

Minutes Santa Ana College Professional Development Advisory Committee

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

Attendees: Lorena Chavez, Irene Glomba, Madeline Grant, Susan Hoang, Mary Huebsch, Cherylee Kushida, Teresa Mercado-Cota, Jorge Mora, Marisol Sanchez, Raquel Serratos, Merari Weber

Handouts: Agenda; Draft Minutes from November 2017 & February 2018 meeting; Proposed Voting Members & Alternatives 2017-18; 4CSN Summary

Action Items:

- I. Minutes
 - a. Approval of the February & November Minutes: Mary moved, Marisol seconded and motion carried.
- II. Structure
 - a. Lorena Chavez has volunteered to be the SCE Administrator member.
 - b. Student Outreach
 - i. Mary will invite Jennifer De la Rosa / Nicole Moya and request they bring a student.
 - ii. SCE - Jorge will try to bring a student next meeting.
 - c. Approval of the structure & membership of the Advisory Committee: Madeline moved and Cherylee seconded.
 - d. Madeline proposed the workgroups will rotate leading the advisory committee throughout the year.
- III. Reports
 - a. Faculty
 - i. Online workshops will be promoted to Faculty from Lynda.com & Kognito
 - ii. Flex
 1. Flex week will change to Professional Development week
 2. Wednesday afternoon will be devoted to Guided Pathways.
 3. Fernando Ortiz will provide a workshop for adjunct faculty on Wednesday night.
 - iii. Question & Discussion: Should we offer something as mandatory training every semester?
 1. Librarians can make online self-paced accessibility training videos in a Canvas course. Suggestion: provide tiered training (basic & advanced) so that some faculty and staff can support others. Similar to Canvas mentors.
 2. Possible mandatory courses: Kognito, Safety, Accessibility etc.
 3. Faculty & staff completers would get grades upon completion. The workshops will be awarded a certain amount of hours beforehand.
 - a. Will need to collaborate with HR on necessary documentation for proof of Classified completing the workshops so they can apply for Professional Growth
 4. Should check out other colleges mandatory training in contract; particularly accessibility.
 5. Mary will discuss with Academic Senate.
 6. Possible incentives for classified/faculty:

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- a. Certificates/badges/highly recommended in flyer
 - b. Will ask HR about implementing required accessibility
 - iv. Professional Development should do an annual needs assessment & plan.
 - v. Evaluation Process
 - 1. 4 steps in the evaluation process - impact of workshop on program
 - vi. Classified Flex - Possible future legislation that will make flex available for classified.
 - vii. Cornerstone software that tracks faculty, management, and classified professional development possibly provided by the state in the future.
 - 1. Flex Credit is tracked by the faculty tracking system and the hours will roll over to the next semester in the same fiscal year.
 - 2. Recommended for deans to check status of faculty flex obligations at mid-term. Goal is to have all flex completed by May 1.
 - viii. 4CSD had recommendations of what they schedule for campus wide workshops for classified and faculty.
 - b. Classified Reports
 - i. Irene: CEC:
 - 1. Survey completed at SCE; what workshops would Classified like to see offered
 - a. Irene will summarize the results for next meeting
 - b. Leadership seems to be a common request at CEC, etc.
 - c. Requesting more workshops for classified at CEC
 - ii. Marisol
 - 1. Classified and Faculty would also like to be included in the faculty invitations because there are classified that would benefit from the faculty workshops because they are in the process of getting their Masters, etc.
 - 2. Too many places to register. Needs to become unified into one system for campus wide events
 - 3. There are two faculty tracking systems because SCE Faculty tracking system is tied to payroll and not the SAC Faculty Tracking System
 - 4. Professional Development Registration is open to all
 - c. Management (tabled)
- IV. Calendar
 - a. Guided Pathways event; 2 optional workshops coming up April 19 & 20
 - i. Leadership workshops coming up; April 10th, May 1st, May 15th
- V. Leadership Institute Update
 - a. Brenden Carr shared information on the Long Beach Leadership Institute applied to that campus.
- VI. SAC Conference Request Process
 - a. Conference process instructions will be formatted by Raquel and she will send it out to everyone to discuss with workgroups once more. Will finalize next month.

Upcoming Meetings: April 25, May 23

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

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