

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, October, 24, 2018; 1:30 – 3:00 PM in S-215

## Attendees:

Lorena Chavez, Madeline Grant, Mary Huebsch, Rob Jenkins, Teresa Mercado-Cota, Marisol Sanchez, Carol Seitz, Raquel Serratos, Merari Weber, Monica Zarske

## Handouts:

Agenda; Draft Minutes from September 23, 2018

## Action Items:

- I. September Minutes Approval
  - a. Madeline moves to approve, Mary seconds and minutes approved unanimously.
- II. New Business
  - a. Future PD Week Structure
    - i. Rachel will be sending out a Call for Proposals to notify everyone that PD Week structure and deadline for submitting proposals is coming. The workshop invitation should encourage people to submit their proposals. Workshop proposals will be reviewed before approval.
    - ii. A Google sheets document was proposed to help schedule workshops for the upcoming Spring PD week.
      1. PD Week should be inclusive and allow everyone to present and attend workshops because CEC adjunct faculty would be interested in sharing their workshops at SAC.
      2. General guidelines/themes should be given to prevent proposals that are not suitable PD workshops.
        - a. Should topics be broad or specific to departments? For example SCE had days dedicated to departments.
        - b. Should the PD week workshops be focused on PD goals or individual plans?
        - c. Should repeat some of last PD week themes/strands used: Canvas, Distance Education, Guided Pathways, Health & Wellness, SLOs & Best Instructional Practices, and Student Support & College Info.
        - d. Proposed Themes: Student Success & Equity; Guided Pathways; Best Instructional Practices; Health, Wellness & Safety and Other.
        - e. Distance Education will schedule Canvas workshops for PD Week separately.
      3. Low attendance is a concern.

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- a. SAC colleagues should be strongly encouraged to attend workshops; make it sound like its necessary that at least 2 from each department attend the workshops.
    - 4. Evaluation forms are important to help vet presenters.
  - iii. It would benefit the school if Convocation and Department Meetings can be changed to the beginning of the week, but the Faculty Contract would need to be changed.
  - iv. Gather faculty for a Brown Bag lunch/discussion to encourage PD week involvement.
  - v. PD Week Workshops
    - 1. Safety workshop should be made mandatory on another day other than the day of the department/division meeting. It should also include Title 9, and other mandatory topics.
    - 2. Madeline and Mary will research if safety, title 9 and other mandatory trainings can be offered as short videos.
    - 3. Change SLO to Outcomes & Assessment.
    - 4. Encourage faculty to develop Communities of Practices, when one-time workshops are generally not impactful.
  - vi. Academic Senate provides a link to Shared Governance/Participatory Governance Committees and workgroups. This list does not include all college committees. Academic Senate is discussing putting together a more extensive list of committees.
  - vii. Encourage managers to attend workshops by extending personal invitations and explaining why their attendance is important.
- b. Review PD Webpage
  - i. Add the SAC Strengths word cloud that research created to the PD page.
  - ii. Does SCE want Tech Skills workshops offered at SCE?
    - 1. District is showing engagement in SAC PD tech training.
  - iii. In the beginning of the Registration page there should be a message to deter faculty from registering there and directing them to the Flex system. All workshops should be listed in the Faculty Flex System.
- c. Adjunct Faculty Manual or Orientation
  - i. Business division invites their new adjunct faculty for a 2-hour orientation before the division meeting. Madeline has told other academic deans that she is willing to provide this training for all new adjuncts.
  - ii. Each division should provide their new adjunct faculty an orientation.
- III. Upcoming PD workshops:
- a. Tech Skills in October, StrengthsQuest I and II, Leadership and Team Building, AB 540, and Building a Supportive Work Climate.
  - b. Mary and Rob will arrange leadership workshops at SCE.
    - i. End of Jan or beginning of Feb.
    - ii. Rachel will send an email to schedule the leadership workshops in the Spring.

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#### IV. Reports

##### a. Faculty Workgroup

- i. The Strengthening Student Success conference discussed how schools need to pay more attention to the student voice and faculty want to focus on that.
  1. Possibly move the student committee members higher on the agenda to allow the student more flexibility with their time.
  2. Discussion:
    - a. The training for students attending meetings needs to be taken more into account.
    - b. Students need to be educated on what is expected of them in meetings other than reporting on student activities in multiple meetings.
    - c. Students can help improve feedback on what kind of practices should be promoted with faculty. Their perspective of necessary faculty and classified PD can benefit faculty.
    - d. The students should be given a task to report to or from ASG.
    - e. Committee Chairs need to be involved in this new approach.
    - f. Nicole Moya should be contacted on planning the purpose of student inclusion in committees.
    - g. Suggestion: Assign a person on the committee as a mentor to the student and try to include students other than the same leadership students that are already included everywhere else.

##### b. Management

- i. Met with Dr. Rose on the role of SACMA will play on campus, which will be advise and consent.
- ii. Breakfast meeting to put together training schedule to learn the two new contracts and the professional services agreements.
- iii. Book was assigned by Dr. Rose to Management to read.

#### Upcoming Meetings:

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

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