

Minutes Santa Ana College Professional Development Advisory Committee

Wednesday, February 28, 2018; 1:30 – 3 PM in S-215

Attendees: Burrus, Tanisha, Bustamante, Monica; Glomba, Irene; Grant, Madeline; Hagelbarger, Theresa; Hoang, Susan; Hoeger, Jennifer; Huebsch, Mary; Jenkins, Rob; Kushida, Cherylee; Mercado-Cota, Teresa; Seitz, Carol; Serratos, Raquel; Weber, Merari; Sanchez, Marisol

Handouts: Agenda; Draft Minutes from October 25, 2017 meeting; proposed Mission Statements and Goals; December & January Flyers.

Meetings: March 28, April 25, May 23.

Location: S-215 **Time:** 1:30 - 3:00 PM

Action Items:

- I. Minutes (Not Covered)
- II. Structure/Organization Chart – Action (Confirm Voting Members)
 - a. Need to change layout
 - i. Specify full time/part time, SAC/SCE ,etc. for voting members
 - ii. Open line for each vacant role
 - iii. Make a note that this is a 2-year commitment for employees and a one-semester commitment for students.
 - iv. If the voting member is not at the meeting, then the alternate can vote.
 1. Attending the Advisory Committee meetings is optional for alternates.
 - b. Merari will be encouraging administrators to join as voting members or alternates. Irene will contact Nilo regarding our committee’s need for an administrator from SCE.
 - c. Madeline moved to approve and Mary seconded. Motion carried.
 - d. Shared governance for the Advisory Committee has not been finalized, but this committee is in the organizational structure of the College Council.
- III. Reports
 - a. Management Workgroup
 - i. How to offer training for management and administrators
 - ii. Management will propose to Dr. Rose to establish a management association which would meet 10 times a year
 1. Meeting topics will alternate between meetings for training and meetings for relationship building
 2. The schedule may not accommodate everyone’s availability
 3. Teresa reported on the ECCA (Community College Administrators) conference she recently attended.
 - b. Faculty Workgroup
 - i. StrengthsQuest: Need a plan for continuing with StrengthsQuest implementation at SAC
 1. How to purchase codes for students
 2. How to continue helping employees through StrengthsQuest
 - ii. Guided Pathways
 1. There needs to be a follow up discussion in each department. One day of fall flex week will focus on Guided Pathways.
 - iii. Flex documents for website

Revised on 8/22/2018

1. Created a document to explain how to offer workshop
 2. CEC Faculty tracking system is not completely working
 - a. The flex hours are approved outside of the system at SCE
 3. Possibly create Screen casting videos for SAC
 - a. Susan volunteered to do video for SAC
- iv. Flex week
1. Possible schedule changes for the fall faculty Professional Development week
 - a. Request changing Academic Senate meeting to Tuesday
 - b. Focus Wednesday on Guided Pathways
 - c. Monday and Tuesday is SacDays (Success at College)
 - d. Focus the activities for Wednesday to Friday
 - i. Request to not overlap the activities
 - ii. Safety meeting at SCE (mostly classified), think about offering here at SAC
 2. Canvas workshops are an important class for faculty right now, but possibly might not be such a priority next semester
 3. Should we do a survey to ask faculty the following question: How do you satisfy your flex obligations? What topics would you like to have? (Provide drop down menu with some options.)
 4. Ask management what training they need from their staff (safety, clipping service, etc.)
 5. Offer the campus new adjunct training the week before flex week
 - a. Discuss with other deans if this meeting can be made mandatory before flex week
 - b. At SCE, adjuncts may only be required attend meetings at times similar to their teaching schedules; i.e. if faculty teach in the afternoon then faculty must only be required to come to afternoon meetings
 6. Surveys
 - a. The drop down menu of the list of workshops needs restructuring (The numbers to identify the workshops was confusing to most people.)
- c. Rob Jenkins & Merari: SCE faculty professional development
- i. SCE fall flex week theme: Growth Mindset and follow up during the fall semester. SCE spring flex week: Continuation of Growth Mindset.
 - ii. Possible blog meeting
- d. Classified Workgroup
- i. Restructured workgroup members and roles.
 - ii. Future meeting with Dr. Rose will cover the following:
 1. State Chancellors project
 - a. Will bring more awareness of Guided Pathways for Classified.
 - b. What do classified need to know about Guided Pathways?
 2. Summer Professional Development Program for Classified – presented by Irene
 - a. Possible rewards/incentives
 - i. Certificates
 - ii. Workshops that can be added to resumes

- iii. Digital Badges
 - b. Ask Managers and Administrators what training classified should be offered
 - i. Training about form processes
 - ii. Ask departments what are two of the top things people should know in that department
 - iii. Tips every month; with videos/30 minute workshops
 - c. Guided Pathways Institute should to be promoted to Classified.
 - 3. SCE Classified meeting (Department meeting with Jim to discuss general information)
 - a. Proposed monthly meeting at SAC maybe once a semester
 - 4. Calendar
 - a. Should have everything on one SAC calendar
 - b. Ask Melissa Utsuki what can be done with the calendar
 - c. Separate student events (should be default calendar) and faculty & staff events
 - e. Students
 - i. Jorge Mora SCE student representative couldn't make it today; need to check with Nicole for a SAC student representative.
- IV. Goals
 - a. Irene's proposed goals
 - i. Educate employees to improve their job and service students.
 - ii. Support employees in their career and academic advancement.
 - iii. Collaborate with all College departments to anticipate and address the needs of the college.
 - iv. Promote an environment of learning, research, teamwork, communication and positive employee morale.
 - b. Change goal 1 to "Inspire colleagues to grow professionally by building community and removing departmental barriers and silos."
 - c. Raquel will send this out to the proposed goals so workgroups can discuss and narrow Advisory Committee goals down to 5-6 goals.
- V. Leadership Institute
 - a. Mary presented the leadership option for a college-wide leadership program being used at LBCC
 - i. Program was designed by Brennan Carr, SAC adjunct faculty in Business
 - ii. Suggestion: Break this program into separate, independent modules. Need feedback on success of this program at LBCC this year.
 - b. Irene shared a mentor-mentee program that she has been developing.
 - i. Volunteer-basis
- VI. SAC Conference Request Process
 - a. Need to establish an improved process for conference request and approval of equity/professional development conference funds
 - b. Raquel will send draft conference request process form out to the Advisory Committee group so workgroups can discuss