

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, February 27, 2019; 1:30 – 3:00 PM in S-215

Attendees:

Irene Glomba, Madeline Grant, Susan Hoang, Mary Huebsch, Rob Jenkins, Teresa Mercado-Cota, Jimmy Nguyen, Carol Seitz, Raquel Serratos, Merari Weber

Handouts:

Agenda; Draft Minutes from November 29, 2018

Action Items:

- I. No Public Comments
- II. Minutes
 - a. Madeline moved to approve, Mary seconded and minutes approved unanimously.
- III. Business
 - a. Professional Development Week Debriefing
 - i. There were 406 signed in, but closer to 600 in attendance for the spring 2019 Convocation.
 1. Mary will reach out to Guided Pathways for assistance with cleaning up the video captioning of the convocation video.
 2. Topics to carry over to Professional Development: productive persistence, growth mindset and social belonging.
 - ii. The following is a list of the most popular workshops during PD week: Canvas Accessibility Training and Video Creation Course, Showcase of OER and ZTC, Effective Communication, Supporting Students with Disabilities, and Suicide Prevention (with Rick Mogil of Didi Hirsch Mental Health Services).
 - iii. Didi Hirsch Suicide Prevention presentation on February 4 and there was a high level of interest from faculty. Current interest in additional targeted mental health/suicide presentations. Didi Hirsch is listed as a Mental Health Resource on the SAC Health and Wellness home webpage.
 - iv. Suggestions for classified staff Professional Development because they have a difficult time attending PD week before a semester starts.
 1. Possibly designate a day with two sessions.
 2. Maybe schedule it during spring break week or summer.
 3. Send out a survey to request the best day for PD classified day.
 4. Possibly shut down the offices on a Friday morning during the summer to create a big classified event.
 5. Offer food to entice people to attend.
 6. Send survey once a semester to ask for best days & times availabilities.
 - a. Discuss with research team.
 - b. Send survey 2 weeks before each workshop to ask for best date for workshop for classified to attend.
 - c. Doodle calendar to managers to ask the best time to send their employees to PD.
 7. A&R has the best classified attendance to Professional Development workshops.
 8. We need PD for onboarding.
 - v. Safety workshops
 1. Library safety workshop went well.
 2. Two sessions for the safety workshops in the B building have been scheduled.
 3. Consider additional safety sessions for spring.
 - vi. The Connect Students to SAC workshop will be repeated for the B building (SCE).

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- b. Conference Form has been approved and reviewed by College Council and Cabinet, but it is currently being promoted as a pilot form.
 - i. Workshops will be offered in March to help explain the new conference forms to help implementation across campus.
 - ii. Suggestion: Explain each funding source somewhere on the PD webpage or link the funding source to a webpage.
 - c. Professional Development Planning & Work Groups
 - i. Further discussion is needed on the role of student representatives on college committees.
 - ii. The committee will discuss what Professional Development needs to do to prepare for the launching of Guided Pathways campus-wide.
 - 1. Workgroups discussion: Please review the Norco plan PDF about how Norco College is focusing on Guided Pathways in their Professional Development program.
 - 2. Next meeting will be a working meeting to create a strategic plan to incorporate Guided Pathways into Professional Development.
 - 3. There is still hesitation and unawareness from employees on the new Guided Pathways implementation. We need to encourage more Involvement.
 - iii. The focus for the PD Advisory committee will now be on becoming more operational.
 - iv. A document delineating the 7 Career and Academic Pathways should be distributed to the PD Advisory Committee members.
 - d. Calendar
 - i. Upcoming workshops: Achieving High Quality Customer Service series, Leadership series, Growth Mindset session two, and ADA Q & A.
 - ii. Suggestion: Add an interest list for workshops on the webpage.
 - iii. Accessibility – Deadline to have Canvas and other documents in compliance with ADA standards needs to be communicated to SAC employees.
- IV. Classified Workgroup
- a. Workgroup will now be focusing on creating more workshops for classified.
 - b. Irene will reach out to Osiel for more workshops that can be offered to Classified Staff at SAC or SCE.
 - c. Suggestion: Conflict resolution with students or employees.
 - d. The Achieving High Quality Customer Service will have a second workshop tailored for classified staff scenarios, but maybe a conflict resolution with students or employees workshop can be offered.
- V. Faculty Workgroup
- a. An event will be organized about the GP Career and Academic Pathways.
 - b. Mary will give Rachel a document to share with everyone.
 - c. The Adjunct Faculty Institute was mostly business faculty and will be promoted more heavily to other departments in the future.
 - d. March 19 possible Guided Pathways event where faculty would come in to bring their academic pathway information.

Upcoming Meetings:

- March 27, 2019 – Classified Staff
- April 24, 2019 – Faculty
- May 22, 2019 – Managers

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