

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

February 23, 2017  
3:00 p.m. – 4:30 p.m., LOFT

<b>ATTENDEES</b>	Denise Rogers	Caterina Palestini
	Eva Parrill	Monica Romero
	Todd Williamson	Tasha Frankie
	Taj George	
	Erika Higginbotham	
	Trina Larson	
	Jennifer Carmichael	

**Agenda Item A: Call to Order/Welcome**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Everyone introduced themselves</li> </ul>
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**Agenda Item B: Approval of Minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Minutes were reviewed and approved</li> </ul>
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**Agenda Item C: LOFT Updates**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Professional Learning Coordinator search update             <ul style="list-style-type: none"> <li>○ Monica- the first interview was last week, upcoming second round of interviews, hopefully the position will be filled and start at the beginning of April</li> </ul> </li> <li>• Updates on programming             <ul style="list-style-type: none"> <li>○ Teaching Men of Color Series is now coordinated out of the LOFT- upcoming workshops on March 24, April 7, and May 4</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ These are being recorded &amp; will be posted online</li> <li>○ Denise is coordinating with Debra Ligorsky from the English department to hold brown bag lunch discussions about the topics from the TMOC series, one after each workshop to discuss how faculty are using the techniques and approaches they've learned</li> <li>○ Katie Palacios (our instructional designer) is continuing her Learning2 Workshop Series this Spring, with Workshops coming up on March 9, March 21, April 3, and April 5</li> <li>○ LOFT and Classified Professional Learning Committee is also teaming with SDCC District to provide workshops for classified staff Feb 23, and March 7; and plan to offer additional workshop in April.</li> <li>○ Book Club- meeting March 3 for first meeting of the spring</li> <li>○ Planning the next Course Redesign Institute, applications will be announced next month</li> </ul>
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**Agenda Item D: Form for Professional Learning Funding Requests**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>● Denise, Todd, Andy, Monica have begun a draft on the form to request funding for Professional Learning <ul style="list-style-type: none"> <li>○ Todd was able to create a draft on the online form, based on what Denise had drafted (was created within a few hours, needs revision)</li> <li>○ Simplified questions so that folks will write about their activity, and how it relates to the campus strategic goals or directives,</li> <li>○ Change the long answer question-</li> <li>○ Who have you requested funds from? If you have not received funds from your department, humanities, etc; why? Why are you requesting funds? Are you receiving funds from other sources? Explain other requests you've submitted? Hyperlink to examples</li> <li>○ What goals does your project/event meet?</li> <li>○ Do you want to include flex credit for this event? (link to Flex Workshop Form)</li> <li>○ Big goal: have a page with links for all professional learning/development form</li> <li>○ this form is focused on funding, folks will have to request months in advance, this could be the starting point, then they later will secure the room, flex credit, etc</li> </ul> </li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<ul style="list-style-type: none"> <li>• Take suggestions discussed &amp; make edits to the online form</li> </ul>	<ul style="list-style-type: none"> <li>• Todd &amp; Denise</li> </ul>	Before next meeting
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**Agenda Item E: Website Update (Todd Williamson)**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Website was updated following the president’s cabinet presentation to show changes in committee structure/membership</li> <li>• Co-chairs for faculty professional learning will be professional learning coordinators (from grants)?</li> <li>• Website mentions Faculty professional learning and management professional learning committees but these have not been formed yet, this will be a project for the new professional learning coordinator in the LOFT</li> </ul>
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**Agenda Item F: Updates from subcommittees**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• MIT committee- has a goal to support professional development and training <ul style="list-style-type: none"> <li>○ Is there any feedback on what is relevant? Is there any work deserves particular attention, plans for future training needs?</li> <li>○ Katie Palacios is involved in the MIT committee- may be a good member</li> <li>○ Erika can be the representative for MIT committee on CEL?</li> <li>○ Then Tasha would be the representative for Academic Senate?</li> <li>○ Potential changes need Senate approval, Denise will take these forward for the 2017-2018 school year</li> </ul> </li> <li>• Taj- Can we have a training for how to submit travel paperwork? Collaborate with Business Services to create a Zoom training? Including a flow chart?</li> <li>• Conference and Travel (Eva) <ul style="list-style-type: none"> <li>○ Conference season is in session and CAT has been receiving a lot of requests for funding travel to conferences, they have been reviewing and awarding funding to help people across campus attend conferences</li> </ul> </li> <li>• Classified Professional Learning Committee (Eva) <ul style="list-style-type: none"> <li>○ Planning Classi-con for June 7-10</li> <li>○ Also sponsoring monthly workshops in collaboration with district professional development on a variety of topics- priority management, stress management, customer service</li> </ul> </li> </ul>
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**Agenda Item G: Professional Development Across Campus**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Taj- held training session for events form, may offer a repeat session, anything that isn’t a class is considered an “event” (even meetings)</li> <li>• Jennifer- Project Kaleidoscope, conference at UCSD, she is attending with Lety</li> </ul>
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	<p>Lopez</p> <ul style="list-style-type: none"> <li>○ Thinking of CRI- more STEM applicable workshops/sessions</li> <li>○ Getting faculty in the same room at the same time can be professional learning, it doesn't have to be guest speakers</li> <li>• Trina- what is the role of classified senate in the classified professional learning, collaboration between the two committees toward planning programming, philosophical investment, leadership representative <ul style="list-style-type: none"> <li>○ Denise &amp; Trina will follow up to provide names of willing staff to the CPL committee</li> </ul> </li> <li>• Denise- this month is Black History Month, and next is Women's History Month- there are multiple events going on throughout the next several weeks on campus celebrate and educate on these issues</li> <li>• Cathy received a call from Andy- he sends his love and kisses to the committee</li> </ul>
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**Agenda Item H: Next Meeting**

<b>DISCUSSION</b>	<b>Thursday March 23, 2017</b>
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**Agenda Item I: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Meeting was adjourned at 4:20 pm</li> </ul>
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**Next Meeting: Thursday, March 23, 2017; 3:00 pm – 4:30 pm, LOFT**

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT