

CLASSIFIED PROFESSIONAL LEARNING DAY

Strengthening Connections and Integrating Equitable Practices

Wednesday, March 22, 2023

This is an all-play (mandatory) event for classified professionals.

For more details and to register for your choice of sessions, go to the [ProLearning Workshop Calendar](#) by logging in to MyCOM and going to ProLearning.

OPENING SESSION: 9 am — 10:20 am / Cafeteria

Time	Program Descriptions	Presenter/Facilitator
8.30 am - 9 am	MEET AND GREET – Coffee, tea, and light breakfast	
9 am - 10:20 am	<p>Welcome and Opening Session</p> <p>Welcome from Dr. David Wain Coon, Jonathan Eldridge, the Classified Senate, and the Professional Learning Committee.</p> <p>Join 3CSN facilitators Betina Vallin and Rebecca Moon-Stone in an opening session with a specific focus on identifying voice and value, strengthening connections, appreciative inquiry, and professional growth and development for classified professionals.</p> <p>Request from Facilitators: Bring an object from home that you feel represents your connection to education (Something that speaks to your “why” of why you are here at COM and/or keeps you here at COM)</p> <p>Suggested Pre-Readings: <i>The Weave of History</i> and <i>7 Ways to Talk about Success</i>.</p> <p>Resource Guide: Appreciative Inquiry</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Explore what Appreciative Inquiry might look like on your campus Explore how “system leadership” and “organizational coherence” can frame leadership and campus transformation Learn your value and discover your voice 	3CSN Facilitators: Betina Vallin Rebecca Moon-Stone

BREAKOUT SESSION I: 10:30 am - 11:50 am

(Choose one of the following within Session I to attend)

Location	Program Descriptions	Presenter/Facilitator
AC 246	<p>Understanding White Supremacy and Racial Justice</p> <p>White supremacy is often discussed as a “thing of the past” or a “taboo topic.” With the pandemic came an increase of awareness around the stark understanding of how deeply rooted systemic racism, classism, and oppression is for marginalized communities, which stems from practices and policies steeped in White supremacy. Join us in a conversation about how institutions, including higher education, are rooted in white supremacy and how we can individually and collectively work to counter and dismantle racist systems to create equitable access and support for students who historically and currently experience the most impact.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Learn about the historical and current context of White supremacy and racial justice in the U.S. higher education system Reflect on current practices in teaching and/or positions at the college Take away tips and tools to actively dismantle oppressive practices in their teaching and/or professional positions 	Sadika Sulaiman Hara Patricia France Teresa Perales
FH 110	<p>COM Software/Apps 101</p> <p>If you are new to COM or need a refresher on the available office software and applications at COM, here's your chance to learn more! This session will introduce participants to applications that can assist in communicating and sharing information with your coworkers quickly and efficiently. The applications discussed will include the Microsoft Office 365, Teams, Calendar/Meeting scheduling, Bookings, OneDrive/SharePoint, Zoom, and more.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Explore and access COM Cloud software and applications for staff Adopt effective ways to communicate with fellow staff via COM apps 	Stacey Lince
AC 245	<p>Career Advancement Preparation Workshop</p> <p>Are you considering taking the next step on your career path? In this workshop, participants will learn more about resume writing, cover letters and interview skills to feel more confident and prepared for whatever opportunity comes next. Participants can bring their most recent resume and cover letter (whatever condition they are in—no judgment!) and/or collaborate with others. Facilitators will provide insights all applicants should know going into a hiring process.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Gain an understanding of the interconnected ways cover letters, resumes, and interview preparation can highlight experience/qualifications Gain tangible language/feedback to incorporate into resume, cover letter, and other materials 	Jonathan Eldridge Nekoda Harris
AC 255	<p>What is Your Why?</p> <p>Join 3CSN facilitators Betina Vallin and Rebecca Moon-Stone in taking the initial steps in goal-setting for professional growth, centering the question of “what is your why?” for exploring development pathways you are interested in.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Learn how to dream and discover your “why” Begin to understand your purpose. Find your strengths. 	3CSN Facilitators: Betina Vallin Rebecca Moon-Stone

LUNCH: 11:50 am – 12:50 pm / Cafeteria

BREAKOUT SESSION II: 1 pm - 2:20 pm

(Choose one of the following within Session II to attend)

Location	Program Descriptions	Presenter/Facilitator
AC 255	<p>Connections at COM</p> <p>Join 3CSN facilitators Betina Vallin and Rebecca Moon-Stone in taking steps to strengthen connections and relationships across areas at COM. The facilitators will be introducing a model for connecting us together in order to direct students to the right people, locations, and services on campus.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Work on the core strengths of the classified professional. Envision the importance of our “how” to seek professional learning and personal growth. 	3CSN Facilitators: Betina Vallin Rebecca Moon-Stone
FH 110	<p>Hybrid Meeting Management / 102</p> <p>This session is intended for staff who are responsible for managing or setting up meetings that include both online and in-person attendees. Meeting types include participatory governance committees, workgroups, or those related to departmental responsibilities. We will discuss common challenges with presenting in two modalities and provide best practice tips on setting up meetings, sharing documents, managing participants during the meeting, and communicating with attendees, pre and post meeting.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Identify common challenges with hybrid meetings Implement effective methods of organizing and communicating with in-person and online meeting participants 	Stacey Lince
AC 246	<p>Understanding White Supremacy and Racial Justice</p> <p>White supremacy is often discussed as a “thing of the past” or a “taboo topic.” With the pandemic came an increase of awareness around the stark understanding of how deeply rooted systemic racism, classism, and oppression is for marginalized communities, which stems from practices and policies steeped in White supremacy. Join us in a conversation about how institutions, including higher education, are rooted in white supremacy and how we can individually and collectively work to counter and dismantle racist systems to create equitable access and support for students who historically and currently experience the most impact.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Learn about the historical and current context of White supremacy and racial justice in the U.S. higher education system Reflect on current practices in teaching and/or positions at the college Take away tips and tools to actively dismantle oppressive practices in their teaching and/or professional positions 	Sadika Sulaiman Hara Patricia France Teresa Perales
AC 114	<p>Skills, Certificates, and Degree Completion at COM and Beyond</p> <p>Interested in learning new skills at COM, or completing a degree here at COM or elsewhere? Come learn from COM academic counselors about classes offered at COM to improve skills such as web design, computer information systems, computers and business. Academic counselors will also talk about next steps to completing degrees at COM or at a four year university and share career exploration resources. Bring your unofficial transcript of completed coursework if possible.</p> <p>Session Outcomes</p> <ul style="list-style-type: none"> Learn about skills classes, degree completion, and post bachelor program. Learn about how to research potential career opportunities. Review your academic history and connect with possible educational opportunities. 	Gina Cullen Byron Ramey Alexandra Magallanes-Rivera Rachel Klein

RECONVENING: 2:30 pm — 3 pm

Location	Program Descriptions	Presenter/Facilitator
AC 255	<p>Please join facilitators Rebecca Moon-Stone and Betina Vallin in this reconvening, focused on the following questions:</p> <p>What actionable next steps will you take?</p> <p>What more will you need to support you?</p>	3CSN Facilitators: Betina Vallin Rebecca Moon-Stone

KENTFIELD CAMPUS

835 College Ave.
Kentfield, CA 94904
(415) 457-8811
[Google Map](#) | [Campus Map](#)

- Accreditation
- ADA Accessibility
- Board Meeting Agenda
- Campus Policies
- Consumer Information
- Discrimination, Harassment & Title IX

- Academic Programs
- Class Schedule & Catalogs
- Course Outline of Record
- Degrees & Certificates
- Schedule Search

- Child Development Program
- Enrollment Priority
- EOPS/CARE & CalWORKs
- Outreach
- Student Health Services
- Zero Textbook Cost Program

- Employee Directory
- Employment
- Facilities Rental
- Forms

INDIAN VALLEY CAMPUS

1800 Ignacio Blvd.
Novato, CA 94949
(415) 883-2211
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