

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

Sept 27, 2018
3:00 p.m. – 4:30 p.m., LOFT

ATTENDEES	Andy MacNeill	Allan Schougaard
	Janue Johnson	Aracely Bautista
	Eva Parrill	Sandy Hamel
	Ingrid Jayne	
	Katie Palacios	
	Larry Maxey	
	Leticia Lopez	
	Madeleine Hinkes	
	Mark Manasse	
	Todd Williamson	

Agenda Item 1: Call to Order: By Andrew MacNeill at 3:09

DISCUSSION	<ul style="list-style-type: none"> • Call to Order/Introductions/Welcome • Attendees introduced themselves
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ACTION ITEMS	PERSON	DEADLINE

Agenda Item 2: Purpose of this committee

DISCUSSION	<p>1) Purpose of this committee “The purpose of the Campus Employee Learning Committee (CEL) is to oversee</p>
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the use of professional development fiscal resources for event programming and the use of The LOFT. CEL also supports the work of other campus groups with their professional development activities and guides the work of its sub-committees. CEL evaluates the professional development activities conducted during the year and reports outcomes to the campus.”

Janue asked if there was questions-

- Madeleine Hinkes- is the conference and travel committee still fall as a subcommittee to this committee?
- Andy MacNeill- that committee still falls under this committee, when we opened the LOFT all the funding was to come back to this area.
- Janue- We also have the funding request form if people want to put on a request, they can use this form to request funds and all the parties who have funding can distribute, we will need to work on a process for distributing the funds that different departments and programs have available. Our goal this year is to get more input from across campus about programming.
- Larry Maxey- this committee needs to decide what it's principle of awarding funding is- will we try to fund as many small events as possible, or focus on large events?
 - Andy- we also want to discuss the programming of professional learning on campus.
- Larry Maxey- what are the requests so far? And how many people are attending the events? The amount of funding should be commiserate with the amount of people who are being served.
- Janue- so far we've received 3 requests, but we do not know the exact amounts that are available from each source. The goal was that we would have 1 place on campus that people go to, instead of having people running all over campus to find funding.
- Lety- It's great that we are focusing on the intentionality of professional learning, that what we offer is reaching people and what the outcomes of the learning is, what is the long-term service.

Review & update goals

Establish and implement professional learning funding request process
 Align professional learning subcommittees
 Support professional learning across the campus

ACTION ITEMS	PERSON	DEADLINE
• None	N/A	• N/A

Agenda Item 3: Strategic Plan (Jigsaw Activity)

DISCUSSION	Review Strategic Plan Summary of small group discussions Group 1: Reviewed pg 5-6 <ul style="list-style-type: none"> • Mission/Visions/Values/Goals
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	<ul style="list-style-type: none"> • Virtual online space • Teaching tree • Pre/post assessments • long term assessments, depth/breadth <p>Group 2: pg. 11-13</p> <ul style="list-style-type: none"> • Faculty Professional Learning Committee (new) • Classified Professional Learning Committee • Professional (Salary) advancement Committee • New Faculty Institute • Content/structure <p>Group 3: pg. 15-18</p> <ul style="list-style-type: none"> • Recommendations- • Have funding from each of these areas • Establish an institutional reporting and budget structure for professional development <ul style="list-style-type: none"> ○ Ideal structure/real structure (due to business structure) ○ Does not give the LOFT/CEL complete autonomy of funds ○ Should there be a structure for requesting funds- the organizer/requester could be going to a committee to see if what they are planning meets the objectives of that funding source • Small amounts • Add more questions <p>Group 4: pg 19</p> <ul style="list-style-type: none"> • 4 Strands: <ul style="list-style-type: none"> ○ Innovation ○ Equity ○ Excellence in teaching/learning ○ Community building • Sustained series • Flex/Pedagogy • Outcomes assessment <p>Conclusion: Can we have a subgroup that proposes a process for requesting funds?</p> <ul style="list-style-type: none"> • Janue, Andy, Larry, Lety, Mark, <ul style="list-style-type: none"> ○ Can we invite Lorenze? So that the leadership understand the vision that we are trying to accomplish. • How to institutionalize/sustain things that are integrations of different resources?
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ACTION ITEMS	PERSON	DEADLINE
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• None	N/A	• N/A
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Agenda Item 4: Form to request funding for professional learning events

DISCUSSION	<ul style="list-style-type: none"> • JD Request: Filipino American Heritage Month • JV Request: Emerging Voices: A Quest of Identity • TW Request: Metacognition and Reflection, The Summer Institute <ul style="list-style-type: none"> ○ Will be discussed within the subcommittee
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ACTION ITEMS	PERSON	DEADLINE
• None	N/A	• N/A

Agenda Item 5: Follow up: Calendar of the year

DISCUSSION	<p>Program Highlights each meeting?</p> <p>October 25</p> <p>November 29 (the week after Thanksgiving)</p> <p>January 24 (during flex week- <u>move this to the following week</u>)</p> <p>February 28</p> <p>March 28 (during spring break)</p> <p>April 25</p> <p>May 25</p> <p>Do we want to shift the time of this committee meeting so that it does not conflict with Guided Pathways? –</p> <ul style="list-style-type: none"> • move to 3:30 pm – 5:00 pm <p>How do we achieve meaningful participation from all the representatives from the groups across campus?</p> <p>Could we have subcommittee highlights within the first 30 minutes?</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Adjust outlook meetings: • move January 24 meeting 1 week later • move all meetings to start at 3:30 	<ul style="list-style-type: none"> • Eva 	<ul style="list-style-type: none"> • soon

Agenda Item 6: Next Meeting

DISCUSSION	The next meeting is Thursday, October 25, 2017 <ul style="list-style-type: none"> • 3:30 – 5:00 pm in the LOFT
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ACTION ITEMS	PERSON	DEADLINE

Agenda Item 7: Adjournment:

DISCUSSION	Meeting was adjourned at 4:30 pm
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Next Meeting: Thursday, October 25, 2017; 3:30 pm – 5:00 pm in the LOFT

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT

Approved on: _____

DRAFT