

# Professional Learning Committee

## AGENDA

February 22<sup>ND</sup>, 2024

2:00pm-4:00pm ([Zoom Link](#))

Meeting ID: 836 9417 8599      Passcode: 808578

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Members: Cynthia Guardado (coordinator), Dani Wilson, (1 unfilled manager seat), David Jacobsen, Jessica Langlois, Martha Roberts, Naveen Kanal, Amber Tsung Ju Kuo, Chynna Barnett, Heather Treminio, Darnell Kemp (Resource), (2 unfilled student seats)

**A. Travel (Voting)**

- a. Jessica Langlois
- b. Tamatha Esguerra
- c. Valerie Tuttle
- d. Alex Gutierrez
- e. Joshua Tan
- f. Markus Burger
- g. Monica Lee (Resubmission)
- h. Shirin Rastin (Resubmission)

**B. Travel Items for Discussion**

- a. Philip Austin

**C. OCL Innovative Conference (Voting)**

**D. Update on PAR Form**

- a. I made updates to the Microsoft Form application for travel funding to include all the requirements and guidelines on the actual application. My hope is that this will make it clearer for applicants since previously all the information was only listed on our website.
- b. Additionally, we have had one preliminary meeting with ACT regarding Microsoft Forms and using them to collect data for Staff Development. Accreditation, Program Review, and SEA require us to report on the work we are doing.
- c. What else would we like to include on the form for data collection?
  - i. Race/Ethnicity question?
  - ii. Gender?

**E. Budget Updates (Clarissa)**

- a. \$53,539.00 Current Projected Balance (Actuals + Projections)
- b. Roughly 12K left of our 65K travel budget, with the additional 10k moved over it would put us around 22k left this FY for travel
- c. Updates for whole Staff Development Budget (i.e. FIGs, PEs, etc.)

**F. Perkins Procedure Update**

- a. It is not limited to \$2000 per conference
- b. If the conference is out-of-state it has to be approved at the state level

**G. PAR Discussion**

- a. This academic year three PARs came to our committee that required us to have a conversation regarding what is considered an “activity”. I think we do need to develop a definition for “activity” which should later be clearly posted on our website and defined on the PAR/funding forms.
- b. The PARs which were outside of a typical conference were as follows:
  - i. Observatory
  - ii. Museum
  - iii. Italy Trip
- c. How will this definition align with the mission of Staff Development and the Professional Learning Committee?

**H. Review of the Staff Development Funding Application**

- a. This form will be for various staff from our college to apply for funding to develop professional learning workshops for the Teaching and Learning Certificate and/or professional learning that is in line with our campus goals and the SEA 2.0 equity plan.