

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, October 28, 2020; 1:30 – 3:00 PM in Zoom Meeting

Attendees:

Maria Aguilar Beltran, Tanisha Burrus, Amberly Chamberlain, Lorena Chavez, Irene Glomba, Madeline Grant, Susan Hoang, Jose Lopez Mercedes, Teresa Mercado-Cota, Anai Ramos, Roy Shahbazian, Marisol Sanchez, Carol Seitz, Raquel Serratos, Merari Weber

Shared Documents:

Agenda, September 23 Minutes Draft, PD Budget Summary

Action Items:

- I. Public Comments
 - a. Marilyn is encouraging personal care during the pandemic.
- II. Minutes
 - a. Marisol moved to approve the minutes and Jose seconded the motion. Minutes unanimously approved.
- III. Faculty Report
 - a. SCE has completed preparation of their Spring Professional Development Week schedule, and it includes a student panel.
 - b. Merari and Jose attended the Leading During the Pandemic conference. Santa Ana College has already implemented most of the changes reviewed during the conference.
 - c. The SAC faculty workgroup is providing feedback for the creation and implementation of Cornerstone.
 - d. A survey created by the workgroup, will be shared soon to collect feedback on desired training. A Professional Development Week survey will also be shared soon to request volunteers for workshops.
 - e. Upcoming SAC Professional Development workshops for faculty: Nuventive, Program Review Open Lab, Starfish, Meta and the Equity in Action Ally Group
- IV. Classified Report
 - a. Professional Development trainings will be reviewed next meeting.
- V. Student Report
 - a. Student leadership will be discussing student housing recommendations.
 - b. Upcoming Week of Action is dedicated to advocate and provide resources to undocumented students.
 - c. Offered a voting place safe space presentation.
 - d. Proposed a speaker and added their recommendation to the Teams document.
- VI. Management
 - a. SACMA wants to offer training that promotes growth and is researching different topics to offer at Santa Ana College. The focus is on operations and personal care.
 - b. Adam O'Conner fiscal vice chancellor is providing training that focuses on budget and employee payroll structure. These trainings will explain how accounts, budgets, or payroll is calculated.
 - c. MTA, the district management group, organized a Leadership training.
- VII. Cornerstone
 - a. Summary
 - i. Madeline, Amberly and Raquel are attending a 12 week Cornerstone training and are collaborating with the district to implement on campus. The data will be uploaded soon to begin creation. A breakdown will hopefully be available during Professional Development week.
 - ii. Classified, faculty and admin will have their own welcome pages. A quick peek will be shared at the end of this semester. The training is currently available to all RSCCD employees.

Professional Development Mission Statement: Santa Ana College collaboratively fosters and supports student success and equity through professional development activities.

Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Revised on 11/18/2020

- iii. The team implementing Cornerstone will be reaching out the district about embedding Classified Professional Growth into the system.
 - iv. Mary Law is providing the graphics for Cornerstone.
 - v. Faculty workgroup is providing feedback.
 - vi. SACTAC is supportive of Cornerstone. The tracking system and many trainings are very advantageous resources for our Santa Ana College Colleagues.
 - vii. Will potentially hold the Santa Ana College Conference forms.
 - viii. Shanaugh, the Cornerstone instructor, has been very supportive of faculty needs. There has been no limitations.
- b. Suggestions:
- i. Share a document that explains the conference workflow (include screenshots).
 - ii. Academic Senate want to provide feedback for the new faculty homepage and assurance that Professional Development is strictly created and lead by faculty.
- c. Speakers
- i. Speaker suggestions are being collected in the Professional Development teams site.
 - ii. Suggestions: Improve promotion of events with hired speakers because past speaker presentations were not well attended. Open these events to all students, faculty, classified and admin.
 - iii. Upcoming speaker: Joy Degruy in February and Dolores Huerta
- d. 2-year plan
- i. Need to plan to prepare the 2 year plan. Each workgroup needs to discuss ideas for developing the plan. It will be focused on a Professional Development infrastructure and include the different plans on campus.
 - ii. Volunteers have been collected to lead with the creation of this plan (Amberly, Maria, Marisol, Lorena and Jose). Maria is going to share other group plans with Amberly.
 - iii. Suggestions:
 - 1. Use the Professional Development goals for the 2 year plan.
 - 2. Identify curriculum goals to use for the plan.
- e. Budget reviewed
- f. Convocation
- i. Suggestion: Collaborate with different groups on campus for final recommendation for the president. Be consistent with the theme (workshops and convocation). Continue the equity focus for convocation. Develop conversations to be continued in department meetings.
 - ii. Anyone interested in helping create the preliminary plan for convocation can reach out to Amberly.
 - iii. Suggestion: Assign an expert to guide/plan convocation; we need the expertise to create the safe space and conversations.
- g. Events
- i. Cafecito & book club will be promoted this week for November 20. All Santa Ana College Colleagues are invited.
 - ii. E-blasts suggestions:
 - 1. Improve communication and streamline e-blasts.
 - a. Include descriptions, individual emails for the different positions, collaborate with the Classified union to include more Professional Development opportunities.

Professional Development Mission Statement: Santa Ana College collaboratively fosters and supports student success and equity through professional development activities.

Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Revised on 11/18/2020

2. Cornerstone will soon be improving on the current e-blast so there is no urgency to change the Professional Development e-blasts.

iii. Books

1. Purchased books Kevin Kumashiro's recommended during Convocation.

Calendar of Meetings:

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

Location: Zoom Meeting | Time: 1:30 pm to 3:00 pm

Professional Development Mission Statement: Santa Ana College collaboratively fosters and supports student success and equity through professional development activities.

Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Revised on 11/18/2020