



Campus-Wide PL Committee Meeting
August 22, 2017
1:00 – 3:00 p.m.
Room 8-110

Attendees: Chrissy Kincer, Gohar Momjian, Mallory Stevens

Agenda Item	Time	Notes
June meeting minutes	5 min.	Review and approved minutes.
Updates	5 min.	-ACES is organizing an Equity Institute session conducted by 3CSN on October 17. Gohar will find out more on 8/24 to provide support. -The President is identifying guest speaker, professional learning opportunity for Hispanic Heritage Month. Tentative date set for Sept. 12.
August Flex debrief <ul style="list-style-type: none"> • What went well? • What could be better? • Sign-up process 	15 min.	-Attendees shared their observations that the welcome video seemed to be well received and levity appreciated by those present. -Since the morning session went over-time, unfortunately the other sessions ran short about 15-20 minutes. -Breakfast well received; taco bar well received, except churros which College will be give refund. -About 90 persons signed into morning session, and other sessions' attendance ranged from about 15 – 30 persons. -Feedback survey went out last week with reminder scheduled this week. Cut the deadline time frame short due to the impending Needs Assessment survey scheduled to go out the week following. At next meeting will look at feedback for planning future sessions. -Sign up.com requires opting out of receiving advertisements, maybe can look to other low-cost options which can benefit college as a whole. -RSVP link by click on logo is not obvious, better to have direct link to RSVP.
Finalize October Flex <ul style="list-style-type: none"> • Agenda • Sessions • Food • Other ? 	20 min.	-Attendees reviewed the schedule and slate of sessions proposed, and were in agreement to move forward accordingly. -No response yet on the veteran's training, and Gohar will contact Gena Rhodes to conduct GSA Safe Zone training. -Breakfast will be yogurt bar/pastries/coffee set up; for lunch will try to have pasta & salad bar including proteins (back up would be potato bar)

<p>Needs Assessment</p> <ul style="list-style-type: none"> • What changes need to be made to the Needs Assessment working draft? • Confirm dissemination plan • How does this relate to the PL goals? • How does this relate to the PL-related EMP goals? 	<p>30 min.</p>	<p>-Attendees review survey which is scheduled to go out beginning Sept. 5. -Gohar will follow schedule of communications via email, and with constituent groups as decided at last meeting. -Gohar will send out live survey to committee members so they can test it out prior to campus distribution. -Attendees suggested following changes to survey:</p> <ul style="list-style-type: none"> ○ Make first two questions required responses ○ Consider collapsing or combining the response options for preferred format for Webinar/Online and Demonstration/Lecture ○ check default number of minimum and maximum responses for question 3 ○ spell check everything (typo technology found) ○ on question 4, see if can make multiple selections, or check all that apply in regards to preferred time/days ○ on question 5, not enough time and workload are similar, consider combining or deleting; change not interested to topic not of value; spell out PL <p>-at next meeting the group should spend time looking at the PL plan goals and objectives and discuss progress made toward those; Gohar to draft progress report (this in addition to the other draft topics mentioned below, e.g. budget, Aug Flex survey feedback, PL needs survey progress)</p>
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Next Meeting: September 19, 1-3pm, 8-110

2017-18 Draft Monthly PL Committee Goals

<p>August 22, 1-3pm, 8-110</p>	<p>Finalize October Flex Prepare to send the Needs Assessment to campus Review PL goals Review PL-related EMP Goals Review 2017-18 PL Budget</p>
<p>September 19, 1-3pm, 8-110</p>	<p>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</p>
<p>October 17, 1-3pm, 8-110</p>	<p>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</p>
<p>November 21, 1-3pm, 8-110</p>	<p>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)</p>

December 19, 1-3pm, 8-110	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