SAN DIEGO
MESACOLLEGE

San Diego Mesa College
Campus Employee Learning Committee
Meeting Notes

October 26, 2017
3:00 pm – 4:30 pm, LOFT

ATTENDEES		
	Janue Johnson	
	Katie Palacios	
	Eva Parrill	
	Todd Williamson	
	Clark Wilson	
	Judy Sundayo	
	Kris Clark	
	Mark Manasse	
	Larry Maxey	
	Maria Jose Zeledon	
	Tasha Frankie	
	Krista Stellmacher	
	Charlotta Robertson	

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

DISCUSSION	**Approval of 9/28/17 Minutes**
	• The Minutes were approved by consensus as is.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the CEL page.	• Eva Parrill	• Before next meeting.

Agenda Item 2:   2017 – 2018 Goals

DISCUSSION	

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

Agenda Item 3:   Funding Request Form Feedback

DISCUSSION	

	From Monica Romero via email:
	My old "To Do" list has the finalization of the CEL Funding Request form: http://www.emailmeform.com/builder/form/r08f7hya9c5wS59zvJ47
	
	There are two items left to be addressed (on the form):
	• The link, if the user indicates that the event involves students
	 ○ Monica: I think we can create a quick page (or PDF) that describes places to get funds for student activities. I will admit there are not a lot of options: Humanities Institute, ASG Funding Request (the link on this page is old), Mesa Foundation)
	 ○ Committee members suggested a webpage with links – Can we inquire with Ashanti Hands & Larry Maxey
	 ○ Provide a list, if you find additional fund, please inform the LOFT and we will add it to the list
	 ○ Can we collaborate with departments that do provide funding for students so that if the event does include students, it can go straight to those departments
	     • We would need further resources- database software & experts, to integrate this
	     • For now, we will create a list/webpage
	• The links to the different campus efforts/initiatives:
	 ○ From Monica via email: I realized that by still listing each funding source as a reference for campus initiatives, we would continue to reinforce what we are trying to change! So – I think we just need to list specifically what the campus is focusing on and if someone does not know how their request is related to one of these efforts, then it is not an integrated request (does that make any sense?) We can also put our phone number down to help folks with this if they are out of the loop. Maybe we could run this by a few of the CEL people that are around this summer?
	• Should we make the list to reflect those resources?
	• Does this committee make the decisions of funding? Or does committee serve as a middle-man to communicate between the applicant and the sources of funding.
	• Is this a calendaring tool?
	• In part, as we are trying to avoid scheduling several expensive speakers on campus

	on the same day
	• Do we want to set a minimum number of people or dollar amount that this form should be used for? • If the budget for the event is less than $200, maybe they should go through other process, so that this committee is not reviewing every event that people want to hold • Why would people fill out this form if they do not need funding? Will faculty be filling out duplicate forms with the same information? • Right now this committee does not have any funding • Table for next meeting- discuss with Andy & Monica "WHAT IS THE POINT OF THIS FORM?!?!?" This will direct any other changes we make to it • Larry: There is a lot of moving parts, maybe we are just trying to get the campus to send all Professional Learning through the LOFT for event calendaring to begin with, so the campus recognizes this is the space to go to organize. • It would be great to capture all these events and data related to them in once place/department for program review • More collaboration/merge between events calendaring; can we work with Rachelle to interface between events form and professional learning o Invite Rachelle to next CEL meeting?

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

Agenda Item 4:   **Professional Learning Subcommittee Updates**

DISCUSSION	1. Faculty Professional Learning (Katie)
	    a. At the last meeting the committee discussed the vision statement, mission statement, and goals of the committee. Programming has not yet been discussed. What role do orgs like SDSU play in this, the stamp of "this is a legitimate course of study/discussion" can we do that ourselves? Can we inform the programming through the data.
	2. FLEX (Janue)
	    a. Intial meeting, Ed Helsher was a longstanding member and gave the committee history of what the committee used to function, the committee used to review Flex Independent projects and Flex workshops, this was slowly moved towards deans/administration making these decisions but the idea of the revival of the committee is to have faculty reviewing faculty professional learning. There are currently only 2 members other than Janue, so more members are needed from across the campus, different schools/department
	3. Conference and Travel (Eva)
	    a. The committee welcomed a new classified member to the committee at the last meeting, and Virginia Enriquez from business services attended- we discussed how we can streamline the process between people requesting funds from their department, the committee, and once the request is approved, processing the travel

	paperwork and communication with the business office
	4. Classified Professional Learning (Eva)
	    a. This committee is in the beginning stages of planning for Classi-Con and other workshops for classified employees throughout the year. At the last meeting, we brainstormed themes and also discussed a list of potential workshops, which the committee will be voting on soon. They are also setting up deadlines and check-in points for planning so that the work is spread throughout the year and not rushed right before the conference commences.
	5. PALA/ Dean's Academy (Charlotta)
	    a. Supervisory Professorial Admonitory
	    b. Kickoff scheduled for November 8, 12:00 – 1:30 pm inviting facilitators, 9 modules, modeled off of district academies, topics about discipline collective bargaining, communication,
	    c. Mesa Culinary arts will provide catering for kickoff
	    d. First session will be held November 17
	    e. Supervisors and directors are encouraged to join
	    f. Materials will be distributed via Canva

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

Agenda Item 5:   **Round Table Updates**

DISCUSSION	• Janue Johnson- We are presenting Black Minds Matter webinars in the LOFT over the next 8 weeks, if you are not able to attend you can register online to view the videos, in the LOFT we are including a 1 hour discussion after each webinar. • Kris Clark- got back from Assessment Institute in Indianapolis, ideas for collaboration between Outcomes and Professional Learning Department • Larry Maxey- is presenting Community College League of California about food insecurity issue, Mesa will be able to address this issue in the community more fully with new initiatives that are starting. • Charlotta: went to diversity & inclusion conference, very much enjoyed and was impressed with the number of DSPS vendors and representative, make contact with a potential facilitator for disability awareness; great workshops on demystifying Islam

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

Agenda Item 6:   **Adjournment**

DISCUSSION	• Meeting was adjourned by Janue at 4:15

Next Meeting: Thursday, November 16, 2017; 3:00 – 4:30, LOFT

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