

Santa Ana College Professional Development Advisory Committee
Inaugural Meeting Tuesday, August 22, 2017, 2-3:30PM in S-215

Committee Agenda & Charge

Attendees: Monica Bustamante, Irene Glomba, Madeline Grant, Theresa Hagelbarger, Susan Hoang, Mary Huebsch, Osiel Madrigal, Teresa Mercado-Cota, Dr. Linda Rose, Marisol Sanchez-Moreno

Handouts: Agenda; Committee Roster; Notes from May 30, 2017 preliminary meeting; Professional Development Survey 2017 Outcomes; flyer on July Professional Development sessions for Classified Staff

Meetings: September 27 (1:30-3:00PM), October 25, November 29, February 28, March 28, April 25, May 23. Location: S-215

Action Items:

- Hold StrengthsQuest events (possible workshops with Dr. Rose & faculty, one in fall 2017 and two in spring 2018; October 31 SQ event for SAC employees who have taken SQ assessment; a Friday workshop with Dr. Rose to discuss faculty use of SQ in the classroom)
 - Offer professional development that helps employees learn & grow (leadership workshops, career advancement, mentoring, cross dialog on challenges, have SAC employees provide workshops/trainings)
 - Convene professional development work groups;
 - Establish pathways in Professional Learning Network (PLN <https://prolearningnetwork.cccco.edu/>). Each of the three PD groups will create content packages possibly followed by “Lunch ‘n Learn” or other follow up activities.
1. Welcome and Explanation of Advisory Committee Purpose (Madeline Grant, Mary Huebsch, Teresa Mercado-Cota) SAC is participating in the Flexible Calendar Program, so a PD Advisory Committee is required. The committee will encourage cross dialogue at SAC on a number of topics, including procedural matters, e.g. the conference request process. An important outcome of PD trainings is growth of networks and community building on campus.
 2. Introductions and Updates from PD workgroups
 - a. A focus for faculty PD this year is on implementing the new Flex Software (Santa Ana College Faculty Development Tracking System).
 - b. Management Council has been having some professional development training, including StrengthsQuest training.

- c. Classified Staff PD in summer 2017: discussions with Theresa Hagelbarger and Dori Dumon on classified staff PD needs identified in 2017 Staff Development Survey led to 4 sessions on “Professional Growth, Professional Development & Other” offered by Theresa Hagelbarger; 4 technical skills sessions with Dori Dumon; Staff Leadership Workshop 1 with Katie LaBreau; PLN training
- 3. Discussion of Proposed Organizational Structure
 - a. Who is missing from the PD Advisory Committee? Add the Dean of Student Affairs. Part-time faculty and classified staff members.
 - b. Work groups will convene for classified staff, management and faculty professional development.
 - c. All PD Work Groups will meet before the next Advisory Group meeting.
- 4. Input for Planning Process
 - a. Faculty and administrators are now using the new faculty flex software (Santa Ana College Faculty Tracking System). An automated system is needed for other professional development at SAC.
- 5. Planning Process
 - a. Questions from Dr. Rose: How does Santa Ana College fit into your life?
 - b. Ozzie appreciated PD provided in the Faculty Institute, the annual series of orientation/professional development meetings for new tenure-track faculty. As a SAC educator/employee, he would like to pursue answers to these questions: How can I grow? How much can I grow? What can I learn?
 - c. Dr. Rose: What do we need to provide to employees to help them grow?
 - d. Group feedback:
 - 1) Utilize expertise already on campus, e.g. workshop from communication studies faculty on making presentations.
 - 2) Workshop on resources for staff and students
 - 3) Workshop for classified staff on leadership
 - 4) Mentoring system. Job shadowing.
 - 5) Forum for discussing challenges
 - 6) Workshops for classified staff and others on opportunities to advance within our organization.
 - 7) We need to focus on all employee groups. We should provide services to ourselves that we provide to our students.

Agenda Items below were not discussed

- 6. Discussion of broad based and representative membership: Not discussed
- 7. Discussion of Proposed Term of Office: Not discussed

8. Committee Recommendations
 - a. See action items above

The Mission of Santa Ana College: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Vision Themes of Santa Ana College: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community