

San Diego Mesa College Campus Employee Learning Committee Meeting Notes

February 28, 2019
3:30 p.m. – 5:00 p.m., LOFT

ATTENDEES	Present:	Absent:
	Andy MacNeill (Co-Chair)	Aracely Bautista
	Janue Johnson (Co-Chair)	Cassandra (Sandy) Hamel
	Allan Schougard	Charlotta Robertson
	Erika Higginbotham	George Ye
	Eva Parrill	Judy Sundayo
	Ingrid Jayne	Katie Palacios
	Kris Clark	Krista Stellemacher
	Mark Manasse	Larry Maxey
		Leticia Lopez
		Madeleine Hinkes
		Rachel Schwarz
		Todd Williamson

Agenda Item 1: Call to Order: By Janue Johnson at 3:40

DISCUSSION	<ul style="list-style-type: none"> Call to Order/ Welcome
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ACTION ITEMS	PERSON	DEADLINE

Agenda Item 2: Review/Approve minutes

DISCUSSION	<ul style="list-style-type: none"> Minutes were approved as written
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> Post minutes from 11/29/18 meeting on website 	<ul style="list-style-type: none"> Todd Williamson 	<ul style="list-style-type: none"> Before next meeting

Agenda Item 3: Strategic Plan

DISCUSSION	Strategic Plan <ul style="list-style-type: none"> Smart Goals Update Tabled for future meeting
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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item 4: Mission Statement Draft

DISCUSSION	Mission Statement Draft <ul style="list-style-type: none"> Governing - How can we guide the work of professional learning subcommittees? <ul style="list-style-type: none"> Notes: The purpose of the Campus Employee Learning Committee (CEL) is to oversee the use of professional development fiscal resources for event programming and the use of The LOFT. CEL also supports the work of other campus groups with their professional development activities and guides the work of its subcommittees. CEL evaluates the professional development activities conducted during the year and reports outcomes to the campus. Redesigned mission statement: <ul style="list-style-type: none"> The Campus Employee Learning Committee (CEL) provides access to and support of professional learning activities for employees of Mesa College. Through its leadership and support, CEL is committed to providing innovation and excellence as it builds a culture of equity that empowers employees to achieve their professional goals, ultimately enhancing student learning.
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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item 5: Yearly Needs Assessment

DISCUSSION	Yearly needs assessment (survey questions)- <ul style="list-style-type: none"> Committee members reviewed the survey from last year and considered if questions were clear, overly wordy, repetitive, etc. Committee members provided feedback on wording, suggested explaining terms within the form The subcommittees will also have an opportunity to review the survey and
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	give feedback in upcoming meetings
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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item 7: Funding Request Form

DISCUSSION	Funding request form <ul style="list-style-type: none"> Clarified rubric
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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item 8: Subcommittee Highlights

DISCUSSION	Subcommittee highlights: <ul style="list-style-type: none"> Faculty Professional Learning Committee- Alan Schougard HSI Title III/V – Leticia Lopez Basic Skills/Transformation Grant – Ingrid Jayne <p>This agenda item was skipped due to lack of members present. Subcommittee presenters should be prepared to present at the next meeting</p>
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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item 9: Round Table

DISCUSSION	No round table discussion
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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item 10: Action Items/Upcoming

DISCUSSION	<ul style="list-style-type: none"> • PCAB presentation – April 2, 2019 <ul style="list-style-type: none"> ○ Results of annual needs assessments ○ PL highlights from subcommittees ○ Upcoming events ○ New programming ○ Infographic handout ○ NANCE committee member ○ The LOFT team could present • Upcoming topics: <ul style="list-style-type: none"> ○ March/April- Strategic Plan and PL Programming - FLEX Survey, Institutional PL versus department PL, Current Programming and New Programming ○ March/April - Funding Request Cycle (Review drafts for funding request process - Rubric, Information Form, Request Form, Checklist, Process) ○ April/May - Cornerstone Planning & Preparing
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ACTION ITEMS	PERSON	DEADLINE
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Agenda Item 7: Next Meetings

DISCUSSION	<ul style="list-style-type: none"> • March 28, 2019; 3:30 – 5:00, LOFT <ul style="list-style-type: none"> ○ This is during spring break- we will try the week after, April 4 • Meetings this year: Sept. 27, Oct. 25, Nov. 29, Feb. 28, March 28, April 25, May 23 <ul style="list-style-type: none"> ○ February 28th meeting: <ul style="list-style-type: none"> ▪ Leticia Lopez- HSI Title V and HSI Title III ▪ Ingrid Jayne – Basic Skills/Transformation Grant ○ March 28th meeting: <ul style="list-style-type: none"> ▪ Madeleine Hinkes – Program Review Committee ▪ Mark Manasse- MT2C ▪ Rachel Schwarz (& Eva Parrill)- Classified Professional Learning Committee ○ April 25th meeting: <ul style="list-style-type: none"> ▪ George Ye- Humanities Institute ▪ Judy Sundayo- CDAIE Committee ○ May 23rd meeting: <ul style="list-style-type: none"> ▪ Krista Stellmacher- Mesa Foundation ▪ Kris Clark- Committee on Outcomes Assessment • Upcoming PCab presentation – April 2
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ACTION ITEMS	PERSON	DEADLINE
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<ul style="list-style-type: none"> • 5 minute presentation: What is your subcommittee/area focusing on for professional learning? 	<ul style="list-style-type: none"> • See schedule 	<ul style="list-style-type: none"> • See schedule
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Agenda Item 8: Adjournment:

DISCUSSION	Meeting was adjourned at 4:55 pm
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Next Meeting: Thursday, March 28, 2019; 3:30 pm – 5:00 pm in the LOFT

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT