

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, October 27, 2021; 1:30 – 3:00 PM in Zoom Meeting

Attendees:

Maria Aguilar-Beltran, 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
 - a.** No public Comments
- II.** Minutes
 - a.** Madeline Grant moved to approve the minutes; Amberly Chamberlain seconded the motion. Minutes have been approved
- III.** Reports
 - a.** Faculty
 - i.** SAC
 - 1.** Working alongside the learning engagement team in order to assist in the 4-year new faculty institute.
 - 2.** Speaking with faculty how they feel toward professional development for PD week and convocation; seeking support to move convocation from Fridays to Tuesdays
 - 3.** Will be sending out a survey to an email to get faculty, classified and management a chance to submit a workshop for PD Week
 - 4.** Request from faculty to help guide students that are struggling with the pandemic
 - ii.** SCE
 - 1.** Flex week will begin January 7th. Flex week will last three days
 - 2.** Monday will have a faculty-student panel; Tuesday will have department meetings
 - 3.** Theme is Great Power Great Mindsets: faculty have received several trainings to teach remotely; want to connect faculty and students to share what works and what doesn't work in remote learning
 - 4.** Will request workshop proposals for flex week; all workshops will be virtual
 - b.** Classified
 - i.** Move professional development day to be in person for the spring semester;
 - ii.** Planning to have it be off campus; need workgroup to volunteer and plan the event and find ways for funding
 - c.** Student
 - i.** Student Life has been creating a frequently asked questions page; Working to include updated information on the Johnson Center
 - ii.** Distance Ed. Discussed getting training for ASG; felt that getting training in Adobe, Canva, Excel would greatly help with planning events
 - iii.** Some software is not easily navigated and can lead to difficulties to people with test anxieties; Proctorio is difficult to navigate and can lead to more anxieties based on the way it flags students

- iv. Suggestion by Cherylee Kushida: Students can request to do a makeup exam at the assessment center instead of Proctorio; encouraging instructors to use other testing methods.
- v. Upcoming events: Fiesta De Fright; How to write third person autobiographies
- d. Management
 - i. SACMA, dues were paid for the year; pays for some of the food and items that can be used for events during the year.
 - ii. Purchasing Processes: questions should now go through staff at their respective college rather than through the district.
 - iii. Survey going out to managers to see desire for additional professional development workshops based on diversity and equity, operational and leadership training

IV. Business

- a. PD Webpage Update
 - i. Working to update the content on the website. Need content to add to the PD classified and management committee
 - ii. Propose a Workshop: This survey is used for people to propose workshops all throughout the semester, but this will also be where people give ideas for PD Week
 - iii. Appointment Request: for people still having issues with using the Gateway, they can request one-on-one sessions
 - iv. Calendar will shift to public events
 - v. Funded Activity: step-by-step guide for how to do conferences; plans for bringing in a speaker and requesting books
 - vi. Resources page will be updated with newer information; remove references to our old system
- b. 2-year Plan
 - i. This committee is now a part of the shared governance structure; committee now reports to college counsel
 - ii. Form is being designed in the committee that is going to be asking for our goals, how they will be assessed and the desired outcomes
 - iii. At the end of the year, results must be presented to College Counsel
 - iv. Each workgroup should look at the goals that have been laid out and be prepared to share how we will meet those goals
- c. PD Gateway Survey Results
 - i. Have only managed to get 38 responses; Majority (32) faculty; People aren't really paying attention to PD outside of PD week
 - ii. Wanted to use this survey to gauge needs for PD, and issues with the Gateway; Several trainings and guides have already been provided but engagement low
 - iii. Cherylee: question, how do we know that the people that haven't gone to training need it? Do we have numbers that show how many people have logged in?
 - iv. Amberly: reports are bringing up people who have used the Gateway but not those that haven't done so
 - v. Madeline: have reports for people that have 0's on gateway. Target them more directly
 - vi. Move the information from canvas onto the website, as most classified don't really use Canvas; Keep faculty information on Canvas
 - vii. New formula for calculating flex obligation is approaching completion
- d. 4-year new Faculty Institute draft
 - i. Getting feedback for the 4-year draft
 - ii. Putting an emphasis on Guided Pathways and the Equity Framework

- iii. Question: should this be shared with this group, as well as FARSCCD and HR
 - 1. Professional development is a part of Academic Senate: need support from the senate to move forward
 - 2. FARSCCD is more about working conditions; If it is required, then would it be considered under the probationary process
- iv. Bring this conversation to as many groups as possible to get feedback
- v. Proposed request by state chancellor for ongoing professional development funding
- e. Convocation Updates
 - i. Will be held on Friday as this has been situated as the common day; Wants to look towards senate for support to moving common day to Tuesday.
 - ii. It is going to be offered in-person and virtually
 - iii. Still unsure if any workshops will be held in person or all online
 - iv. Theme: we aren't sure what our convocation will revolve around; With Dr. Flores potentially gone the next president may want a different theme
 - v. Dr. Flores wants Breakout rooms to return for people on campus
 - vi. People at the Obear training may be asked to speak and share insight
 - 1. Question: what the intended impact of the breakout sessions is and are they required
 - 2. Faculty must participate in 6 hours of flex during the common day. Must make sure that faculty have enough events available
- f. Other
 - i. Dance concert August 27th and 28th.
 - ii. Memorial event on Monday, November 1st at 5:30: *Remembering our Loss of Life*
 - 1. You can request that a name be read for any loss that you may have experienced

Next meeting is November 17th.