SAN DIEGO MESA COLLEGE

San Diego Mesa College
Campus Employee Learning Committee
Meeting Notes

April 26, 2018
3:00 pm – 4:30 pm, LOFT

ATTENDEES		
	Andy MacNeill	Kris Clark
	Janue Johnson *	Mark Manasse
	Katie Palacios	Larry Maxey
	Eva Parrill *	Erika Higginbotham *
	Todd Williamson *	Trina Larson
	Clark Wilson *	Tasha Frankie *
	Krista Stellmacher	Kelly Spoon *
	Madeleine Hinkes	Jennifer Carmichael
	Judy Sundayo	Leanne Kunkee
	Charlotta Robertson *	Marie Jose Zeledon
	George Ye	Alana Milner *
	Wendy Smith	

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

DISCUSSION	Approval of March 22, 2018 Minutes
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the CEL website.	• Todd Williamson	• Before next meeting.

Agenda Item 2:   **Form for Funding Professional Learning**

DISCUSSION	1) Form For Funding for Professional Learning a) PDF Funding Sheet – Charlotta Robertson i)

	b) Rubric – Erika Higginbotham
	i) Erika- wanted to align the points to campus goals and mission and campus priorities and criteria for funding. The part that charlotta worked on can be a reference point. And incorporate classified and faculty funding, while also addressing career technical needs.
	ii) We will send out this rubric, and can take feedback at the next meeting (which will be the last meeting of the year).
	iii) We will also discuss who will rate when people request funding, and how this process will work.
	iv) The STEM sources- Kelly will revise to look similar to the other funding descriptions
	v) Do we want the people who are in charge of these funding sources to review the requests?
	vi) Should we also provide examples of what a good proposal looks like.
	vii) Our goal is to have this form up and running by Fall 2018.
	viii)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 3: **Assessment Tools**

DISCUSSION	1) Assessment tools (Kelly Spoon)
	a) How to measure the effectiveness of Professional Learning and Flex offerings?
	b) Kelly has drafted some tools to assess professional learning
	c) The goal is to have a tool that can be used for all professional learning events to ask participants for their assessment.
	d) Should we have a branching survey?
	i)
	e) Kelly showed the survey that was used for NAPE workshop
	f) There was also a survey for HSI events
	g) We need to come up with questions that are generic and can be used for any event?
	h) How will we get people to take the surveys after the event?
	(1) Paper survey? Online survey?
	(2) What is a good way to manage all this data?

	(3) Mostly likert scale? So that if people are taking it on their devices they will have minimal typing.
	(4) The district offices uses paper surveys for their PL surveys
	(5) Could we use taskstream?
	(6) We should make it that people need to take the surveys before they leave an event
	(7) Is there a way to track who has not taken the survey and send a follow-up after the fact?
	    (a) Anonymous vs. tracking the participants
	    (b) Scantron-style survey? Do we have technology that populate a spreadsheet from a paper survey
	    (c) Better to go forward and do all electronic and people will get used to it
	    (d) Kahoot survey? This exports to a spreadsheet, is fun and quick
	(8) We use a surveymonkey for FLEX at the end of the year
	(9) Kelly and Krista will work together and bring something back to the next meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 4:   **PCAB Presentation**

DISCUSSION	1) President's Cabinet Presentation for the year on the CEL committee – May 1, 2018 – need volunteer co-representatives a) what have we accomplished, what are we working on, what is in progress? b) There is an outline already c) Interested parties can let Janue know

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 5:   **"Cornerstone on Demand" Presentation Debrief**

DISCUSSION	1) Janue, Charlotta, Eva and Clark attended the presentation on Cornerstone On Demand on April 20th at Palomar College 2) This is a "Learning Management System" for Professional Learning (For Faculty, Administrators, Classified Professionals, and other employees to keep track of their professional learning throughout the school year). 3) They use this LMS at Palomar and they just started this year 4) The state chancellor's office is willing to fund this cloud-based software 5) It is customizable to a campus's needs and culture 6) This talk to Kenan, Flex, the Professional Learning network, it is single-sign on, community-building, can make groups based on type of employee for different professional learning requirements 7) Each campus is going to talk to presidents and other leadership to get them on board 8) This would be most helpful to implement as a district since there are faculty who work across multiple campuses 9) Palomar Professional Learning Coordinator is willing to share her templates to make it easy to set up and build it out. 10) This could happen now, it does not need to wait until full peoplesoft implementation.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 6: **Professional Learning Subcommittees**

DISCUSSION	Professional Learning Subcommittees **Faculty Professional Learning (Janue)** More discussion on FLEX and the Teaching Tree. Kelly Spoon and Denise Rogers presented information on the teaching tree to academic senate to solicit information for the teaching tree. **FLEX (Janue)** Andy will talk to Kim Perigo to clarify who is needed on this committee- can it be a subcommittee of FPLC? **Conference and Travel (Eva)** This committee was scheduled to meet on the day of the power outage, and ended up cancelling the most recent meeting. However, the committee has allocated all of the funding available. Last year, this

committee was able to seek out additional funds that were leftover from department chairs.

PALA/ (Charlotta)
About to have the last session on May 1ˢᵗ, sexual harassment prevention, Vicotria Miller is the presenter, talking about student code of conduct.
Last Friday was the topic was about leadership and diversity, this information is going on the canvas shell.

Classified Professional Learning Committee
The committee has finalized the schedule of sessions that will be presented at Classi-Con (Classified Convention, June 5ᵗʰ- 7ᵗʰ), and is working on wrapping up the last of the logistical details of planning. We are excited and think that this is going to be the best conference yet.

Dean's Academy (Andy)
The last session is next week, the topic is Equity, there are many speakers planned for this session.
They are also meeting soon to plan for fall, to see what should be offered next semester.
This series also brought in funding as all campuses paid to participate, and will help fund the LOFT.
This is open for Faculty who are interested in becoming Deans and have the opportunity to learning more about leadership skills.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item 5:   **Round table**

DISCUSSION	Charlotta- EMRM team is having an ALICE (Active Shooting) training next Friday, there is ample opportunity to take part in this training. Course ReDesign Institute- applications are open right now for adjunct and full time faculty, is will be offered as a hybrid/flipped course. OER Cohorts- Open Educational Resources Cohorts put on by Librarian Lisa Burgert, the first phase is the overview, 2ⁿᵈ phase is more in depth, and 3ʳᵈ is even more intensive, each one has incentives for faculty to explore if it is good for their discipline, a way to offer low-cost classes.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item 6:   **Adjournment**

DISCUSSION	• Meeting was adjourned by Janue at 4:04 PM

Next Meeting: Thursday, May 24th ; 3:00 pm – 4:30 pm, LOFT

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