

Minutes Santa Ana College Professional Development Advisory Committee

Wednesday, May 23, 2018; 1:30 – 3 PM in S-215

Attendees: Maria Aguilar Beltran, Lorena Chavez, Irene Glomba, Madeline Grant, Susan Hoang, Mary Huebsch, Rob Jenkins, Cherylee Kushida, Jorge Mora, Marisol Sanchez, Carol Seitz, Raquel Serratos, Merari Weber, Erendira Hernandez

Handouts: Agenda; Draft Minutes from April 25, 2018

Action Items:

- I. Minutes from April 25th, 2018 meeting corrected and approved. Rob moved to approve and Merari seconded. Motion carried.
- II. Structure – Action Items
 - a. 2018-19 Voting Members
 - i. People in attendance agreed to continue their membership on the committee.
 - ii. A new faculty representative for SAC Student Services will be appointed next fall.
 - b. Goals
 - i. Committee goals were approved. Madeline moved and Rob seconded. Motion carried.
- III. Conference Request Process & June Meeting to Create Rubric & Review Process
 - a. Conference forms
 - i. Changes made to Conference forms.
 - ii. Madeline moved to approve and Marisol seconded. Motion carried.
 - b. Conference Request Review Committee/Workgroup
 - i. The Conference Request Review Workgroup will create the rubric and the process for granting Professional Development/Equity conference funds.
 - ii. Conference Request Review Workgroup to approve or disapprove fund requests.
 1. SCE ASG has a similar form
 2. Possible save on OneDrive or H-drive
 - iii. Maria Aguilar Beltran will appoint someone to attend the first Workgroup meeting.
 - iv. Conference approvals should continue as usual until committee is set up

Professional Development Mission Statement: Santa Ana College collaboratively fosters and supports student success and equity through professional development activities.

Santa Ana College Mission Statement: The mission of Santa Ana College is to inspire, transform, and empower a diverse community of learners.

Revised on 9/27/2018

- v. Professional Development Advisory Committee should have a report of available funds for conferences, etc.
- vi. Post conference debriefings should be promoted to everyone and should be done on Professional Development day, October 30th & April 30th and/or during Professional Development Weeks.

IV. Reports

- a. Classified
 - i. Irene spoke about the leadership workshops coming to SCE during the summer.
- b. Managers
 - i. Trainings & networking workshops for managers will alternate every month per Dr. Rose's approval.

V. Professional Development Calendar/Planning

- a. Accessibility needs to be made into an immediately available course online as a reference.
 - i. Distance Education & DSPS are collaborating on creating video courses on Canvas. It should be done by the end of summer.
- b. Evaluation results were reviewed and will be made available on the Professional Development webpage.

Upcoming Meetings:

- September 26, 2018 – Managers
- October 24, 2018 – Classified Staff
- November 28, 2018 – Faculty
- February 27, 2019 – Managers
- March 27, 2019 – Classified Staff
- April 24, 2019 – Faculty
- May 22, 2019 – Managers

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

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