

**San Diego Mesa College
Campus Employee Learning Committee
Meeting Notes**

Sept 28, 2017
3:00 p.m. – 4:00 p.m., LOFT

ATTENDEES	Andy MacNeill	
	Janue Johnson	
	Katie Palacios	
	Eva Parrill	
	Todd Williamson	
	Clark Wilson	
	Madeleine Hinkes	
	Judy Sundayo	
	Mark Manasse	
	Larry Maxey	
	Erika Higginbotham	
	Kelly Spoon	
	Charlotta Robertson	
	Tasha Frankie	

Agenda Item 1: Call to Order: By Andy MacNeill at 3:00 pm

DISCUSSION	<ul style="list-style-type: none"> • Meeting was called to order and attendees greeted and welcomed each other. • Attendees introduced themselves • Minutes from April 27, 2017 were reviewed and approved.
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post approved minutes to the CEL website 	<ul style="list-style-type: none"> • Eva Parrill 	<ul style="list-style-type: none"> • Before next meeting.

Agenda Item 2: Committee Membership

DISCUSSION	<p>Attendees reviewed the membership list and discussed which positions needed representation</p> <ul style="list-style-type: none">• See notes on spreadsheet <p>Purpose/goals/changes/questions?</p> <ul style="list-style-type: none">• We do not have a management professional learning committee but we have started PALA (professional administrator learning academy)<ul style="list-style-type: none">○ Professional administrators, supervisors trainings for people who have newly moved into those ranks, common trainings that everyone in those roles should be aware• Dean's academy- will be meeting the first Friday of each month, to share expertise amongst new deans on campus and experts from off-campus when appropriate, mentorship program, mutual mentorship, will be meeting next October 6, "mentorship triads"• Maybe we want to look at- do we need a committee for deans or management, or just have academies or institute/cohort• Change Governance form/website to say: "Management Professional Learning" Committee• Flex subcommittee is under faculty professional learning committee- a subcommittee of a subcommittee<ul style="list-style-type: none">○ This will help faculty direct their own professional learning, Faculty as a group can manage what that looks like as long as they are meeting state-level requirements○ Guided by faculty, justification for why it does or not fulfill requirements• In the purpose statement of this committee: shift all instances of "professional development" to "professional learning" to remain consistent with language<ul style="list-style-type: none">○ Purpose bullet 4: change "evaluation" to "evaluate" to keep grammatical tenses same• We may want to think in the future about having guidelines for using the LOFT, we haven't had a lot of issues so far, but there have been some one-off busy days• Current guidelines: The LOFT is:<ul style="list-style-type: none">○ -not a space to meet with students○ -not a space to hold interviews○ We may have to look at further guidelines• Goals- put new 2017-2018 goals on the agenda for the next meeting• Update membership composition on governance document & CEL webpage
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Highlighted items above 	<ul style="list-style-type: none"> Eva & Todd 	Before next meeting

Agenda Item 3: Professional Learning Subcommittees Updates

DISCUSSION	<ul style="list-style-type: none"> Faculty Professional Learning Committee (Katie reported) <ul style="list-style-type: none"> This is a brand new committee, small groups discussed mission/goals/purpose; “30,000 foot view” Tasha Frankie is interested if CISC representation is needed A lot of the discussion was talking about listening to the needs of the faculty, so that discussions on District DL can be addressed If faculty have a suggestion for learning, it should be brought to FPLC, a survey of what people want, when/how/what should be offered Better communication of resources, an (online) handbook? How to get faculty involved in the conversations that are already happening on campus Judy- met with Janue about coordinating events with CDAIE: Cultural competency trainings (level 1 and 2), Safe Zone Training, Courageous Conversations, LOFT will support these activities that are open to Faculty (and also classified and students in some cases)
	<ul style="list-style-type: none"> FLEX committee (Andy) <ul style="list-style-type: none"> First meeting will be October 28, convene the committee and start talking about “reinventing” this committee, to review Flex independent projects, deadlines for submitting workshops Judy- what about the AB1725 committee? Andy- the funds for AB1725 are still there, but it is not a specific committee This is not so much a group for deciding programming, this group is more of a working group for reviewing workshops and projects Coordinating with Salary Advancement so that faculty can count professional learning workshops towards salary advancement- we should invite Lupe Gonzalez
	<ul style="list-style-type: none"> Conference and Travel Committee (Eva/Andy) <ul style="list-style-type: none"> Continuing to distribute funds for conference and travel Also helping to distribute funding for Equity related funds, BSI/BSSOT, There are specific conference that are identified for special funds Last spring utilized funds from department chairs, leftover funds from departments across campus to help additional employees travel for conferences
	<ul style="list-style-type: none"> Classified Professional Learning Committee (Eva) <ul style="list-style-type: none"> Starting to prepare for classi-con This group’s committee members take different roles towards planning Classi-Con

