SAN DIEGO
MESACOLLEGE

San Diego Mesa College
Campus Employee Learning Committee
Meeting Notes

October 25, 2018
3:30 p.m. – 5:00 p.m., LOFT

ATTENDEES	Janue Johnson	**Absent:**
	Allan Schougaard	Andy MacNeill
	Erika Higginbotham	Cassandra (Sandy) Hamel
	Eva Parrill	Charlotta Robertson
	Ingrid Jayne	George Ye
	Katie Palacios	Judy Sundayo
	Larry Maxey	Kris Clark
	Leticia Lopez	Krista Stellmacher
	Madeleine Hinkes	Mark Manasse
	Todd Williamson	Rachel Schwarz
	Monica Romero (Conference & Travel Rep)	

Agenda Item 1: **Call to Order:** <mark>By Janue Johnson at 3:30</mark>

DISCUSSION	• **Call to Order/ Welcome** • **Attendees introduced themselves**

ACTION ITEMS	PERSON	DEADLINE

Agenda Item 2: **Review/Approve minutes**

DISCUSSION	• Minutes were approved with slight modifications • Add 2 items to this meeting's agenda:

	o Use of LOFT space by NANCE student employees o Add NANCE rep to this committee

ACTION ITEMS	PERSON	DEADLINE
Post minutes from 9/27/18 meeting on website	Todd Williamson	Before next meeting

Agenda Item 3:   **Updated agenda items regarding NANCEs**

DISCUSSION	This topic came up in a recent meeting of LRAS Mangers/Leadership
	• Use of space by NANCE student employees?
	   o When the space was created, the rule was that NANCE could use the space for professional development but not for study space
	   o Do we need to differentiate between NANCE and NANCE Students?
	   o No, either can use the space for work-related purposes
	   o NANCE students cannot use this space for a study space or use the computers
	• Should we add NANCE Rep to this committee?
	   o NANCEs are the classified equivalent of Adjunct Faculty, their needs and viewpoint is largely under-represented on campus committees
	   o The committee agreed that their contributions and viewpoint is valued, and they should have an opportunity to serve on the committee
	   o Classified Senate would help to recruit a member if this is moved forward
	   o This will need to be approved by president's cabinet

ACTION ITEMS	PERSON	DEADLINE
• Propose additional representation to PCAB	• Committee Chairs	• ?

Agenda Item 4:   **Purpose of this committee**

DISCUSSION	• **Purpose of this committee** o "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 sub-committees. CEL evaluates the professional development activities conducted during the year and reports outcomes to the campus."

- **Review & update goals**
  1. Establish and implement professional learning funding request process
  2. Align professional learning subcommittees
  3. Support professional learning across the campus

In the next meeting, the committee can review the strategic plan and set reasonable, measurable objectives

ACTION ITEMS	PERSON	DEADLINE
• Review Strategic plan & think about reasonable/measurable objectives	• All committee members	• Before next meeting

Agenda Item 5: Strategic Plan

DISCUSSION	• This agenda item was tabled until Andy MacNeill is present

ACTION ITEMS	PERSON	DEADLINE
• Add this discussion topic to next meeting's agenda	• Eva Parrill	• Before next meeting

Agenda Item 6: CEL Task Force

DISCUSSION	The CEL Task Force had a subcommittee meeting with Larry, Leticia, Lorenze, Andy, Janue, Eva
	• Reviewed requests and processes, and determined that new requests would be reviewed by the subcommittee, requesters will have to present on their proposal to this committee
	• HSI has a certain amount set aside and professional learning planned, Kelly Spoon is the coordinator and faculty can go to her with ideas, she is open to additional suggestions
	o Considering bringing back NAPE which provides toolkits to a group of faculty
	o In the spring they are considering doing innovation grants for 7 faculty
	o All HSI funds are earmarked for certain events, this is an internal process, but there are funds available for conference and travel, but not much, only $7000, some faculty in psychology and Math faculty have requested funds,
	• Larry- during this subcommittee meetings faculty proposals were talked to about their proposals, this is helpful for faculty and other subcommittee members to clarify what the event is and how the funds would be spent

	○ Where the funding comes from should not matter to faculty, the subcommittee members can make that determination ○ It works for now unless we start to receive more requests ○ Are requestor informed of decisions ▪ The requestors were informed ○ Can we have some language to have a form response for approved, declined with stipulations, declined ▪ Janue will work on that template ▪ The email will follow up with in-person conversations • Per our discussion, follow up with X, Y, Z individuals (account approvers, or coordinators for sources of funding available for student activities, etc.) • Larry & Janue will put together a form • This task force will review requests

