

# Professional Learning Committee

## NOTES

October 26th, 2023

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

Meeting ID: 993 4933 4242 Passcode: 019275

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

### **A. Funding Proposals**

#### a. Travel:

##### i. Lyman Medeiros

1. Approved

##### ii. Colegas Submissions

##### 1. Cristina Arellano

- a. Approved

- b. Need dissemination plan

##### 2. Flor Huerta

- a. Approved

##### 3. Only had two submissions, will send one last email out

#### b. Dissemination Plan

- i. I would like to discuss dissemination plans since we have not been actively following up on them. I revised the dissemination guidelines form and put all the materials in one file for our campus community. Essentially these materials are the same with some changes I will go over.
  1. Are we okay with the changes?
  2. Are there any suggestions for changes?
  3. Added to the diss plan guidelines: “take the opportunity to attend a session or two devoted to one of the following: teaching and learning, student success, equity and inclusion, keynotes, etc.”
  4. Providing a more detailed guideline sheet of what Staff Dev expects from dissemination plans
  5. Want to make sure we are in line with our equity plans
  6. Added goals of the student equity and achievement plan
  7. Wanted to emphasize the need of a formal dissemination plan
    - a. Presentation at division meeting
    - b. Flex day workshop
    - c. Equivalent professional learning setting
  8. Forms of dissemination
  9. Flex activities, facilitated conversations
  10. Is professional learning funding, learning that we can bring back to campus in our work specifically?

- a. Each department has specialized subjects
- 11. We will be using this revised form for the future PARs and requests we receive
- 12. “Dissemination of information should be completed by the end of the semester following your conference”
- 13. Stay up to date with the dissemination plan follow up column on the excel voting sheet
- c. Guidelines for Professional Experts
  - i. Are we okay with these guidelines?
  - ii. Are PE’s allowed to request travel?
    - 1. Some have semester long contracts, others year long, others much shorter
    - 2. As long as they receive manager approval, they can apply for funding

## B. Discussion Topics

### a. Flex Day

- i. Sustainability Committee
  - 1. Rebecca Watts Hull and she agreed to run a Flex Day workshop along with her colleague Carol Subiño Sullivan
    - a. Thursday, Jan, 25th at 9-11am: Flex Day workshop “Integrating sustainability into courses (based on UNSDGs)”
    - b. Format is remote via Zoom.
    - c. FC (and Cypress) will provide local facilitators to help manage breakout rooms.
    - d. FC will provide learning outcomes to tailor the workshop activities.
    - e. They have agreed to do it for free, not a budget question yet.
    - f. Will be following up with them, we want to try to pay them for their work
  - 2. Learning Outcomes for Spring Flex
    - a. Identify and explain UNSDGs relevant to faculty discipline.
    - b. Describe key sustainability competencies related to faculty discipline.
    - c. Explore one example of sustainability related to faculty discipline.
    - d. Assimilate sustainability into one component of the faculty curriculum.
    - e. Martha can share more sustainability information with the committee
- ii. Other Flex Day Proposals
  - 1. Flex proposal email will go out week of 10/30
  - 2. What else do we want to include in our Flex Day Program?
    - a. Pronouns Training from LGBTQIA2S+ Resource Program Projects, Student Development and Engagement

- Met with Connie to collaborate with and discuss how we can work together
- b. Pronouns Training from LGBTQIA2S+ Resource
  - Connie and her team will be leading this workshop during Flex
- c. Program Projects, Student Development and Engagement
- d. Design TOOL
- e. Discussion Boards and AI
- f. Trauma Sensitive Classroom
- g. Curricunet Flex Session– reach out to John Ison
  - How to?
  - Changes from the state?
  - Two sessions
  - Info session on CORE
- h. Lots of new curriculum reps on campus, possibly have a breakout session/training session on curriculum and how to propose new programs and ideas

**b. Other News**

- i. Beginning work with Race-Conscious Certificate
  - 1. Would anyone like to be part of these meetings as they develop in the future?
    - a. Will continue this conversation with PLC