

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, November 29, 2023; 1:30 PM -2:30 PM in Zoom Meeting

Attendees:

Yuri Betancourt, Amberly Chamberlain, Jennifer De La Rosa, Jeffrey Lamb, Candice Lehman, Andrew Manson, Gio Mondragon, John Nguyen, Stacy Russo, Patty Sanchez, Christopher Sandoval, Carol Seitz, Merari Weber

Shared Documents:

Agenda, October 2023 Minutes Draft, Brave Space Guidelines

Action Items:

- 1) Call to Order: Jennifer de La Rosa called the meeting to order at 1:32 pm
- 2) Public Comments
 - a) No public comments
- 3) Agenda
 - a) Andrew motions to approve the agenda. Stacey seconds the motion. The agenda has been unanimously approved.
- 4) Minutes
 - a) Merari moves to approve the minutes with adjustments. Amberly seconds the motion. Minutes have been approved.
- 5) Reports
 - a) Faculty
 - i) SCE
 - PD Week will be held Jan 10 – 12. Finalizing details. Dr. Nery will come on campus to speak with faculty
 - Keynote Speaker will run a workshop on Artificial Intelligence: Conversation in the Loop.
 - Professional photographer being brought to get headshots
 - ii) SAC
 - Several submissions this year: 40+ workshops being held during flex week
 - SACDay is on hiatus this year
 - Requesting workshops from District that have been requested by faculty.
 - Requests for AI, Fleshing out the part time and chair institutes. Call for assistance on institutes
 - Rene Beiza will be our point of contact at the District for Professional Development
 - Emails will be going out to Deans to finish up flex for the semester.
 - One final Culture and engagement hour on December 8th.
 - b) Classified
 - i) SAC

- 55 survey results from the classified aspirations survey
 - Several people have asked of the management shadowing and faculty shadowing program
 - Classified PD will have a table at the December 13 holiday celebration.
 - Continuing Work on the Classified Newsletter. Taking longer due to the building of marketing strategy.
- ii) SCE
- Yuri in a state of transition to SAC main campus. Looking for alternative representative to SCE but is currently pending
 - Requests for professional development that is more fun
 - Will continue to assist with the newsletter
- c) Students
- i) NSAC in March. Washington trip 3/15-3/19
- ii) Winter training happens in February/late January.
- Training in parliamentary procedures and the Brown Act. Have sent the invitation out to students.
- iii) Designing their own business cards
- iv) ASG will take their headshots 11/30/23
- v) Finals week: paws for stress; food and fuel for students
- vi) Add an agenda item: where to add all events onto a calendar that brings faculty, classified and students events together
- d) Management
- i) Reconnect what the mentoring program looks like and bring information to VPs
- ii) AFE will be led by Mary Hegarty this year.
- 6) Business
- a) Convocation + Spring Flex Week
- i) Shared during the reports.
- b) Meeting Length for Spring Semester – One hour or 1.5 hours
- i) Voting results
- 9 people voted in favor of 1.5 hours
 - 2 people voted in favor of 1 hour
- ii) Meetings will revert to 1.5 hours
- c) Participatory Governance Handbook Second Read
- i) Amberly motions to Table the Participatory Governance Handbook. Candice Lehman seconds. Motion unanimously approved
- d) Process for Distributing and Approving PD fund Requests
- i) Overall process for how funds are requested, reviewed and approved.
- ii) Intersectionality of approval of dollars and how that funding is used
- iii) How are those equity dollars spent and if they need to be moved in one

direction over another

- e) Amberly motions to table remaining items. Merari seconds the motion. Motion unanimously approved
- 7) Jennifer de La Rosa adjourned meeting at 2:37 pm