

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, April 24, 2019; 1:30 – 3:00 PM in S-215

Attendees:

Lorena Chavez, Irene Glomba, Susan Hoang, Mary Huebsch, Rob Jenkins, Teresa Mercado-Cota, Jimmy Nguyen, Marisol Sanchez, Carol Seitz, Raquel Serratos, Monica Zarske

Handouts:

Agenda; Draft Minutes from March 27, 2019

Action Items:

- I. Public Comments
- II. Minutes
 - a. Susan moved to approve, Marisol seconded the motion and the motion carried.
- III. Suggestions: Vanity URL for SAC PD = www.sac.edu/SACPD
- IV. Professional Development Survey
 - a. Faculty version of the survey is still pending.
 - b. Suggestions:
 - i. A focus group may be more effective to learn why faculty and classified are not attending. PD team will meet with research to discuss possibility.
 - ii. Need to add more technical training options in the survey.
 - iii. Offer department specific surveys to learn their department professional development needs like SCE.
 - iv. SAC PD should try to imitate the culture at SCE, but a big obstacle SAC faces is the payment schedule at SCE greatly influences attendance.
 - v. Collect paper surveys at division meetings to secure more PD feedback.
 - vi. Should or could consequences be set up to help incentivize those who do not complete flex?
 - vii. Standard response for those who have not completed enough flex: Could affect pay in the future & Could affect your assignment &/ will affect our campus
- V. Vision Resource Center & Cornerstone Feedback
 - a. Concern: Will it interface well with Datatel?
 - b. The program may eventually be mandated. If we join we probably will be joining the pilot as a district.
 - c. Suggestion: Consult ITS or John Steffens to review the advantages and disadvantages of this program.
 - d. Rachel will send out the webinar link to everyone on the committee.
- VI. Accessibility Trainings discussion:
 - a. Suggestion:
 - i. Provide shorter sessions focused on specific documents/software geared to more classified staff related work.
 - ii. Consult the business application instructors or DSPS instructors to offer these trainings.
 - iii. Market the sessions with verbiage as follows, "... federally mandated"; There needs to be a sense of urgency.
 - iv. Separate trainings for administrative secretaries for specific types of trainings.
 - v. PD can coordinate with DE to use the accessibility class as a resource.
 - vi. Offer accessibility trainings per department.
 - vii. PD should take advantage of student breaks to offer trainings.
 - viii. Ask management to promote the sessions to their staff and faculty.
 - ix. Pilot during upcoming PD week, possibly on Thursday as part of division and department meetings.

Professional Development Mission Statement: Santa Ana College collaboratively fosters and supports student success and equity through professional development activities.

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

Revised on: 5/22/2019

- b. DE has self-paced trainings that can be completed during the semester. Distance Education is working on enforcing accessibility trainings for all online instructors. They have yet to market to classified staff.
 - i. Ask Academic Senate president to consider adding accessibility during these two yearly meetings. Ask Jimmy if he can do a one-hour accessibility presentation for the first meeting; maybe just extract subjects based on the common needs of the normal faculty member.
- VII. Classified Day on July 19 for half a day on Friday. Tentative plan:
- a. Check in, Dr. Rose welcome speech and committee members presentation.
 - b. Will include 30 minutes of Guided Pathways to put on a presentation for classified to explain their role within Guided Pathways.
 - c. Ice breaker.
 - d. Workshops (2 different workshops per hour and then change for the next hour)
 - e. Have an activity or contest
 - f. Location: General event at small gym and workshops in the I-building.
 - g. Irene is collaborating with Ozzie for possible workshops. Examples: social diversity, resume, etc. He has faculty that could help us.
 - h. If lunch is included, maybe we can make it mandatory.
 - i. Possibly similar to convocation.
 - j. Promote it at the SAC Management Council.
 - k. Marisol will need to reach out to CSEA to make sure the event is permissible.
- VIII. Upcoming Events
- a. SENSE survey event (April 26). Professional Development is helping to promote attendance.
- IX. Faculty Report
- a. Email proposal for PD week.
 - i. Tuesday and Wednesday PD week
 - ii. Librarians assisted with the theme for PD week and they will be offering their own workshops. They will also be resources for faculty that have questions about their workshops.
 - iii. Equity Webinar series available will be made available on May 31.
- X. Classified Report: focus was Classified Day
- a. Teresa will inquire about the possibility of using Classified Staff funds for the Classified Day event.
- XI. Management Report
- a. Although the District Managers Association was created to include all managers, SACMA will continue to meet.
 - b. Dr. Rose has proposed a SAC Managers Retreat July 12.

Upcoming Meetings:

- May 22, 2019 - Managers

Location: S-215 Time: 1:30 - 3:00 PM