Chrissy Kincer - Sample PL Plan Notes for 3.7.17 meeting

* **Overall**
	+ Include College Mission Statement
	+ Include Committee Members and how they were appointed
	+ Include Definition of Professional Learning Committee
* **Fresno PD Plan Draft**
	+ Includes recommendations for future years from surveys and discussions with various committees
* **Bakersfield PD Plan**
	+ Framework – outlines PD Framework within plan connected to supported activities
	+ Conferences
		- External – develop protocol for teams having conference attendees connect back with college during or after external conferences.
		- Internal - BC hosts two major conferences per year
	+ Includes Required Trainings
		- We could use this and include or own required trainings (hiring committee training, safety trainings, mandated reporter training etc)
* **SJCC PD Plan**
	+ Include information about EMP and strategic initiatives related to PD
	+ Assessments and Evaluations
		- How are Flex Days evaluated and where does information get posted?
	+ Outlines goals and includes Activity Plan Matrix to fulfill each goal (Objective, Activities, Involved Parties, and timeline for each objective)

Erin Moore - Sample PL Plan Notes for 3.7.17 meeting

**Bakersfield Plan**

* Description of PL Committee membership and purpose
* Who reviewed and approved the plan
* Description of process
* Framework (intro to framework)
* Description of funding sources and budget
* Current programming

**DVC Plan Draft**

* Alignment to college mission, EMP and District
* Used recommendations from the Recommendations of the California Community Colleges Student Success Task Force #6, *Revitalize and Re-envision Professional Development.*
* Identified 4 goals with 2 objectives under each (basics for developing a program)
* Activity Plan Matrix
* Required resources
* Evaluation plan and reporting

**Fresno Plan**

* Working assumptions
* Who the plan serves
* Resources (fiscal, human, physical space)
* Purpose of centralization of PL
* Current programming
* Funding priorities
* Planning process
* Evaluation of activities and program

**SJCC Plan**

* Alignment of PL Committee with the college mission and vision and goals and equity and basic skills plans
* Discusses flexible calendar program
* Identification of Professional Learning-related committees
* Availability of Professional Development Day feedback and workshop assessments
* PD Committee yearly self-assessment for strategic planning