

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, May 27, 2020; 1:30 – 3:00 PM in Zoom Meeting

## Attendees:

Maria Aguilar Beltran, Irene Glomba, Madeline Grant, Susan Hoang, Mary Huebsch, Cherylee Kushida, Jose Lopez Mercedes, Teresa Mercado-Cota, Marisol Sanchez-Moreno, Carol Seitz, Raquel Serratos, Merari Weber

## Shared Documents:

Agenda; April 26 Minutes Draft, PD Budget Summary

## Action Items:

### I. Public Comments

- a. Cherylee is requesting help from classified to help review the accessibility of Word and PDF documents created by faculty. She expects 419 faculty will need to obtain Remote Instruction Certification (RIC) or Online Teaching Certification (OTC). The certification processes require that faculty create accessible documents and have these documents reviewed.
  - i. Distance Ed will offer training and mentorship to those classified who need it.
  - ii. Suggestion: Can Professional Development help collect volunteers for this project?

### II. Minutes

- a. With corrections, Mary moved to approve, and Madeline seconded the motion. Minutes unanimously approved.

### III. Reports

#### a. Management Report

- i. SACMA is meeting and reviewing management professional development needs.

#### b. Student report – not available

- i. The PD funding request submitted for Student Equity and Achievement Program (SEAP) funding includes a plan for PD to collaborate with Student Life to plan an event with student input once in the fall and once in the spring. The intent of this plan is to create a closer tie between PD and student learning outcomes. The Audrey Dow event in March included student planning input.

#### c. Faculty Report

- i. Shout out to DE and CEC for the remote instruction training to prepare faculty. There was great feedback on the [SAC Employee Engagement Survey 2020](#). In response to the question “I receive appropriate (adequate training to do my work” 82% of CEC employees responding strongly agreed. This was an increase of 22% from the 2019 survey.
- ii. Cherylee reported that 240 faculty have completed OTC to date and 419 still need OTC or RIC training before the fall 2020 semester. This includes both adjunct and fulltime, on the credit side.
- iii. According to the Memorandum of Understanding (MOU) between FARSCCD and RSCCD, duty days for the fall semester will not be strictly enforced because of the necessity for faculty to complete the remote teaching training. It also states that Professional Development week needs to focus on the training. Faculty who have already completed the training will have the option to further improve their knowledge in online teaching.
- iv. Learning and Engagement Team has paused Professional Development Week plans due to changes with Convocation and Professional Development week. All plans are pending.
  1. The speaker is now on hold if Convocation is no longer happening.

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2. Equity in the online instructional environment has required and will continue requiring addressing these issues: students who lack the equipment and/or access for online classes, financial assistance for students who do not receive any aid and effective promotion of the practices at our campus that support students.
  3. Suggestion: Communication to all SAC colleagues about fall 2020 semester and resources for students.
  4. Teresa will be asking the College Council of any decisions for Convocation.
  - v. Recommendation: Send a short survey to faculty next week to assess their PD needs for remote instruction.
  - d. Classified Report
    - i. Classified Professional Development Day will be delayed to the fall or January so we do not miss out on the networking experience we want to promote.
    - ii. Workshops are being scheduled for July to provide some classified-oriented training. Mary has assisted the workgroup in scheduling these workshops.
- IV. Business
- a. 20/2021 Meeting Calendar will repeat the same type of schedule as this year. (Advisory Committee meets on the 4<sup>th</sup> Wednesday of the month at 1:30PM).
  - b. Members for 20/2021
    - i. Contact Jordan Clark for information on a student representative for the committee in the fall.
    - ii. Raquel will make a few edits for the membership on the Professional Development homepage.
  - c. Fall 2020 Professional Development Week
    - i. Decisions for Professional Development Week are still pending.
    - ii. CEC will be moving forward with their plans. They will be concentrating on remote training, division and department meetings. Currently scheduling the speaker.
      1. CEC faculty were approved to begin RIC training beginning on July 1. Distance Ed has collaborated with CEC team to train faculty at CEC.
      2. Goal will be to have everyone trained.
    - iii. Canvas Shell: Raquel shared the student view of the Canvas shell PD will use to deliver PD in the fall. Jose is assisting Raquel with developing the shell and will follow the same format in the SCE Canvas PD shell. Suggestions:
      1. Include link for the Canvas Shell workshops in the Faculty Tracking System.
      2. Require Quiz at the end of the training to prove attendance.
      3. The presenter will be required to take attendance.
      4. Both registration systems will need to continue until Cornerstone is set up.
  - d. Review Professional Advisory Committee Goals:
    - i. Accreditation roles of committees
      1. Suggestion: Provide direction on how committees will provide information for the Accreditation Team.
      2. Accreditation Standards include references to professional development.
    - ii. Goals
      1. Goal one and four relate to the results of the Employee Engagement survey. We need to build community and support employees in academic and career advancement.
      2. Suggestion: Forums for “thoughtful discussion”
        - a. The Canvas shell has a discussion feature to allow open and thoughtful discussion.

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- b. Possible topics: Accessibility, OER and other topics.
    - c. Encourage the discussions to happen organically and have someone lead them.
    - d. We will need to request more space from Cherylee. Mary and Jose will reach out.
  - 3. Suggestion: Team building activity with all SAC Colleagues. Something fun!
    - a. Suggestion: Online scavenger hunt with a specific platform.
    - b. Suggestion: Classified Staff could potentially do a virtual coffee hour and/or join the faculty coffee hours. Irene will attend the one Faculty will be leading on Friday.
- e. Develop 2-year plan
  - i. Learning and Engagement Team is developing a 3-year plan to focus on transformative personal, professional and institutional change.
    - 1. Year 1: Personal/Critical Reflection on what each of us believes and on how we view our purpose.
    - 2. Year 2: Professional: changes in instructional practices, curriculum and the SAC environment.
    - 3. Year 3: Institutional changes in SAC processes and procedures to create a more equitable college.
  - ii. Suggestion: Emphasizing building community and breaking down silos
  - iii. Suggestion: Equity and Digital Literacy for Faculty and Classified
- f. Review Budget
  - i. Waiting to hear back from SEAP Committee for 20/21 FY budget.
  - ii. Professional Development is interested in funding any Online Conferences/training with an associated cost, but the possible need for BOT approval would delay things. Raquel has reached out to Linda Mendez from purchasing for clarification.
  - iii. Suggestions: Order e-books for Professional Development. The licenses for the books allow for 1-3 users at a time. Include link in Professional Development Canvas Shell. Review books to order in July.
    - 1. Suggestion: Add book study in Canvas Shell
      - a. Suggestion: A lead person can post thinking question in the Canvas Shell
    - 2. Raquel will send list of titles that are available to Professional Development Committee
    - 3. There are many resources available in the Library.
    - 4. Suggestion: Library staff present resources to Classified Staff.
- g. Informational Temporary Online Conference Funding Request Form (Not Covered)

#### Calendar of Meetings:

- |                                  |                                |                           |
|----------------------------------|--------------------------------|---------------------------|
| • September 23, 2020 – Managers  | • February 24, 2021 – Managers | • May 26, 2021 – Managers |
| • October 28, 2020 – Faculty     | • March 24, 2021 – Faculty     |                           |
| • November 18, 2020 – Classified | • April 28, 2021 – Classified  |                           |

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