

**Campus-Wide PL Committee Meeting**

**September 26, 2017**

**1:00 –2:00 p.m.**

**Room 8-110**

**Meeting Minutes**

**Attendees: Michelle Marquez, Dayo Diggs, Chrissy Kincer, Mallory Stevens, Lale Yurtseven, and Erin Moore (via phone)**

Agenda Item	Time	Notes
Introductions	5 min.	-Introductions were made. -We welcomed Lale Yurtseven (Faculty) and Dayo Diggs (Interim Director of Operations) to the committee
Review August 22 meeting minutes	5 min.	-There were no additions or corrections to the minutes from the last meeting.
Final Flex Agenda	5 min.	-Slight change to the welcome/opening. President Moore may not be able to attend FLEX due to an out of town conference. In her place, a Vice President or the President of the Board of Trustees, Tom Mohr. This person will talk about/announce the PL survey during the welcome/opening.
Professional Learning Needs Assessment Survey  To address survey fatigue: -feedback from the test groups -re-working of the questions for clarity -engaging campus to complete the needs assessment -survey launch date & timeline  -question 3, categorize topics -question 3, collapse level of interest options, collapse preferred formats, collapse preferred length -question 4, preferred times, convert it to a 'check all that apply'	35-45 min.	-What is the purpose of this assessment? How can we enhance the PL on campus? Sample survey for feedback was sent to both senate presidents, the deans and the VPs.  -The feedback given: a) provide a definition of PL on survey. b) place an example of "topics" in the survey. c)make wording (#s 4 &6) same. -Send to the District for feedback and cost savings. -The Framework is the definition - was changed a little to put into the survey.  -When will it be ready to send? Thoughts were as follows: a) should be ready to go at FLEX. b) talk about and make available (via laptops) at FLEX. People can take it right at FLEX. c) send out w/the FLEX Day survey? People may or may not read both or know they are different. c) <b>Not to be confused with FLEX, send the PL survey out Oct 23<sup>rd</sup>.</b> d) Both Pres of the senates with send out and Dayo will send to all managers.

		<p>e) we will place the survey URL on the PL and FLEX websites. Send this information via the marketing department.</p> <p>f) place the URL on all announcements on and after Oct 23<sup>rd</sup>.</p>
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**Next Meeting: October 17, 1-3pm, 8-110 (Extended time to debrief FLEX)**

**Draft Monthly PL Committee Goals**

August 22, 1-3pm, 8-110	<p>Finalize October Flex</p> <p>Prepare to send the Needs Assessment to campus</p> <p>Review PL goals</p> <p>Review PL-related EMP Goals</p> <p>Review 2017-18 PL Budget</p>
September 26, 1-3pm, 8-110	<p>Review PL Plan goals and objectives</p> <p>Identify strategies for meeting PL Plan goals and objectives</p> <p>Last-minute adjustments to October Flex</p> <p>Review August Flex Day Feedback</p> <p>Determine methods for engaging campus in reviewing Needs Assessment data and planning for Spring 2018</p>
October 17, 1-3pm, 8-110	<p>Review Needs Assessment Data. Full survey goes out October 23<sup>rd</sup>.</p> <p>Determine methods for engaging campus in reviewing Needs Assessment data and planning for Spring 2018</p> <p>Identify plan for sharing and discussing needs assessment data with both Senates and Cabinet</p> <p>Review Flex planning timeline and determine how to share with Senates</p> <p>Review/Create mock agenda for January 11 – 12, 2018 Flex</p>
November 21, 1-3pm, 8-110	<p>Review October Flex Day Feedback</p> <p>Follow-up on campus PL planning – develop calendar for Spring 2018</p> <p>Review January and March session descriptions</p> <p>Plan January Flex (and March if time)</p>
December 19, 1-3pm, 8-110	<p>Finalize January Flex Planning</p> <p>Finalize 2018 programming calendar – determine method(s) for sharing with campus</p> <p>Discuss budget</p>

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