



San Diego Mesa College
Campus Employee Learning Committee
Meeting Notes

December 8, 2016
3:00 pm – 4:30 pm, LOFT

ATTENDEES	Andy MacNeill	Cathy Palestini
	Monica Romero	Veronica Gerace
	Eva Parrill	Charlotta Robertson
	Taj George	Kris Clark
	Erika Higginbotham	Wendy Smith
	Judy Sundayo	Denise Rogers
	Mark Manasse	Madeleine Hinkes
	Trina Larson	Clark Wilson
	Larry Maxey	
	Tasha Frankie	

Agenda Item A: Welcome/Call to order

DISCUSSION	All in attendance introduced themselves
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Agenda Item B: President’s Cabinet Presentation

DISCUSSION	<p>We have officially changed our name to Campus Employee Learning Committee Monica shared a brief version of the presentation Other committees have also changed their name</p> <ol style="list-style-type: none"> 1. Staff Development Committee -> Conference and Travel Committee 2. Classified Staff Development Committee -> Classified Professional Learning Committee <ol style="list-style-type: none"> a. One goal within classified professional learning committee- creating on boarding sequence with classified staff (similar to New Faculty Institute) b. Also one for adjunct faculty; as well as management
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Agenda Item C: Continuing Conversations

<p>DISCUSSION</p>	<ol style="list-style-type: none">1. Direction of Subcommittees- what does CEL do in relation for subcommittees2. Better coordination between committees- information will flow back and forth3. "CED About" Revision<ol style="list-style-type: none">a. It is great- just change "development" to "learning"4. Campus Funding Sources Chart Revision<ol style="list-style-type: none">b. Proposed form to request professional development fundsc. How will this coordinate with conference and travel committee/funds?d. Should there be 2 forms- one for Travel funds, and one to put on an event?e. How to eliminate having multiple sources- have "one stop shop" for fundingf. Have one site, 2 paths?g. One form, that has different logic model depending on what the request/need is, an intelligent formh. What about professional learning opportunities that may involve students? This needs to be a question on the formi. Examples of activities in each categoryj. Maximum amount of \$, or maximum # of requests?k. Rubric that committees can use to help make decisions would be usefull. How do departments that do not generate full time students get AFT funding?m. Is there money out there that is going unused? Are we effectively using our resources? Can we ask the business office for an audit?<ol style="list-style-type: none">i. We don't want to leave money on the tableii. What are other campuses doing?n. How to make funding equitable across campus to send folks to conferences?o. Can we publish funding amounts online somewhere?p. Can we capture professional learning requests in program review?q. Deadlines- do we want to have them- 6 months in advance? 1 semester before? 1 year aheadr. How to be both responsive & encourage planning?s. Workshops on how to apply for funding?t. What is our next step? Review the questions, reach out to committees to confirm criteria & budgets- draft a e-form to test out; and research what are other campuses/colleges doing? - who is responsible- individuals in each committeeu. Retreat to do this work?
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• ?	• ?	• ?

Agenda Item D: New Business

DISCUSSION	<p>Updates from Subcommittee</p> <ol style="list-style-type: none"> 1. Conference and Travel Committee <ol style="list-style-type: none"> a. Funding of conferences& travel b. Reviewed requests & funds dispersed so far this academic year 2. Classified Professional Learning Committee <ol style="list-style-type: none"> a. Planning classi-con b. Providing professional development workshops throughout the year- once a month c. Access to professional learning throughout campus d. Culturally relevant higher-ed services- Paula brown, Anita porter e. Trina, Kristen, Eva will work together! f. Budget Process for Planning Classi-Con (Taj)- Taj was not in attendance 3. Draft of Flex Workshop Request Form <ol style="list-style-type: none"> a. Current form is not very-user friendly for either faculty or clerical use, Eva presented draft of online “emailme” form b. Requests on accommodation, making services available c. Flex - returning the process to a committee - to receive more input- more transparency d. If posted on district website - disclaimer that It will take you to an off-district website
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: Updates on Professional Learning Activities for Spring- Across Campus

DISCUSSION	<ol style="list-style-type: none"> 1. Mark- All tutor professional learning Dec. 16- soft skills- at start of spring semester, plethora of topics that tutors can learn about, habits of mind, grit & growth mindset 2. Denise- Working with CRI to share & exchange ideas, Set up learning communities/online learning communities <ol style="list-style-type: none"> a. Jill from English- combining with writing intensive courses, to redesign/work together b. Teaching Men of Color- Debrah L. How are faculty using the tools in TMOC- having faculty have access to teaching tools & tips 3. Trina- faculty working with winter cruise 4. Andy- Katie will be presenting about Open Educational Resources Workshop on college of the canyons about OER
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	<p>a. Monica shared that HSI grant auditors were surprised SDCCD was not fully implementing OER</p> <p>5. Larry- we need some leaders to share successes</p> <p>6. Denise- a model of how to find/develop these resources</p> <p>7. NFI is graduating their Fall 161 cohort</p>
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Agenda Item L: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • Meeting was adjourned at 4:30
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Next Meeting is scheduled for January 26, 3:00 pm – 4:00 pm- this is during Flex Week/Convocation
Next meeting will be held February 23, 2017; 3:00 pm – 4:30 pm, LOFT

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT