

**San Diego Mesa College
Campus Employee Learning Committee
Meeting Notes**

March 22, 2018
3:00 pm – 4:30 pm, LOFT

ATTENDEES	Janue Johnson	
	Katie Palacios	
	Eva Parrill	
	Todd Williamson	
	Madeleine Hinkes	
	Charlotta Robertson	
	Mark Manasse	
	Tasha Frankie	
	Kelly Spoon	

Agenda Item 1: **Call to Order: By Janue at 3:00 pm in the LOFT**

DISCUSSION	Approval of February 22, 2018 Minutes <ul style="list-style-type: none"> The Minutes were approved by consensus with minor spelling updates.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post approved minutes to the CEL website. 	<ul style="list-style-type: none"> Todd Williamson 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item 2: **Cornerstone on Demand Software**

DISCUSSION	Janue meets with Professional Learning Coordinators from other campuses in the area regularly, at the last meeting the Palomar Professional Learning Coordinator presented a new platform called “Cornerstone on Demand,”
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	<ul style="list-style-type: none"> This is a Professional Learning Management System Platform <ol style="list-style-type: none"> 1. This program can be used by all employees including classified, faculty and administrators to track their professional development activities 2. Events and Learning Modules can be uploaded and designed/customized to meet the needs of various participants 3. Connect Communities (like Canvas discussion forums). Kelly is using it to respond to frequently asked questions. 4. PLN folks are automatically included in the program 5. Cornerstone can solve compliance issues (i.e. sexual harassment) 6. Can offer the class for specific groups 7. Will collect wait lists, automatic emails and updates to registrants and waitlisted folks 8. Cornerstone can be customized to meet the needs of your campus. 9. Facilitate specific activities. For example, Kelly invited all Committees and Councils to attend Redesigning America's Community Colleges book club and events (flyer for this event is on PD Blog). <p>This platform is customizable for different audiences and groups, and streamlines processes of posting and reporting Flex credit and tracking professional learning for individuals within an institution.</p> <ul style="list-style-type: none"> There is a presentation on April 20, the whole committee is invited to attend to learn more about it. This integrates with databases, Peoplesoft, excel, and others. This would be a district-level decision, district stakeholders will also be invited to attend the informational meeting on April 20
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Attend Cornerstone on Demand presentation, April 20th 11:00 am – 1:00 pm at Miramar College, Room K-107 RSVP: https://goo.gl/forms/hBCMltGVoSaWloKV2 	<ul style="list-style-type: none"> Everyone on the committee 	<ul style="list-style-type: none">

Agenda Item 3: Funding Sources for Professional Learning

DISCUSSION	<p>The following programs have money available to fund professional learning:</p> <ul style="list-style-type: none"> Humanities, Equity, Proyecto Exito (Title V), STEM Conexiones (Title III) BSI, BSSOT, CTE, Mesa Foundation Charlotta collected information/blurbs, will send to Janue There should be a separate list of funds that can be used to fund Conference and Travel, By next meeting we should be ready to have the informational PDF that will be linked within the request for funding for professional learning form
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Send information gathered to Janue • Update form with information 	<ul style="list-style-type: none"> • Charlotta • Todd 	<ul style="list-style-type: none"> • ASAP • When information is received

Agenda Item 4: Professional Learning Subcommittees

DISCUSSION	<p>Professional Learning Subcommittees</p> <p>Faculty Professional Learning (Kelly & Katie) Teaching tree- faculty resources network- Canvas site to collect teaching ideas, this was presented to the school of humanities last week. Dean Hensley had the faculty do groupwork and then Katie presented how they can share these ideas using the Teaching Tree/Canvas FPLC will be maintaining and promoting this tool</p> <p>FLEX (Janue) Ed Helscher shared background of FLEX. At the next meeting, the committee they will discuss how to manage FLEX subcommittee to review workshops and independent projects</p> <p>Conference and Travel (Eva) The committee has continued to review requests for conference and travel funding, and has allocated all of the funding available. Last year, this committee was able to seek out additional funds that were leftover from department chairs. The committee has also recently reviewed applications to attend 2 separate equity themed conferences: NCORE and APAHE, and recommended which employees to attend these conferences.</p> <p>PALA/ (Charlotta) 7th PALA session last Friday, topics were DSPS and disciplinary processes, Robyn Taylor discussed strategies and guidelines for disciplinary action and expectations of employees, there is not an official employee code of conduct, but Rules of the Road can work as an unofficial code of conduct.</p> <p>The next session is April 20, and topics will be on diversity, presenters are Judy Sundayo and Charlotta, using Lee Mun Wah materials Upcoming May 1st topic is sexual harassment prevention and student code of conduct</p> <p>Dean's Academy (Andy) Andy was not in attendance to report on Dean's Academy.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item 5: Round table

DISCUSSION	<p>Eva- Flex deadlines approaching- Independent project submission deadline is approaching (April 16)</p> <p>Katie- There are new professional learning badges: screencastomatic, youtube captioning, and twitter explorer- these are built into canvas modules</p> <p>Mark Manasse- all tutor training on March 23, a mini-conference for tutors with breakout sessions, 100 people have signed up to attend, this will take place in the commons and SB building. Also several tutors are presenting at a statewide conference April 13-14, in Orange County, Santiago College.</p> <p>Kelly: Women in STEM event happened on Tuesday, 4:00 – 5:30 was a faculty professional learning event, well attended, then a networking dinner between students and faculty for dinner, and then a student event. An interesting idea was presented- rather than introducing yourself the first day of class, have a colleague introduce you as an esteemed colleague- can result in higher respect from students.</p> <p>Next week is AHSIE Conference (Hispanic Serving Institution) in Chicago- several faculty are presenting at this conference</p> <p>Jason Kalchik is running project-based learning class through SDSU, faculty can earn credit towards professional advancement.</p> <p>Janue - Planning summer Course redesign institute, a hybrid institute with an online portion before the face-to-face meeting</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item 6: Adjournment

DISCUSSION	<ul style="list-style-type: none"> Meeting was adjourned by Janue at 4:00 PM
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Next Meeting: Thursday, April 26; 3:00 pm – 4:30 pm, LOFT

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT
Approved on: _____

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