

# Professional Learning Committee

## NOTES

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)

### 1. **Travel** (Voting)

- a. Jessica Langlois
  - i. Approved
- b. Tamatha Esguerra
  - i. Incomplete PAR
- c. Valerie Tuttle
  - i. Approved, ask to include meals before RQ is created
  - ii. PAR does not have meals
  - iii. Sending it back if it doesn't have IMS signature is not on PAR
  - iv. Pre-approved
- d. Alex Gutierrez
  - i. No IMS signature, send back
  - ii. Hotel in Riverside, but this cannot be approved if the conference is not more than 50 miles from Fullerton College
  - iii. Pre-approved
- e. Joshua Tan
  - i. Pre-approved, needs to resubmit dissemination plan because it should include mention of a structured presentation
  - ii. Let them know they can apply for \$2K
- f. Markus Burger
  - i. No IMS signature, send back
  - ii. Giving workshop/performance in Brazil
  - iii. Not really a professional development event
- g. Monica Lee (Resubmission)
  - i. Approved
- h. Shirin Rastin (Resubmission)
  - i. Denied
  - ii. Clarity on what a Professional development conference/event is
  - iii. Met with Cynthia to discuss initial denial

- iv. Discussion on if museum exhibits count as professional learning. The committee concluded it does not if there is not structured professional learning being provided.
- 2. **Travel Items for Discussion**
  - a. Philip Austin
    - i. Committee discussion for retroactive approval because of miscommunication from submission dates and not given clear instructions on retroactive approvals
    - ii. Submitted a second conference request
    - iii. Discussion on the time periods when PLC does not meet and submitting requests timely
    - iv. A2MEND dissemination plan: talks about strategies but not specifics
    - v. Committee votes to retroactively approve his PAR from his conference in January
- 3. **OCL Innovative Conference (Voting)**
  - a. 50 seats for a conference
  - b. After PLC approves, then Jose Ramon will approve
- 4. **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.
    - i. Form clearly shows we do not fund certificates
    - ii. Worked on revising the form with the committee, making all wording clear for everyone to understand
    - iii. Can we add links to documents on the PAR form?
- 5. What else would we like to include on the form for data collection?
  - a. Race/Ethnicity question?
  - b. Committee discussion on adding this question
  - c. Gender? Pronouns?
  - d. Personal information questions not a required field in the form at this time
- 6. **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.)
- 7. **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
- 8. **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. How will this definition align

with the mission of Staff Development and the Professional Learning Committee?

- b. The PARs which were outside of a typical conference were as follows:
    - i. Observatory
    - ii. Museum
    - iii. Italy Trip
  - c. **Committee defined “activity” as follows**
    - i. The committee agrees that museums and observatories should not be considered professional development events if they are not collaborative structured experiences. If the visit is an individual experiences for personal enrichment, even if related to their discipline, does not count as an activity.
  - d. Further defining Professional Development
    - i. Looking at what other community colleges define as Professional Development
    - ii. Our website states “professional activities equivalent to conferences (i.e. conventions, workshops, speaker series,etc.)”
    - iii. Adding the word “Development”
    - iv. Possibly adding the definition to PAR/Form/Website
    - v. Discussion on who and when the PAR was created
    - vi. Mention of possibly creating our own SD/PLC PAR form
9. **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.