



**Campus-Wide PL Committee Meeting
November 21, 2017
1:00 –3:00 p.m.
Room 5-108**

Attendees: Phillip King, Mallory Stevens, Chrissy Kincer, Erin Moore, Maria Huning (Guest), Carol Rhodes (Guest), Adolfo Leiva (Guest), David Reed (Guest), Michelle Marquez (Guest), David Johnson (Guest)

Agenda Item	Time	Notes
Review October 17 meeting minutes	5 min.	October minutes will be reviewed at the December meeting
CIETL Faculty Coordinator Process Update	10 min.	<p>David Johnson reported that the final applicant for the Faculty CIETL Coordinator is on the December 1 IPC agenda for approval. The VPI, Director of PD and the CIETL Coordinator (pending approval and acceptance of the position) will plan to meet prior to the long holiday break to discuss how to coordinate efforts. The CIETL Coordinator position is for the next three semesters (through Spring 2019).</p> <p>Erin Moore visited the Academic and Classified Senates for discussion of the draft College Flex Planning process. The draft was received favorably, and Erin will bring it back to both of the Senates for approval. The Flex Planning Process is a prototype with the opportunity for revisions if needed. In addition, the PL Committee and Senates need to determine whether to begin using the process for March Flex or for the 2018-19 academic year.</p>
January Flex Planning Place sessions on the agenda (new AFT requirement) Finalize the agenda Other details	30 min.	<p>January 12 all full-time faculty are required to attend Flex Day per the new AFT Contract (full-time faculty will have a required Flex Day each semester. AFT and the District Academic Senate will determine the precise dates each semester.)</p> <p>The morning of January 11 will begin with a brief general session discussing Accreditation with accreditation standards work later in the day.</p> <p>The morning of January 12 will begin with a brief general session explaining the next steps for the College with Guided Pathways, specifically what is the process and who needs to be involved? Guided Pathways will also have a longer breakout session the same day. The Career Ladders Project (CLP) will lead the general and breakout sessions. The VPs will communicate with CLP to explain our needs for the general session. Both the</p>

		<p>general and breakout sessions will include sign-up sheets for those who want to participate in developing the work plan.</p> <p>Carol Rhodes shared more information on the session she would like to offer with STEM, and the Committee provided feedback. Erin will follow-up with Carol. In addition, STEM Faculty are already participating in a learning community funded by the STEM grants. Erin will work with Carol and other faculty sharing the session to identify funding for non-STEM faculty participation in a teaching inquiry learning community.</p> <p>Erin is drafting two different agendas for PL Committee feedback via email with the goal of finalizing by the end of November so a campus announcement can go out prior to the semester break. Fifteen descriptions were submitted to the committee.</p> <p>The committee discussed whether it can honor requests for non-competing sessions to be offered. This discussion will continue as a future agenda item.</p> <p>Students Services will not be shut down for January Flex. The VPSS will look into the potential for a campus shutdown for March Flex.</p>
<p>March Flex</p> <p>Potential session offerings</p>	10 min.	<p>Twelve session descriptions have been submitted for March Flex. This does not include some of the regularly offered sessions. While Erin will reach out to the regularly offered sessions that campus wants offered on Flex Day, she will not send additional session requests for March.</p>
<p>Professional Learning Plan Implementation</p> <p>Progress report</p> <p>Gratitude and Appreciation</p> <p>StrengthsQuest</p> <p>Next steps</p>	15 min.	<p>Chrissy Kincer, Erin Moore, and Gena Rhodes attended the Greater Good Science Center's Gratitude and Well-being at Work Conference in San Francisco. They will meet to discuss how to carry their learning forward to campus, including sharing their learning with the PL Committee.</p> <p>We will discuss next steps for the StrengthsQuest training attended by a Classified Professional at a future meeting.</p>
<p>Professional Learning Needs Assessment Survey</p> <p>Observations</p> <p>Questions</p> <p>Recommendations</p> <p>Next Steps</p>	45 min.	<p>Erin will send the survey results via email and ask committee members to begin making observations. The focus of the next meeting will be on the PL Needs Assessment and how to use the data to carry the PL Plan forward and identify gaps in the PL Plan.</p>
Budget	5 min.	<p>Discussions on the PL Needs Assessment will help the Committee determine how to move forward with identifying specific items for the budget.</p>

Next Meeting: December 19, 1-3pm, 8-110

2017-18 Draft Monthly PL Committee Goals

August 22, 1-3pm, 8-110	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 26, 1-3pm, 8-110	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, 1-3pm, 8-110	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, 1-3pm, 8-110	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, 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