feedback Begin revising/updating PL Plan (review PL session feedback) Draft PL theme for 2018-19 – plan for feedback/campus engagement on theme

March 20	Revise/update PL Plan (review PL session feedback) Plan for distributing information on PL Plan updates (including sharing with Senates, Cabinet, and PBC) Begin planning 2018-19 PL activities Review mock agenda for August and October Flex Day
April 17	Revise/Update PL Plan (review PL session feedback) Review August and October Flex Day Descriptions and place in agenda Plan PL budget for 2018-19 Plan activities for 2018-19
May 15	Finalize August and October Flex Finalize 2018-19 activities