



Agenda of Fullerton College
Professional Learning Committee
October 24, 2024
2:00 – 4:00 PM via Zoom

[Zoom Meeting Link](#)

- I. Public Comments (limited to 3 minutes per person, 10 minutes)**
 - a. A committee member asked about qualifying activities for Professional Activity Requests (PAR). The committee discussed that if the activity directly supports teaching, it is more likely to be approved. For example, if an activity was a structured talk/panel related to teaching about Fashion (for instance) it would more likely be approved.
- II. Standing Reports (Informational, 10 minutes)**
 - a. None on 10/24 Agenda
- III. Old Business**
 - a. In-person meeting Spring 2025 – Vacant Seats & Elections (Discussion, 10 minutes)
 - i. Attendance for Spring: Committee discussed member availability for in-person meetings next semester. If members cannot attend in-person, elections will be held to fill any vacant seats.
 - ii. Senate Seat Vacancies: Miguel Powers has vacated his seat, and elections will be held to fill his vacancy.
 - iii. The first in-person meeting is planned for February 2025. Members unable to attend should notify the committee as soon as possible.
- IV. New Business**
 - a. Fall 2024 Funding Proposals (Action, 20 minutes)**
 - i. Travel requests
 1. Jessica Tapia – Approved
 2. Andrew Bridges – Not Approved
 - b. Retro Active PARs**
 1. Discussion on approving Andrew Bridges PAR since he submitted his materials just barely before traveling and before the committee's next meeting where they could vote on his PAR. First, international travel approval requires prior Board of Trustees approval so the committee can't approve his PAR.
 2. Since many are not entirely aware of the PAR process or procedures, it's recommended that staff development

clarify on their website the PAR requirements, including guidance on retroactive requests.

3. Staff Development can also include on their website the guidelines on international travel and setting up a Zoom session with the staff development office for PAR or general questions.
4. It was also proposed that the staff development office host a Flex Session on PARs for the campus.

c. Race-Conscious Certificate

- i. Cohort Updates: First cohort completed; recruiting for two manager cohort in Spring 2025 will begin.
- ii. Stipends: Discussed \$1000 stipend for faculty participants as needed. In the last cohort, many participants planned with their IMS for participation in RCC. Committee approves \$1000 stipends for RCC participation when necessary (i.e. when the IMS is not able to offer release time to complete the certificate).
- iii. Feedback: Received positive feedback on the RCC program.
- iv. Cohort Expansion: Recruitment for managers to join the Spring 2025 cohorts, likely in groups of 15. No stipends will be given to managers.

d. Flex Day Potential Keynotes: Aldo and Gerson UndocuScholars LLC

- i. The committee reviewed the documents with the bios and information by the UndocuScholars team. It was noted that their description is instructional lens focused.
- ii. One suggestion for the keynote is to focus on practical, instructional takeaways to aid faculty in supporting students. Additionally, the keynote can consider holding breakout sessions to allow more tailored interactions.
- iii. A committee member shared that they have attended one of their trainings, and UndocuScholars tailored their information for the group.
- iv. The staff development office will meet with Aldo and Gerson to discuss them serving as the keynote.

e. Flex Day Call for Proposals

- i. Committee reviewed the following Guidelines Language for flex day proposals.
 1. If you are considering applying to present to the whole district, please review the following:
 - a. Flex day is a contractual obligation for full-time faculty.
 - b. Flex day sessions should be created through an instructional lens (i.e. What practical advice will instructional faculty be able to take away from this session? What will instructional faculty be able to incorporate into their teaching as a result of attending this session?).
 - c. Flex day sessions should center students and support their success at Fullerton College/NOCCCD.
 2. If you are considering applying for a department/divisions flex activity, please review the following:

- a. We encourage department/division activities to focus on supporting students and improving instruction.
 - b. We encourage you to plan an activity around the keynote.
 - c. Your flex activity should be attended by other members of your department and division.
 - d. You will be expected to provide a roster of attendees for your flex activity.
 - e. If you are considering training adjuncts, please keep in mind that flex day is not an adjunct obligation. Additionally, Staff Development funds Adjunct Professional Learning Days where facilitators and adjuncts will be paid. Please consider applying for this funding instead of asking adjuncts to attend Flex. Apply for Adjunct Professional Learning Day funding for Winter Break here:
<https://forms.office.com/r/ycUYNSXpCk>
 (Deadline is Nov. 10th, 2024)
 - ii. Concerns were raised that the term "instructional" may inadvertently exclude faculty such as librarians and counselors. The committee agreed to revise the language to the following:
 - 1. What practical advice will faculty be able to take away from this session? What will faculty be able to incorporate into their roles as a result of attending this session?
 - iii. There has been an increased interest from Student Services in leading Flex sessions. However, feedback expressed that content might not always be directly applicable to their faculty roles. For example, sessions are informational rather than directly applicable for faculty in the classroom or in their area.
 - iv. The committee agreed that section E was necessary to include in the application form since flex day is not a contractual obligation for adjuncts. If departments would like to train adjuncts, they can use funding for a Professional Learning Day.
- f. Classified Professional First Fridays
- i. Strategies for sustaining this program?
 - 1. A recurring issue is that classified professionals feel hesitant to lead trainings, concerned about appearing less knowledgeable or potentially sharing incorrect information. Originally, the First Friday's program was designed as "classified-led training for classified professionals," but recruitment to lead these sessions has been challenging.
 - ii. Sustainability Suggestions:
 - 1. Consider allowing training sessions to be led by staff outside of the classified group, thus topics could be broadened that would still be relevant to classified professionals.
 - 2. A session on conferences and applying for Professional Activity Requests (PAR) could encourage more participation by highlighting the professional growth potential of attending conferences and similar activities.
 - 3. Historically, there has been a preference for classified-only training spaces, but it may be beneficial to explore

openness to training sessions led by other staff or experts. Additionally, advertising the sessions beyond just First Fridays could increase participation, opening training opportunities to other days or weeks.

- g. CoRE Recruitment
 - i. The call for the Winter CoRE cohort has been sent out, and the committee is seeking to spread the word widely.
 - ii. Recruitment Goals: To meet grant requirements, it's essential to have full-time faculty in CoRE for data collection, as they represent the majority of our faculty body. Efforts are also being made to create discipline-diverse cohorts.
- h. NCORE Call
 - i. The call for NCORE applicants has been issued, but there's a perception among some that selection is unlikely due to limited spots. Committee members are encouraged to motivate people to apply.
 - ii. Clarification on Prior Attendance: The committee decided to prioritize applicants who have not previously attended NCORE, to allow broader participation.