	<ul style="list-style-type: none"> ○ Partnering with the district to offer more workshops for classified, duplicate workshops that are once a month and 2 sessions ○ Adding VEBA and OPTUM trainings that are free to campuses in SDCCD district to help train on health topics, customer service, ○ Clark Wilson can send the catalog to LOFT staff
	<ul style="list-style-type: none"> ● PALA/Dean's Academy (Charlotta/Andy) <ul style="list-style-type: none"> ○ See above discussion

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Invite Tasha Frankie to FPL committee and Lupe GOnzolez to CEL committee 	<ul style="list-style-type: none"> ● Janue Johnson & Andy MacNeill 	<ul style="list-style-type: none"> ● Before next meetings of those committees

Agenda Item 4: Fund Request Form Feedback

DISCUSSION	<ul style="list-style-type: none"> ● Discussion tabled for next meeting, as Janue Johnson left early and Monica Romero was unable to attend this meeting
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Add to next agenda 	<ul style="list-style-type: none"> ● Chairs, clerical support 	<ul style="list-style-type: none"> ● Next meeting

Agenda Item 5: Roundtable Updates

DISCUSSION	<ul style="list-style-type: none"> ● Larry Maxey- Student Success & Equity <ul style="list-style-type: none"> ○ SDSU/CCEAL are offering workshop for faculty at their school meetings ○ Black Minds Matter webinar series ○ Moving forward with the equity agenda to continue training on tough topics ● Mark Manasse- tutor training <ul style="list-style-type: none"> ○ DPSP workshop, student services workshops, ○ Shifting towards "learning apprenticeship framework" intra/interpersonal relationship ○ Want to collaborate with CDAIE (December 15th, 12:00 or 1:00 pm) ● Kelly Spoon- STEM <ul style="list-style-type: none"> ○ NAPE training "Inspiring courage to excel through self-efficacy" Friday, Sept 29 ○ How to help Faculty sharing what they're doing (techniques) ● Katie Palacios- <ul style="list-style-type: none"> ○ Online-ology ○ LOFT online space
-------------------	---

	<ul style="list-style-type: none"> ○ Distance learning summit from district ○ Working with new OER librarian ● Clark Wilson- <ul style="list-style-type: none"> ○ Management Leader Academy in the spring will be announced soon ○ Presentation skills workshops ● Andy- <ul style="list-style-type: none"> ○ Ian Duckles will be presenting Courageous Classroom Conversations at NFI (NCORE topic) ● Erika Higginbotham- <ul style="list-style-type: none"> ○ MIT Committee- updating strategic goals ● Todd Williamson- <ul style="list-style-type: none"> ○ helping broadcasting the Black Minds Matter webinar ● Charlotta- <ul style="list-style-type: none"> ○ working on Professional Administrators Leadership Academy, diversity and inclusion conference will be shared
--	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item 6: Next Meeting

DISCUSSION	The next meeting is Thursday, October 26, 2017 <ul style="list-style-type: none"> ● 3:00 – 4:00 pm in the LOFT
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● Send outlook invites to committee members	● Eva	● ASAP

Agenda Item 7: Adjournment:

DISCUSSION	Meeting was adjourned at 4:06 pm
-------------------	---

Next Meeting: Thursday, October 26, 2017; 3:00 pm – 4:00 pm in the LOFT

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT

Approved on: _____