

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

May 24, 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 3:07 pm in the LOFT**

DISCUSSION	Approval of April 26, 2018 Minutes Approved with Adjustments from Charlotta
-------------------	---

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: **Assessment Tools**

DISCUSSION	Last meeting, we discussed a Professional Learning/Flex survey Eva put together a draft and shared with the LOFT staff for tweaking. This was sent out to the whole campus and we have so far received 85 responses. There was also a survey for
-------------------	--

	faculty only that Kelly spoon and Katie palacios put together- the questions do not overlap. Next time we do this survey we will be able to combine these using the branching features of google forms.
--	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 3: PCAB Presentations

DISCUSSION	<p>Andy, Janue and Eva presented to PCAB (reference PCAB presentation)</p> <p>A few members will be presenting to executive leadership about Cornerstone learning management system</p>
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 4: Marketing and Promoting the PL Funding Request form

DISCUSSION	<p>a) Funding sources and rubric are complete</p> <p>b) We still need to follow up with CTE (Monica Romero) for that information</p> <p>c) We don't have title V funding available</p> <p>d) How can we communicate to the campus, promote and market?</p> <p>i) The LOFT team will work on this and propose something</p>
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 5: Professional Learning Subcommittees

<p>DISCUSSION</p>	<p>Professional Learning Subcommittees</p> <p>Faculty Professional Learning (Janue/Katie) Developed FPLC Survey talked about Flex week being a professional learning week instead of administrative meeting week, potentially have a conference where faculty can submit proposals and present Website was updated- teaching tree Summer planning, trying to meet together to discuss a mini-conference approach for the spring, modeling Classi-Con/Classified Professional Learning Committee</p> <p>FLEX (Janue) At the end of the faculty needs survey, there is a prompt to ask if they want to be part of the Flex Committee, this was also promoted at the New Faculty Institution graduation- this is going to be an ongoing effort after each NFI graduation</p> <p>Conference and Travel (Eva) This meeting was cancelled due to lack of people being able to attend and there's no money</p> <p>PALA (Charlotta) Last session was the first week of May, the people who attended took a survey, and sent a follow-up survey to the folks who attended some but not all the sessions. Last session was about dealing with disciplinary issues in the classroom; complaints of sexual harassment and discrimination The people who attended 6 sessions will receive a PALA badge. One idea is to hybridize it so that some sessions are online, but this is not concrete yet.</p> <p>Classified Professional Learning Committee Classi-Con happening in less than 2 weeks, the committee is working on the last finishing touches Trina Larson & Beth Cain are collaborating to present a short memorial for Mary Kovach during the Unsung Hero award ceremony- Charlotta will get them in touch with Mike Gast to share photos</p> <p>Dean's Academy (Andy)</p>
--------------------------	--

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

<p>DISCUSSION</p>	<p>Katie- has a OTC cohort meeting tomorrow, 10 people are attending the OTC conference and there is also a cohort to spread the information through campus. October 26- Caninnovate, Canvas innovation conference totally online, presented by @one. There is</p>
--------------------------	--

	<p>also a accessibility course from @one, we may be able to use this as a starting point for more training at Mesa</p> <p>Erika- Summer planning of how-to make resources accessible, a style guide for doing this, could host in the LOFT and house on the LOFT website</p> <p>Tasha- no share</p> <p>Eva- is attending NCORE next week Next week is also the Summer Insitute (AFT) Week after that is Classi-Con The week after that outcomes institute The week after that is CRI</p> <p>Charlotta- LRAS Leadership Team assigned NIMS (National incident management system) 100 (ICS [incident command system] for Higher Ed) and NIMS 200 (Initial Action) to prep for emergency response & recovery; training provided by FEMA via Keenan SafeColleges (<i>Charlotta is Campus Administrator, Clark is District Administrator</i>) All LRAS Building teams will be assigned Sexual Harassment Prevention and Title IX training via Keenan SafeColleges website Two PEER Navigator trainings scheduled in June: LRC Orientation/Evacuation Review & M.E.E.T. on Common Ground, Diversity Training that focuses on respectful work environment Keenan SafeColleges learning website is https://sdccd-keenansafecolleges.com/ database can be migrated into Cornerstone environment</p>
--	--

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 3:43
------------	--

Next Meeting:

4th Thursday of the Month (starting in September); 3:00 pm – 4:30 pm, LOFT

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT

Approved on: _____