

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, November 29, 2018; 1:30 – 3:00 PM in S-215

## Attendees:

Lorena Chavez, Madeline Grant, Susan Hoang, Jennifer Hoeger, Mary Huebsch, Rob Jenkins, Cherylee Kushida, Teresa Mercado-Cota, Qiao Duan, Marisol Sanchez, Carol Seitz, Raquel Serratos, Merari Weber

## Handouts:

Agenda; Draft Minutes from October 23, 2018; 2019 Spring Professional Development Week Schedule Draft

## Action Items:

- I. No Public Comments
- II. Minutes
  - a. Marisol moved to approve, Madeline seconded and minutes approved unanimously.
- III. Business
  - a. PD Week Structure
    - i. Susan suggested using Outlook calendar to create an interactive schedule or to speak with Jose Lopez Mercedes who has done something similar.
    - ii. Suggestion: Request multiple Safety and Security workshops with active training and discussion in different building on campus.
      1. Suggested buildings: Library, D, A, R, C, H, gym, I or Security should be asked to assess which buildings are most vulnerable.
      2. Pilot run in the S building during intersession.
      3. Drills and “What ifs” conversations will prepare everyone on campus for a real threat.
    - iii. Suicide awareness, Marketing and CWE workshops are pending.
    - iv. Nancy Smith could possibly help with a marketing workshop.
    - v. Suggestion: Technology workshop could be a quick thirty-minute showcase followed by a hands on workshop.
    - vi. New name suggestion: Tech Tips for Teaching
      1. The two tech workshops will be combined and changed.
    - vii. The SLO workshops and Effective Communication workshops should have more descriptive workshop titles/descriptions.
    - viii. Do not schedule too many workshops with conflicting times.
    - ix. Everyone is encouraged to contact Mary with any more suggestions.
  - b. Review CCC Vision Resource Center.
    - i. The website is available to anyone with a community college email.
    - ii. Highly advised to view VRC walkthrough posted in the welcome page.
    - iii. Individual profiles are customizable.
    - iv. Community pages have topics like Guided Pathways, for example.
    - v. Discussion page is available, but not begun.

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- vi. Learning page
    - 1. Transcript pages show workshop completion status and have time duration (view time) for workshops.
  - vii. Suggestion: Faculty should create and submit personal flex project proposals for Lynda.com and Skillssoft trainings from the VRC.
  - viii. The Cornerstone tracking system is being used in the VRC and is being piloted by Palomar and some other colleges for tracking faculty and staff professional development. Mary is currently waiting on further information. It may also be offered by the CCC Chancellor's Office to colleges in the future and possibly replace the current tracking system once it's established in other California Community Colleges.
    - 1. It could potentially get everyone on campus on one system.
    - 2. Software questions:
      - a. Can an on campus workshop be inputted into the software?
      - b. Would it be possible to sync the PD calendar with the VRC calendar?
      - c. Will workshops posted from our campus be made available to other schools?
    - 3. Conferences are posted on this webpage and key conferences and workshops should be posted on the PD calendar, including 3CSN workshops.
    - 4. Suggestion: Download ICS file to upload onto our PD calendar.
  - c. Role and training of student representatives on participatory governance will be discussed on December 19 with Student Life representatives.
    - i. Posed topics:
      - 1. Offering mentorship or training to students on what to expect and do at school/committee meetings.
      - 2. How can PD participate in improving student participation in committees and in making this participation more meaningful to the students?
  - d. Next month's agenda: Need to fill key positions that are missing from our PD committee.
  - e. Suggestion: Can PD Committee update the Participatory Governance document?
  - f. New Conference Form update: Dr. Lamb is going to present the forms to Cabinet and the committee will be updated.
  - g. No objections to inviting District Office employees to SAC & SCE workshops.
- IV. Upcoming events
- a. Leadership workshops
  - b. Pending workshops: Professional Growth, Tech Skills, and Guided Pathways workshops.
  - c. Possible convocation theme: Guided Pathways and Public Affairs
    - i. Faculty suggestion: Breakouts in classrooms.
  - d. SCE PD Week: January 2, 3, & 4

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## V. Reports

- a. Faculty
  - i. SLO symposium January 25 (Jarek) \$75
  - ii. Adjunct Faculty Institute January 30 and February 1 is still accepting applications.
- b. Classified
  - i. Mid-January and mid-summer workshops are highly practical for many classified staff, since the typical PD week takes place during high student traffic.
  - ii. Proposed Customer Service workshop/training for everyone during the spring intersession.
    1. Subsequent workshops will be specifically designed for departments.
    2. Marisol will connect with Merari and Osiel to request presentations at SAC for customer service workshops. These workshops are currently being created at SCE.
    3. Ideal time for workshop is 2<sup>nd</sup> or 3<sup>rd</sup> week of January in the evenings or on Saturday.
    4. SCE will support their classified attendance.
    5. A list of ideas will be created to plan out series.
    6. Mental Health First Aid (free in the community) can be promoted in this series. (The Chancellor's Office has invested a lot of funds in supporting students with mental health issues).
- c. Student's events: Native American event and Finals Stress Relief (2 weeks).
  - i. ASG meetings are weekly.
- d. Management
  - i. SACMA meets each month to discuss topics relevant to their responsibilities; members' self-fund association for any association needs.
  - ii. Some association members spoke to the Board of Trustees this week about possibly increasing compensation to management and confidential employees in line with recent faculty and classified staff salary increases.
  - iii. Alicia Kruienza is the president, Melissa Utsuki is the vice president, Christina Romero is the treasurer, and Chris Kosko is the secretary.

## Upcoming Meetings:

- 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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