

Agenda of Fullerton College

Professional Learning Committee

April 24, 2025

2:00 – 4:00 PM

In-Person – Building 800, Room 822

**MEMBERS PRESENT:** Dani Wilson, Cynthia Guardado, Amber Tsung Ju Kuo, Diana Luu, Mathie Smith, Gita Nilkanth, Naveen Kanal, David Jacobsen, Carina Valencia, Flor Huerta  
**Resource Member:** Darnell Kemp  
**Members Not Present:** Chynna Barnett

1. **APPROVAL OF MINUTES: April 10, 2025**
   1. Minutes Approved
2. **PUBLIC COMMENTS (LIMITED TO 3 MINUTES PER PERSON, 10 MINUTES)**
   1. No public comments were made.
3. **STANDING REPORTS (INFORMATIONAL, 10 MINUTES)**
   1. Cynthia Guardado, Professional Learning Coordinator
      1. Discussion on the mission and purpose, and name change from Staff Development Office to the Professional Learning Office or Office of Professional Learning. Faculty Senate had questions and provided feedback on the mission and purpose of the draft. Will discuss further during the agenda item.
         1. The committee agreed that the name change would be the Professional Learning Office.
      2. Martie and David Jacobsen will continue to serve on the committee for another year.
      3. RCC sign-ups: 74 total, and each cohort (2) is limited to 20 faculty. We had higher adjunct faculty sign-ups, similar to CoRE sign-ups.
      4. Raised the need to create incentives for participation, particularly among full-time faculty.
      5. Shared update on latest CoRE program. With grant funding ending, the office may consider offering CoRE as a salary advancement since it would be difficult to fund $2,000 stipends for faculty participants.
      6. CoRE has demonstrated impact on student-centered teaching practices.
      7. Considering to pre-plan for next year’s professional learning activities during summer intersession.
      8. One idea would be to have another classified professional learning position to work alongside the faculty coordinator. This position would focus on supporting classified staff professional learning.
      9. An idea for future training would be a panel of managers who were formerly classified staff to model professional growth pathways at the college.
      10. Raised question about how many classified professionals work on the campus. Proposed bringing a formal recommendation to PAC and Faculty Senate. Additionally, we could add the request for another classified professional position during the next Program Review updates.
      11. At the recent Chancellor’s Connect, legal limitations around stipends for classified professionals were discussed. We would need to consider working with managers so classified professionals can allocate overtime for Race-Conscious Certificate.
      12. Collaboration with other college campuses & the district continues; planning onboarding for classified professionals is in progress.
      13. Acknowledged the absence of a formal onboarding process
      14. Planning to meet twice a semester with other professional learning coordinators (District and Cypress).
      15. Classified staff expressed hesitation around creating instructional or training videos.
      16. Raised idea of creating a dedicated professional learning coordinator role for classified staff at Fullerton College.
   2. Darnell Kemp, Distance Education
      1. Online Certificate Training begins June 9. Faculty can sign up through the Distance Education office.
      2. Training is asynchronous and spans 6 weeks (approximately 40 hours).
      3. Not a paid training but eligible for equivalent units toward salary advancement.
      4. Available only to faculty not certified to teach online; observer spots offered.
      5. Discussions with the district and they may offer host a training on Materia (a learning tool available on Canvas).
      6. Plans for a Flex Day session to support broader training needs.
      7. Working with the Staff Development Office to issue a campus-wide call for sign-ups.
      8. Noted availability of @ONE courses (3–4 units) as additional salary advancement options.
   3. Dani Wilson, Dean of LLRISPS
      1. No updates.
   4. Jason Lopez, PLC Admin II
      1. No updates.
4. **OLD BUSINESS**
   1. **Staff Development Survey (Informational)**
      1. Review of survey draft. (1st Read)
         1. Reviewed draft of the updated staff development survey (1st read).
         2. Survey is similar to previous years, with updates to Question 2—now listing previous offerings.
         3. Consider adding demographic questions to collect data on division, full-time/part-time status, ethnicity, teaching load, and years of summer teaching.
            1. Will work with OIE to help compile results.
         4. Noted the need to clarify how far back respondents should consider when answering certain questions.
         5. Survey would only be sent to faculty professionals.
            1. Add “Part-time and Full-Time” to question 2.
         6. Updated office name to reflect current title: “Professional Learning Office.”
         7. Approved to send out the survey.
   2. **Mission and Purpose Revision (Action)**
      1. Committee reviewed and approved changes to the mission and purpose statement.
      2. Final draft will be submitted to Faculty Senate for approval.
5. **NEW BUSINESS**
   1. **Spring 2025 Funding Proposals (Action, 5 minutes)**
      1. Ethnic Studies Adjunct Professional Learning Day
         1. Approved
      2. Travel Funding
         1. PAR – Scott Lee
            1. Pending approval after discussion on how often employees can submit a travel funding request.
         2. PAR – Distance Education Online Teaching Conference during Summer (10 Faculty)
            1. Approved
   2. **Travel Funding for 2025-2026 (1st Discussion, 15 minutes)**
      1. This discussion will be centered on the 25/26 budget for PLC. Things to note:
         1. The total budget for 2025–26 remains $65,000.
         2. Beginning in 2025–26, a maximum reimbursement of $2,500 per employee will be implemented.
         3. In 2024–25, all travel funds were allocated by the end of the Fall semester.
         4. The committee discussed how to make the best use of travel funds, especially considering potential future budget cuts.
         5. It is common for funds to be fully allocated by the beginning of the Spring term.
         6. This was the first year we ran out of travel funds so quickly. With the new $2,500 cap, funds may be allocated in a similar time frame.
         7. Discussed possible evaluation criteria for travel funding request, however, screening may be challenging.
         8. The committee considered the importance of knowledge dissemination, expecting more than minimal email updates.
         9. A rotation system may be implemented to broaden participation. This would allow travel once every other fiscal year.
         10. Completion of the dissemination plan would be required for future travel eligibility (must be submitted within 3 months of travel).
         11. Reapplications may be restricted until previous dissemination is completed.
         12. The committee agreed that travel funding will cover up to $2,500 per person.
         13. The discussion will continue during the next PLC meeting on May 8th.