

Agenda of Fullerton College

Professional Learning Committee

February 13, 2024

2:00 – 4:00 PM

In-Person – Building 800, Room 822

1. **Approval of minutes: December 14, 2024**
2. **Public Comments (limited to 3 minutes per person, 10 minutes)**
   1. PLC member shared information regarding the upcoming Major Discovery Date – March 18th 11:00-1:00 PM
      1. They mentioned the possibility of partnering with Staff Development for future dates.
3. **Standing Reports (Informational, 10 minutes)**
   1. **Cynthia Guardado, Professional Learning Coordinator**
      1. Hiring Training for Faculty Open Positions:
         1. Upcoming training is scheduled for Saturday, February 22nd, 10:00 AM – 12:00 PM
         2. RSVP reached 298 people. Cynthia is coordinating with department coordinators to include additional information regarding information about the open position to include during the presentation.
      2. **Flex Day/Feedback** 
         1. Recap on the day's events and positive feedback.
            1. Received positive feedback such as how timely the keynote was and an informative session.
            2. Feedback is still being collected via Microsoft Forms.
            3. Attendance rosters for flex presentations are being collected.
         2. **Adjunct Academy**
            1. Positive feedback from attendees.
            2. 35 adjunct faculty participated.
            3. Plans for a **Fall Adjunct Academy** (a two-day event is being planned)
      3. **Race-Conscious Certificate**
         1. Manager cohort will begin this Spring, Faculty cohorts will be scheduled in Summer, and Classified Professional cohorts will be scheduled in Fall.
            1. Two managers’ cohort will begin this Spring term.
            2. Faculty cohorts are planned for the summer intersession.
            3. Classified Staff cohorts will be planned for Fall 2025 term.
      4. **Black History Month/Asian American and Pacific Islander Month** 
         1. Books purchased for a free book pop-up featuring culturally relevant authors.
         2. 35 books from 10 different authors will be available at Beat Café and Umoja events.
         3. Emphasis on diversity in authors, including female, queer, male, and representation across different genres such as non-fiction, poetry, and historical narratives.
         4. Staff Development will be collaborating with Asian Pacific Islander Desi American (APIDA) for ways to support their program.
4. **Old Business**
   1. **Budget Update (Informational, 10 minutes)**
      1. Budget Recap by Staff Development Administrative Assistant:
         1. Staff Development General Budget: $20,352.24 remaining.
         2. Staff Development funded PEs and stipends for three professional learning days in Journalism, Communication Studies, and English.
         3. Staff Development also funded the Adjunct Academy.
         4. Approximately $75,000 spent on travel this year.
      2. Use of Remaining Funds:
         1. NCORE Meet-and-Greet: President Olivo requested Staff Development organize a meet-and-greet for NCORE attendees from across campus, not just those funded by Staff Development.
      3. Training Collaboration with Toni Nielson: Potential creating 2-3 training sessions (20 hours total) on teaching and learning certificates (Would be eligible for 1-unit salary advancement).
         1. AI Training for Faculty: Discussion on incorporating AI in instruction.
      4. Mental Health Support: Exploring tools and training for stress management and handling difficult situations.
      5. Wellness Initiatives: Inquiry into restarting Wellness Walking Wednesdays (reaching to confirm for next meeting).
      6. Strategic Forum Feedback: Discussion on how Fullerton College can serve as a vehicle for institutional change.
         1. This forum was great for Community Building, optimistic collaboration efforts, and potential DEIA-centered event.
      7. Teach-In Request: Associated Students (A.S.) requested a teach-in on Palestine and undocumented resources.
         1. A.S. expressed concerns about lack of communication on available campus resources.
         2. Discussion on how faculty experts can support A.S.’s efforts.
      8. AP Policy and Student Engagement:
         1. New AP webpage launched for easy access to policy information.
         2. Potential student-led events to increase awareness.
         3. Reassurance efforts for students are needed regarding concerns about programs like Umoja and Puente. Plan to reach out to VPSS to provide clarity and support.
      9. ER funds: about $90k will be used to fund cohorts for Race-Conscious Certificate
         1. Funds allocated for 40 faculty stipends ($1,000 each), PE facilitator, hospitality, and possibly stipends for classified staff.
      10. Additional Funding Sources: Perkins travel funding for faculty teaching CTE courses – approximately $4,000 remaining.
   2. **New Business**
   3. **Spring 2025 Funding Proposals (Action, 20 minutes)**
      1. Travel requests
         1. Alejandra Ceja (Dissemination Plan)
            1. Submitted PAR last fall term and needed to follow up on their dissemination plan for approval.
            2. PLC reviewed and approved.
         2. Monica Lee (Perkins Funding)
            1. Approved; Monica will be informed of approval
   4. **Need Based Prepayment Prior to Travel Application (Jason)**
      1. Concerns about feasibility of processing $74,000 worth of reimbursements/prepayments prior to travel across the campus.
         1. There may be a need to track prepayment requests and establish criteria.
      2. PLC reviewed a draft Microsoft Form for Need Based Reimbursement Request and provided feedback.
      3. Suggestion to implement a submission deadline for reimbursement prior to travel request.
         1. Example: Require submission at least five weeks before travel.
         2. Or, include the prepayment request option in the PAR approval notification, along with a submission deadline.
         3. Depending on travel dates, prior reimbursement may not always be guaranteed.
      4. The committee discussed eligibility screening criteria for prepayment requests. Since the form specifies that requests must be need-based, all qualifying requests would be approved without additional screening.
   5. **Professional Learning Campus Survey**
      1. During a recent Board of Trustees (BoT) meeting, board members expressed interest in seeing professional learning data from each campus. Staff Development has been collecting data on training being offered and the staff development office plans to review data soon.
      2. Staff Development will also prepare to conduct a campus-wide survey to gather feedback on professional learning needs.
   6. **PLC mission revision and Staggered Terms**
      1. During the next meeting, the committee can plan to review the current mission statement and update.
      2. PLC discussed implementing staggered terms so that elections occur in different years, preventing all seats from being vacated at once.
      3. Staff Development aims to support the professional learning needs of classified professionals and plans to collaborate with the Classified Senate. For example, they may want to begin First Fridays again.