

**Campus-Wide PL Meeting**

**March 9, 2016**

**11:30 a.m. – 1:30 p.m.**

**Room 8-119**

**Attendees: Absent:**

Agenda Item	Time	Notes
Housekeeping <ul style="list-style-type: none"> <li>o Review December &amp; February minutes</li> <li>o MHWA proposal for GAP</li> </ul>	5 min.	December and February minutes will be reviewed via email correspondence. The committee would like to coordinate with ASCC on the MHWA Each Mind Matters program. This needs to be a student-run program, and the GAP began as a coordinated effort with students in December 2016. Because this funding needs to be used in May (Mental Health Awareness Month), the committee would like the event incorporated into an already existing event in order to maximize efforts. Erin will work with Ben Yeh, the PL Committee ASCC Rep, and Misha Maggi to move this forward.
What will be the process for planning 2017-18 Flex Days? <ul style="list-style-type: none"> <li>o Dates</li> <li>o Theme</li> <li>o Request for proposals</li> <li>o Criteria</li> <li>o Review request</li> </ul>	15 min.	August 14 – 15, 2017 October 11, 2017 January 11 – 12, 2018 March 8, 2018 The suggested theme that Michelle Marquez will present to Cabinet for approval is Cross-Departmental Collaboration. The Committee agreed that this would be an effective theme for the 2016-17 academic year and help move professional learning forward on our campus while promoting engagement from the entire campus. Chantal Sosa relayed some feedback from Classified Staff about the March 8 Flex Day with recommendations to identify speakers for beginning-of-term Flex Days, especially August, to help unify the campus with a single message. This message can help move the theme forward for the academic year. In addition, the Committee will look at Skyline and CSM Flex Day Plans to identify other creative offerings for sessions. Erin will check with the District to find out the topic for the August District Flex Day and speaker. District Flex Day will be August 14 at Skyline College. The Committee agreed that we should continue requesting proposals for Flex Day from campus. Erin will update the proposal form to include format. The upcoming proposals will include a list of criteria that include the following: <ul style="list-style-type: none"> <li>• Content can be generalizable among everyone</li> <li>• Various delivery formats</li> <li>• Alignment with the theme for the academic year (the Committee will work to align each proposal with the theme)</li> <li>• Student-centered</li> <li>• Diversity of topics</li> </ul> Now that Professional Learning has one-time funding through IEPI, the Committee will need to make determinations about how to allocate funding for Flex Days (speakers, supplies, materials, etc.)

<p>What changes need to be made to the PL strategic initiatives?</p>	<p>15 min.</p>	<p>The Committee reviewed the 3 draft strategic initiatives for the EMP. Two of the strategic initiatives were similar, so the committee determined to submit 2 for the Educational Master Plan. Erin will submit the suggestions for Strategic Initiatives to the EMP survey.</p> <p>The Committee determined that if neither of the Strategic Initiatives are placed in the EMP, the drafts can still be used as goals in the Professional Learning Plan. Regardless of the EMP Strategic Initiatives, one of the EMP Goals is specific to Organizational Development, and Professional Learning is a major component of that goal; therefore, Professional Learning will be significant to achieving the Organizational Development goal in the EMP. This is another reason the Professional Learning Plan will be a one-year prototype so that it can be adjusted to meet the strategic initiatives within the EMP.</p>
<p>What is the new timeline for the PL Plan?</p> <ul style="list-style-type: none"> <li>○ Presenting at Senates &amp; Cabinet</li> <li>○ Activity for Divisions</li> </ul>	<p>15 min.</p>	<p>Timeline is on the last page of the agenda handout. Committee members are brainstorming ideas for an activity each Division needs to complete. The goals and objectives page will be presented at Division Meetings for feedback. The entire plan will be available for review online. In addition, PL Committee members will directly contact shared governance representatives to ensure the representatives are familiar with the activity for the Divisions.</p> <p>Erin will share the working draft with the Classified Senate on March 20 and with the Academic Senate on March 23. Michelle will collect feedback from Cabinet on the objectives and goals by March 24.</p>
<p>What changes are needed to the Professional Learning Plan Working Draft?</p>	<p>1 hour</p>	<p>Erin will email PL Committee members with the working draft. The focus during the meeting was on the goals and objectives. Because of technology-related programs under development, the technology objective is important to creating an integrated college-wide plan. The committee reviewed and identified the objectives that need to be held for a future plan or combined into a single objective in order to avoid redundancy. Additional feedback will be emailed to Erin by the end of the day March 17.</p>
<p>What are the recommendations from the PRT team for IEPI?</p> <ul style="list-style-type: none"> <li>○ PRT recommendations</li> <li>○ Allocating IEPI PL funds</li> </ul>	<p>15 min.</p>	<p>Information from these recommendations was used in developing the Cañada Professional Learning Plan working draft.</p> <p>Funding allocations related to the PL Plan will be discussed at the next meeting</p>
<p>What other items do we need to discuss?</p>		

**Next Meeting: April 10, 2017 – 12:30 p.m. – 2:30 p.m.**

## Monthly PD Committee Goals

September	Get started Determine name Identify role Clarify EMP Focus Determine an approach to the PD Plan Identify needs assessment goals
October	Review needs assessment samples Draft needs assessment Plan January Flex (Review August & September feedback)
November	Finalize needs assessment Review PD Framework Review January Flex forms Plan March Flex
January	Draft needs assessment Draft Strategic Initiative ideas for EMP Review Flex Day Feedback
February	Plan March Flex Identify ideas for EMP Strategic Initiatives
March	Revise PL Plan Gather feedback on the PL Plan Assign PL Plan task to campus
April	Revise PL Plan Gather feedback on the PL Plan Submit the PL Plan for approval Review Spring Flex Feedback Develop college-wide needs assessment Plan activities for 2017-18 (including August & October Flex)
May	Review spring PL feedback Plan activities for 2017-18

## Timeline for PL Plan Development

Month	Task
February	Collect input from committee members regarding College Professional Learning Strategic Initiatives to frame some of the Professional Learning Goals for the PL Plan Review sample Professional Learning/Development Plans from other institutions Draft a Professional Learning/Development Plan for review at the March 9 meeting (this will use data from qualitative data from the professional development discussions held in 2014 and 2016 and PL Committee Strategic Initiatives Discussions.)
March	PL Committee reviews the first draft of the College PL Plan (March 9) Collect initial feedback on the College PL Plan from Cabinet and both Senates Revise the first draft and hold 2 – 3 open forums for the college to provide feedback Engage shared governance representatives (PBC and Senate representatives) to collect feedback from divisions and campus committees on the Draft PL Plan. Set up a College-wide anonymous online feedback survey
April	Hold 2 – 3 open forums for the college to provide feedback Engage shared governance representatives (PBC and Senate representatives) to collect feedback from divisions and campus committees on the Draft PL Plan. Set up a College-wide anonymous online feedback survey. (completed by April 21) Revise PL Plan based on feedback Review and finalize the PL Plan (via email)

	Submit to PBC for approval May 3 final approval by May 17 (send to PBC by April 26)
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