

Campus-Wide PL Meeting
February 1, 2016
11:30 a.m. – 1:30 p.m.
Room 8-119

Attendees: Chantal Sosa, Ben Yeh, Erin Moore, Mallory Stevens (by phone)

Absent: Chrissy Kincer, Michelle Marquez

Agenda Item	Time	Notes
Housekeeping <ul style="list-style-type: none"> ○ Review December minutes ○ Introduce guest(s) 	5 min.	The committee will review December minutes at the next meeting. Doug Hirzel attended to discuss the EMP Strategic Initiative Process.
How will we approach the Professional Learning Plan? <ul style="list-style-type: none"> ○ EMP and Strategic Initiatives ○ Timeline ○ Needs assessment (vision vs. needs) ○ Next steps 	45 min.	<p>Drafting EMP Strategic Initiatives will help inform our process and vision for the Professional Learning Plan. Doug Hirzel presented the PBC process for developing EMP Strategic Initiatives. Committees have until March 15 to draft a maximum of 3 Strategic Initiatives per EMP goal. PBC will review and approve EMP Strategic Initiatives March – April. Strategic Initiatives can be something the College is already doing or something new to implement. Erin will meet with members of the PL Committee individually to discuss ideas for Strategic Initiatives. She will draft Strategic Initiatives for the PL Committee and email the Committee for feedback before emailing the draft initiatives to Doug Hirzel for PBC Review. The draft email will include the initiative, context, possible outcomes, and the contact person. Erin Moore will be the contact person.</p> <p>The committee determined that a needs assessment is necessary to inform the plan and agreed that the needs assessment will consider the big picture and vision of professional learning instead of focusing on specific professional learning programs. As the plan is under development, the Committee will use GoogleDocs for specific tasks.</p> <p>In order to further engage campus in the Professional Learning Plan, the Committee will also hold open forums after the needs assessment data has been collected. A professional forum facilitator will be hired to lead the discussion with a task to engage the College in discussion professional learning goals and objectives. . The Committee will also ask the Senates, Cabinet, PBC, and the Divisions (led by their shared governance representatives) to complete the task that will lead to developing goals and objectives.</p> <p>The PL Committee will draft professional learning goals and objectives. Drafts will be shared with the Senates,</p>

		Cabinet, PBC, and with Divisions (from representatives on the other committees) for feedback. The campus will also be able to provide feedback through a brief feedback survey.
<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 	45 min.	<p>The committee reviewed the information from the sample surveys and discussed preferences for the survey. The survey will be no more than 15 total questions and take under 10 minutes to complete. Goals for the survey include:</p> <ul style="list-style-type: none"> ● Identify areas and opportunities for personal and professional growth ● Identify optimal times and formats for professional learning ● Determine priorities for the professional learning plan <p>All campus employees will receive the same survey, and survey questions will be adjusted so that it is also sent to students. Survey data will be used with qualitative data from the professional development discussions held in the Spring of 2016 in order to draft the Professional Learning Plan. The committee would like questions that ask the following:</p> <ul style="list-style-type: none"> ● Identify role (full-time faculty, adjunct faculty, staff, administrator/manager) ● The number of preferred professional learning opportunities in a year ● Method of delivery (choose 3 from a list) ● What motivates individuals to participate ● Preferred topics for PL <p>Erin will draft a survey and send to the entire group via GoogleDocs for input and feedback. Once the survey is finalized it will be sent to Cabinet for final review before distributing to the college.</p>
<p>What will March Flex look like?</p> <ul style="list-style-type: none"> ○ January feedback ○ March draft agenda ○ Breakfast and lunch ○ Other ideas 	20 min.	<p>Erin introduced some of the January Flex Day feedback. The feedback included responses from 17 of the 140 Flex Day participants. Most of the feedback was complimentary, especially the student panel, and for the sessions offered. The survey indicated high value placed on each of the sessions offered, and the Committee will discuss offering these same sessions at future Flex Days. Survey respondents would like email confirmation of Flex activities they RSVP for. Erin is working on this for the March Flex Day.</p> <p>The Committee reviewed the March draft agenda. Erin explained that no email was sent to the College requesting proposals because other proposals had been submitted earlier in the academic year. The committee agreed that updates on College initiatives from the VPs would be beneficial. In addition, the committee likes the idea of bringing in students to represent the different clubs</p>

		<p>on campus. Committee members would like attendees to complete an activity when finding out more about the student clubs. Communities of Practice will hold a session during the afternoon of March 8 as well. Erin will adjust some of the other trainings accordingly so as to engage as many Classified Staff as possible.</p> <p>The committee discussed breakfast and lunch options for March Flex. Erin will get quotes from Pacific Dining and make appropriate adjustments.</p>
When will we meet in Spring 2017?	5 min.	<p>Committee members will email Erin with their availability in order for the next meeting to be scheduled.</p> <p>The committee also has considered meeting an additional time during February in order to help develop the needs assessment.</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 	If time	Hold for next meeting
What other items do we need to discuss?	If time	

Next Meeting: TBD

Monthly PD Committee Goals

September	<p>Get started</p> <p>Determine name</p> <p>Identify role</p> <p>Clarify EMP Focus</p> <p>Determine an approach to the PD Plan</p> <p>Identify needs assessment goals</p>
October	<p>Review needs assessment samples</p> <p>Draft needs assessment</p> <p>Plan January Flex (Review August & September feedback)</p>
November	<p>Finalize needs assessment</p> <p>Review PD Framework</p> <p>Review January Flex forms</p> <p>Plan March Flex</p>
January	<p>Analyze needs assessment data</p> <p>Draft needs assessment</p> <p>Draft Strategic Initiative ideas for EMP</p>

	<p>Begin PD Plan draft</p> <p>Review March Flex Forms and Flex Day Feedback</p>
February	<p>Draft PD Plan</p> <p>Finalize needs assessment</p>
March	<p>Revise PD Plan</p> <p>Analyze needs assessment data</p> <p>Hold campus forums</p> <p>Assign PL Plan task to campus</p> <p>Draft PL Plan</p>
April	<p>Revise PL Plan</p> <p>Submit the PL Plan for approval</p> <p>Review Spring Flex Feedback</p> <p>Plan activities for 2017-18</p>
May	<p>Review spring PL feedback</p> <p>Plan activities for 2017-18</p>