

Agenda of Fullerton College

Professional Learning Committee

May 08, 2025

2:00 – 4:00 PM

In-Person – Building 800, Room 822

1. **APPROVAL OF MINUTES: April 24, 2025**
   1. Minutes approved
2. **PUBLIC COMMENTS (LIMITED TO 3 MINUTES PER PERSON, 10 MINUTES)**
   1. Members shared various end-of-year celebrations on campus:
      1. Lavender Graduation
      2. Black Graduation
      3. Grads2Be Graduation
      4. Humanities Tea & Scholarship Event
      5. AIPDA Graduation
      6. Social Sciences Scholarship Event
      7. Collegewide Scholarship Event
      8. Athletics Scholarship Event
      9. Athletics Scholarship.
3. **STANDING REPORTS (INFORMATIONAL, 10 MINUTES)**
   1. Cynthia Guardado, Professional Learning Coordinator
      1. RCC faculty confirmations were sent out Thursday, 5/8; the process of selecting cohorts was time-consuming.
      2. Novice and full-time faculty were prioritized.
      3. A waitlist was also created with 38 people; there were 78 applicants in total.
      4. Two full cohorts were formed.
      5. Faculty will complete the asynchronous portion of RCC first, then attend in-person meetings.
      6. Those who do not complete the modules will not be allowed to attend the in-person session or complete the cohort.
   2. Darnell Kemp, Distance Education
      1. Online Teaching Certification training 6/9-7/20. The Staff Development Office will help with advertising.
      2. District IS has confirmed that they will be able to host Materia. A brief training will be available in the summer once District IS has it up and running.
      3. DE will also offer a short summer training on Qwickly Attendance, focusing on its use for in-person courses.
      4. We currently have five faculty members attending the Online Teaching Conference in June. We have five spots open and are currently recruiting from departments with the largest drops in online course success.
   3. Dani Wilson, Dean of LLRISPS
      1. No updates.
   4. Jason Lopez, PLC Admin II
      1. No updates.
4. **OLD BUSINESS**
   1. **Updates on Travel Policies (Action)**
      1. The district has been making some updates to travel reimbursement policies this year. The following are a few updates received so far:
         1. The district does not provide reimbursement for Airbnb lodging.
         2. Hotel accommodation is only eligible for reimbursement if the conference location is 50 miles or more from Fullerton College.
         3. Meals and incidentals are only reimbursable when an overnight stay is approved.
         4. If the conference ends at, or before noon, overnight stay that night will not be reimbursed by the district.
      2. Due to rising costs, the PLC increased the maximum allowable reimbursement to $2,500.
      3. The committee discussed revisions to travel policy language.
      4. The committee considered whether to formally adopt the updated policies.
      5. Proposal to implement a rotation system: employees could apply for funding every other academic year. This would extend the reach of available funding and create more equitable opportunities for those who do not frequently travel.
         1. Clarified that the rotation system would not apply to Perkins Travel Funding. (Grant is limited to faculty who are teaching CTE courses).
      6. The Professional Learning Office will plan to meet with the VPAS, Business Office, and other relevant departments to clarify reimbursement eligibility and policy updates.
      7. Vote to approve revised travel policies: Approved
   2. **Staff Development Survey (Action)**
      1. To be distributed at the beginning of the Fall 2025 semester.
      2. We will share the survey link with division deans and ask them to include the survey in their division meeting agendas.
      3. Committee voted to move forward: Approved
5. **NEW BUSINESS**
   1. **Fall 2025 – Spring 2026 Funding Proposals (Action, 5 minutes)**
      1. Professional Learning Day -Tam Contreras – Dual Enrollment
         1. Funding Approved.
         2. Will also offer this alongside the Fall 2025 Adjunct Faculty Academy.
         3. Discussion on centralizing professional learning efforts, rather than isolating them by department.
         4. Asking about grant funds for dual enrollment.
      2. Travel Funding
         1. PAR – Scott Lee (Traveled during 24-25 academic year.)
            1. Not approved due to new policy implementation.
         2. PAR – Gary Graves (Perkins)
            1. Approved
         3. PAR – Dana Clahane (Traveled during 24-25 academic year.)
            1. Not approved due to new policy implementation.
         4. PAR – Yvette Jurado
            1. Approved
         5. PAR – Dora Meraz
            1. Approved
         6. PAR – Jeremy Siskind (Perkins)
            1. Approved
            2. Will also need to complete an Out-of-state travel for Perkins funding.
         7. PAR – Teresa Perry -White
            1. Approved
            2. PLC also suggested Teresa could disseminate the information on 25Live during a First Friday presentation to employees.
   2. **Flex Proposals (Action, 15 minutes)**
      1. Approval for 20 Flex Proposals
         1. Including a DSS Flex Presentation.
      2. Committee reviewed flex proposals.
         1. Block approval granted.
   3. **Cost of the upcoming Fall 2025 Flex Day Keynote (Action, 5 minutes)**
      1. Approval of up to $5,000 to cover keynote speaker costs.
         1. Approved.