ACTION ITEMS	PERSON	DEADLINE
• Create form/template to fill out during CEL funding taskforce meetings where requests are reviewed	• Janue Johnson, Larry Maxey	• Before next meeting

Agenda Item 7:   Subcommittee Highlights

DISCUSSION	• Subcommittee Highlights ○ Madeleine- is there a list of the sources of funding for professional learning ▪ Janue- we've created a rubric and a list of criteria for each source of professional learning funding ▪ As we go into the spring semester, we can promote the form more • We can include the rubric and the criteria on the form, or on the same webpage that is on the form. • As discussed at the September 27th meeting, each subcommittee/area will make a short presentation highlighting what is happening in their area to CEL throughout the year ○ Select dates – a sign-up sheet was passed around ▪ Each presentation should detail what that area is doing for professional learning, no more than 5 minutes ▪ If there was no representative from an area or subcommittee, they were assigned a date so that each meeting would have 2-3 area/subcommittee presentations ▪ November 29th meeting: • Monica Romero- Conference and Travel Committee • Erika Higginbotham- MIT Committee • Larry Maxey- Student Equity and Success

- February 28th meeting:
  - Leticia Lopez- HSI Title V and HSI Title III
  - Ingrid Jayne – Basic Skills/Transformation Grant
- March 28th meeting:
  - Madeleine Hinkes – Program Review Committee
  - Mark Manasse- MT2C
  - Rachel Schwarz (& Eva Parrill)- Classified Professional Learning Committee
- April 25th meeting:
  - George Ye- Humanities Institute
  - Judy Sundayo- CDAIE Committee
- May 23rd meeting:
  - Krista Stellmacher- Mesa Foundation
  - Kris Clark- Committee on Outcomes Assessment
- PCAB presentation about CEL- is anyone interested in co-presenting
  - Janue will ask Beth to send the date of the meeting where CEL is set to present- it will be some time in the spring
  - Larry volunteers to help

ACTION ITEMS	PERSON	DEADLINE
• 5 minute presentation: What is your area focusing on for professional learning?	• Monica Romero, Erica Higginbotham, Larry Maxey	• For next meeting

Agenda Item 8:   Round Table

DISCUSSION	• Larry will be facilitating some conversations with faculty on issues surrounding race & equity, he presented at NFI and faculty requested that the discussion would continue
	    ○ This will take place in the spring
	• Lety- is CRI no longer happening during the summertime?
	    ○ Janue- the LOFT is working with AFT The Summer Institute because both programs have similar learning objectives and deliverables, Mesa may offer an ESU if the program can be extended throughout the year. This wouldn't carry any costs, so we could shift the funding to another project
	    ○ Lety- faculty can be resistant to "redesigning" their course
	    ○ Allan- this would be very cumbersome for computer science
	    ○ Madeleine- Kris Clark offers COA also has offered an assessment institute in the summer, but the funding for that is expiring soon
	• Katie- come to the board of trustees meeting on November 8, the LOFT will be promoting the badge program, and participants will be able to earn a badge

	- There is a badge bundle workshop being offered later in November
	- @one courses – online 4 week courses – train the trainer, faculty from our campus are teaching these, they are in canvas, synchronous tools
	- The LOFT is working to offer scholarships for @one courses, for Faculty and Classified employees, this will happen in the spring
	    - These scholarships are $65 each, 10 will be offered
	- Faculty can get salary advancement credit if they pay through Fresno State
	    - This carries an additional cost for employees who decide to do this
	
	- Madeleine- can program review training be offered through canvas?
	    - Katie- yes, we can use canvas as a tool to collaborate for people who cannot attend meeting
	- Lety- in November, she will be working with a grant writer to apply for another HSI grant, what should go into the professional development piece, how to infiltrate different levels of teaching, being able to go both deep and wide breadth
	- Janue- 4 phases of curriculum, we are at level 1, how do we get to level 4? How do incentivize the change?
	    - Looking forward: How do we get more resources to make change s to curriculum & inspire faculty?

ACTION ITEMS	PERSON	DEADLINE

Agenda Item 9: Upcoming

DISCUSSION	- Next Meeting
	    - November 29, 2018; 3:30 – 5:00, LOFT
	    - Meetings this year: Sept. 27, Oct. 25, Nov. 29, ~~Jan. 24~~ (cancelled, during Flex Week), Feb. 28, March 28, April 25, May 23

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Agenda Item 10:   Adjournment:

DISCUSSION	**Meeting was adjourned at 5:00 pm**

Next Meeting: Thursday, February 28, 2019; 3:30 pm – 5:00 pm in the LOFT

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