

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, February 22, 2023; 1:30 PM -2:30 PM in Zoom Meeting

Attendees:

Yuri Betancourt, Tanisha Burrus, Amberly Chamberlain, Julia Guerrero, Jim Isbell, Jose Lopez Mercedes, Annebelle Nery, Luisa Ruiz, Stacy Russo, Betty Saldana, Patty Sanchez, Christopher Sandoval, Carol Seitz, Merari Weber, Jeremy Weinraub

Shared Documents:

Agenda, November 2022 minutes draft, Brave Space guidelines

Action Items:

- 1) Welcome
- 2) Public Comments:
 - a) No public comments
- 3) Minutes
 - a) November minutes approved by consensus
- 4) Reports
 - a) Faculty
 - i) SAC
 - 1) Received positive feedback for Spring PD Week. Showcased charts breaking down what workshops, events and sessions people attended. Faculty made up majority of attendance.
 - 2) Notes: Faculty made up the majority of attendance. Breakdown by day: Monday and Wednesday are the most popular dates. Classified and administrators don't attend many sessions. Could be that they don't register in Gateway.
 - 3) People requesting more owl training, hybrid training
 - 4) Roberts Rules of Order book – will look to get copies of the book and the cheat sheet.
 - ii) SCE
 - 1) Continuing Education PD Week ran from January 4th to 6th. Offered 36 sessions in total with 10 sessions being offered in person and 26 sessions being offered virtually. Reported low attendance numbers for events offered in person; faculty overwhelmingly prefers virtual events
 - 2) Request for more workshops dealing with artificial intelligence (AI) and how AI can be incorporated into their classroom
 - 3) Chantal Lamourelle, Claire Coyne and Weber applied for the Culturally Responsive Pedagogy Grant. Will give update at next PD Committee meeting
 - b) Classified

i) SAC

- 1) Subcommittee meeting on February 14th reviewed PD Day and goals for next time. Was overall positive. Classified Professionals need more release time for PD. Looking for half day to full day of release so individuals can better absorb information
- 2) A desire from subcommittees to get feedback from interviews and resumes. Many are struggling to advance in their careers
- 3) Classified professionals reading scholarships: currently a shortage. Exploring the possibility of offering professional growth for classified staff that volunteer. Getting classified professionals to read them for Scholarship office.
- 4) Gilberto Cardenas, Human Services & Technology administrative assistant, Put together training for division secretaries. Very positive feedback.

ii) SCE

- 1) Committee for Awards of Excellence – Push back nominations until Fall PD Week. Only have 13 nominations and no one was nominated for the HOTT award
- 2) Faculty also having issues with awards
- 3) May visit restructuring the setup for the awards for future years
- 4) Results for November survey distributed at the School of Continuing Education
 - Conflict Resolution and management – Session that will tell us protocols on dealing with unruly student or employee. Dr. Nery will follow up with P&C on running an employee conflict resolution workshop
 - Session for procedures on dealing with an active shooting situation (has anything changed). Will work with Campus Safety & Security to run an active shooter situation. Teach people how to barricade in rooms. Pre-pandemic Campus Safety ran trainings in different buildings showing different rooms and how to react in each room
 - Psychiatrist – Helping students in distress. Was held before but wants to bring those back to this year. Will explore bringing that back in the future.

c) Students

- i) Currently working to bring back stipend for students participating in shared governance

d) Management

- i) Meeting Friday February 24th will offer PD opportunities to administrators. Will report back next meeting

5) Business

a) Recap of Management Panels

- i) Hosted two panels: January 18th panel focused on Classified moving into teaching or management positions. It was a hybrid event with 40 people attending across both.
- ii) Feedback positive, but there were some people that mentioned that the managers were still holding back information. Question was also asked if hiring committees could show favoritism towards employees who have been here, as many feel the current structure favors outside employees. Title V wouldn't allow that
- iii) People and Culture looking to lead mock interviews for current employees. Stacy Russo has the experience with leading resume building workshops and volunteered to lead one at SAC.
- iv) Career Center could also lead workshops, but individual presenting needs to understand what is needed and what to highlight in resumes
- v) Second panel focused on adjuncts to full time and full time to management. Less

attendees due to date chosen (same day as convocation).

- vi) Many questions related to resume and CV. Benefit from a resume building workshop
- b) Department Chair Training (seasoned chairs train new chairs)
 - i) Bring back retired department chairs so that new chairs can ask what they want and what they need
 - ii) Will report at next PD Committee
- c) Potential Training opportunities “Managing from the Middle”
 - i) Leading from the Middle – Former Faculty chairs, senate members, offer trainings for current employees looking to move up; Share resources
 - ii) Will bring more information the next committee meeting
- d) Speaker Series
 - i) Met with Dr. Nery after committee reviewed 19 speaker series submissions
 - ii) Dr Nery gave a budget amount that we will be divided amongst 17 of the 19 people that submitted a proposal.
 - iii) The broader panels will receive a higher stipend while smaller more focused workshops will receive a smaller stipend.
 - iv) Will be more lenient on rules this time to encourage people to submit ideas. Wants to set up more strict measurements for future panels. How to differentiate between a standard PD panel and a speaker series panel.
 - v) Looking to host 3 in the Spring Semester and the remaining ones in the 23-24 school year
- e) Professional Development Funding
 - i) Spoke with Dr. Nery on alternative funding sources for conferences now that PD funding has run out. Dr. Lamb can offer equity funds
 - ii) Career Education has funding available for all CTE programs
 - iii) Any conferences that are required for licensing should go through the department and division budget. Must work with departments and divisions to include that in their budget going forward
 - iv) Questions that need clarification: Is PD closing gaps for equity funding? How is that being assessed across the school? How is it being assessed for classified and administrators, who have less interaction with students. How does it tie into the 2-year plan?
 - v) Person that is receiving the money has to show that they are benefiting the school. They need to share what they learned with the school, or at least with their department/division
 - vi) There was a form about what you hoped to learn and into your reflection afterwards. This form was the basis for the Microsoft form. Proposal to bring it back
- f) Scholarship Readers – Professional Growth Opportunity
 - i) Tanisha reiterated what was said during her report. Working with scholarship office to see if people can get professional growth for scholarship readings.
 - ii) Scholarship readers don’t have representation from Classified professionals – mostly because people can’t take time off from work
 - iii) Currently in order to attend workshops classified must attend them on their break time or be approved by your supervisor. Can People & culture do an overarching approval