

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, November 17, 2021; 2:00 – 3:00 PM in Zoom Meeting

## Attendees:

Jessica Cantt, Amberly Chamberlain, Madeline Grant, Cherylee Kushida, Jose Lopez-Mercedes, Teresa Mercado-Cota, William Mittler Elizabeth Rocha, Stacy Russo, Marisol Sanchez-Moreno, Christopher Sandoval, Carol Seitz

## Shared Documents:

Agenda; 2-year plan; Minutes for September Advisory Committee meeting

## Action Items:

- I. Public Comments
- II. Minutes
  - a. Madeline moved to approve minutes; Jose seconded the motion. Minutes have been approved
- III. Reports
  - a. Faculty
    - i. SAC
      1. Looking at around 25 workshops that we are hoping to hold during PD week.
      2. Currently looking at who would be best to hold those PD workshops
      3. Providing a few more Gateway trainings for faculty and staff to go over some concerns people have over transcripts
      4. Recordings of videos are not posted yet because the captions are incorrect, and they are time consuming to fix
    - ii. SCE
      1. Closing Fall flex December 1<sup>st</sup>
      2. Running Reports and notifying faculty that have not completed Flex obligation
      3. Looking for workshop proposals for PD week (1/7 to 1/11)
  - b. Classified
    - i. Classified subcommittee meeting focused on the two-year plan
    - ii. Workshop for professional development week wants to involve classified staff more heavily and have workshops tailored toward them.
    - iii. Classified do not know that there is funding for them to travel to conferences as it has never been advertised for them. Want to look towards creating advertising materials for Classified to make them aware.
    - iv. Don't have any feedback from school of continuing education
  - c. Students
    - i. Promote resources:
      1. The Thrive Center provided Thanksgiving preparation boxes for 600 low-income students
      2. ASG to get more student involvement and engagement
    - ii. Madeline recommends: Management engaging with students that are attending committees; show them how to report in committees
  - d. Management
    - i. Managers' Association in a few weeks. Did not meet this past month
    - ii. Managers team association is also hosting a training and holiday gathering
    - iii. Meeting with SCC to finalize cornerstone upload to get the data out
    - iv. Hiring processes are changing at the district offices

#### IV. Business

- a. PD Week Updates
  - i. Credit
    - 1. Monday is SACDays
    - 2. All day Tuesday and Wednesday afternoon are times for workshops to be scheduled
    - 3. Wednesday Morning is for Senate
    - 4. Thursday are faculty and department meetings
    - 5. Friday is Convocation with breakout rooms after that.
  - ii. Non-Credit
    - 1. Friday: Workshops
    - 2. Monday: Meeting between faculty and students; Sharing how they have survived during the pandemic
    - 3. Tuesday: department meetings
  - iii. Create a workshop on FERPA for both faculty and staff
  - iv. PD week workshops will, most likely, all be virtual; Convocation is hybrid and senate may be in person; We might host in person workshops on those days
  - v. Plans may change depending on when the next president is brought onboard
- b. 2-year professional development plan
  - i. College Council provided guidance on the information needed in the development plan
    - 1. Each committee must list out their goals and intended outcomes
    - 2. At the end of spring report with what their committees have accomplished
  - ii. Faculty subcommittee went through each priority and chose two goals for each one
  - iii. Classified subcommittee went through each priority and how to focus on doing each one
  - iv. The individual subcommittees still need more time to figure out how they will be accomplishing these goals
  - v. Needs to be more equitable on resources for classified
    - 1. Many do not know that we have money for speakers and conferences
    - 2. Many do not know that workshops are available because flex credit is only required for faculty.
    - 3. Provide videos that explain professional growth and how that impacts you
  - vi. Need to show people how they can grow and move up in the institution
  - vii. Find pathways for adjuncts and part time staff to move up in the institution
  - viii. Training needs to come from the district for classified
- c. Budget Updates
  - i. There is still around \$30,000 left for speakers
    - 1. If it is someone that worked here previously that has been gone for 6 months or more, we can pay them to come speak at our campus
  - ii. There is still around \$18,000 left for conferences
  - iii. There are around \$3,000 left for PD books
    - 1. Recommendation: Trailblazer (book) by Sylvia Mendez (bring her on to speak as well)
    - 2. Question: Are video options also available to view instead of just books?
- d. Other
  - i. Different opportunities that classified are not receiving
    - 1. Request a classified employee coordinator; focus solely on classified development activities; This person would help plan activities at SAC and SCE
    - 2. Union is open to moving this idea forward.
    - 3. Must present the idea to the president
  - ii. Theatre production will present: The Time of Your Life; this will be the first major play for the class post-COVID.