

Minutes Santa Ana College Professional Development Advisory Committee

Wednesday, September 27, 2017, 2-3:30PM in S-215

Attendees: Monica Bustamante, Irene Glomba, Madeline Grant, Theresa Hagelbarger, Susan Hoang, Mary Huebsch, Rob Jenkins, Louise Jones, Cherylee Kushida, Teresa Mercado-Cota, Marisol Sanchez-Moreno, George Sweeney

Handouts: Agenda; Draft Organizational Chart for SAC Professional Development; Part 1 of SAC Conference Request Packet with suggested changes; Committee Roster; Draft Minutes from August 22, 2017 meeting

Meetings: October 25, November 29, February 28, March 28, April 25, May 23. Location: S-215 Time: 2-3:30PM

Action Items:

- All PD work groups will discuss the current Professional Development Mission Statement and recommend changes. Work groups may also discuss and recommend goals. Professional Development Mission Statement: Santa Ana College provides Professional Development opportunities for faculty, staff, managers and students to create a variety of learning opportunities that help us individually and collectively improve student success and equity.
 - All PD work groups will discuss possible content for a Leadership Institute.
 - All PD work groups will discuss possible policy changes for conference requests and the SAC Conference Request Packet.
 - PD “steering committee” (Madeline Grant, Teresa Mercado-Cota, Marisol Sanchez, Mary Huebsch will meet with Brennan, who is working with LBCC on a Leadership Institute.
- I. Minutes: Contact Mary Huebsch for any changes to the August 22 meeting minutes.
 - II. Structure/Organization Chart – Action, approved with changes.
 - a. Purpose: This group needs to accomplish the Professional Development needs of the college. Each constituency forms its own work group. All SAC committees are open to all SAC constituents. Committee structure is for designating voting members. This committee may become a shared governance/participatory governance committee.
 - b. Faculty (appointed by SAC Academic Senate): minimum of 2 full-time, include one Student Services faculty member and one Academic Affairs faculty and 1 adjunct faculty. Change: Both non-credit (SCE) and credit (SAC) faculty should be included.
 - c. Classified Staff (appointed by CSEA): minimum of 2 classified staff, one each from SAC and SCE
 - d. Administrators: minimum of 2

- e. Students: minimum of 2
- f. Other: Faculty Development Coordinators (SAC & SCE), Staff Development Coordinator, Distance Education Coordinator, Student Equity Coordinator. Change: 14-17 members
- g. Organizational Chart. SCE has its own Faculty Work Group. SAC Faculty Work Group includes SAC & SCE faculty. SCE and SAC ASGs may meet in separate work groups. SCE & SAC can participate in each other's PD.
- h. Work Group chairs will create agendas, review budgets and submit RARs.
- i. This committee is in the process of becoming a shared governance committee. It may report to College Council.

III. Reports

- a. Faculty Work Group recommends these changes to the SAC Conference Request Packet:
 - i. Part I (SAC Conference Request Form: Cover Sheet)
 - 1. Adding this sentence to the paragraph at the top of the page: Processing of a conference request will normally take two weeks.
 - 2. Changing last question on Part 1 to "How will you be sharing what you have learned in this conference? Select one or more of the following: debrief with department, flex workshop, lead a Community of Practice, post-conference debriefing, other (please specify)_____"
 - ii. Part 3 (Summary)
 - iii. Adding "Provide top 3 takeaways or action items for conference." Professional Development will share these items with faculty through e-mail blasts or other. Possibly continuing to require the Summary. This is still under discussion.
- b. Classified Work Group
 - i. Theresa Hagelbarger attended a leadership training session for the California Community Colleges Leadership Academy, a program available through IEPI. Teresa is the team lead for the RSCCD project. Mary Huebsch and Joseph Alonzo are also participating. The project will be equity based.
 - ii. Recommendations for classified PD: Professional (or Classified) Learning Communities to increased effectiveness in current workplace; onboarding/orientation; mentoring to support movement up within the classified ranks; free Innovative Training (soft skills) at SCE.

- iii. What are best times for classified to attend workshops?
Possible classified "flex time" in the summer, especially in July when classified staff are somewhat less busy and new employees onboard.
 - iv. There will be PD for classified staff at SCE in Building B.
 - v. Marketing Question: How do we get information out to constituents without inundating people with emails? (SCE has monthly classified meetings and weekly leadership meetings.) It will be helpful when we have the Portal. Put information on PD website.
- c. Management Work Group: 6 managers met to discuss focus of management PD. 4 focal areas are budget, purchasing, payroll, HR. Management Work Group will put together training on each of the 4 areas and other constituents will be invited. There is also a need to develop managers, faculty and classified staff as leaders. The Work Group chairs will explore this with a consultant.
- d. Students: The role of PD for students is TBD. Student perspective is needed to inform PD for faculty, staff, managers. Example of input: "My professor doesn't use BlackBoard." ASG will appoint student representatives to the Advisory Committee. Student reps will bring student concerns/recommendations to the committee and take information about the committee to ASG meetings.
- IV. Professional Development Calendar/Planning
- a. Events: October 19th Staff Leadership Workshop Series Workshop 2 (with Katie LaBreau); October 31 StrengthsQuest Event (with Dr. Rose); November 3rd Advancement in Community Colleges (with Dr. Rose)
 - b. Evaluation Process: Research Office is tabulating evaluations from SAC fall flex week.
- V. Leadership Institute: Chairs of PD for faculty, classified staff & managers will meet with a consultant recommended by Madeline Grant. (See action items for work groups.) Concern: How do we create leaders? Two types of leadership training to consider:
- a. Leadership tactics & skills
 - b. General growth in your job

Calendar of Meetings:

- October 25, 2017
- November 29, 2017
- February 28, 2017
- March 28, 2017
- April 25, 2017

- May 23, 2017

Location: S-215

Time: 1:30-3:00PM

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