

(DRAFT) Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, February 24, 2021; 1:30 – 3:00 PM in Zoom Meeting

Attendees:

Maria Aguilar Beltran, Tanisha Burrus, Amberly Chamberlain, Lorena Chavez, Irene Glomba, Madeline Grant, Susan Hoang, Cherylee Kushida, Jose Lopez Mercedes, Teresa Mercado-Cota, William Mittler, Gladys Romero, Marisol Sanchez-Moreno, Carol Seitz, Raquel Serratos, Merari Weber

Shared Documents:

Agenda, November Minutes Draft, Professional Development Week Report

Action Items:

- I. No public comments
- II. Minutes
 - a. Jose moved to approve the minutes and Amberly seconded the motion. Minutes unanimously approved.
- III. Faculty Report
 - a. SAC
 - i. Reviewed SAC PD Week data. Faculty were very interested in Captioning, Mastering Zoom for Student Effectiveness and the Well-Being & Self Care Workshops. Dual Enrollment was cancelled, but it's an important workshop for faculty and will be rescheduled during the Spring semester. SLO series had low enrollment. Faculty are interested in online courses that earn them badges and can be completed at their leisure.
 - ii. Currently developing adjunct summit, new faculty institute and handbooks for training Chairs and adjuncts.
 - b. SCE
 - i. 18 SCE faculty members attended Convocation; 8 SCE faculty participated in the Breakouts sessions.
 - ii. Current Professional Development projects consist of the implementation of Cornerstone (Professional Development Gateway), the Classified PD Training Support and the Virtual PD Center.
 - iii. Ongoing data entry in CEFOMS. Furthermore, there have been 86 completers of the Remote Instruction Certification and 51 graduates of the Online Teaching Certification.
 - iv. Special thanks to the 7 mentors for the RIC (Jarek Janio, Donna Khalid, Esmeralda Godoy, Jose Lopez Mercedes, Osiel Madrigal, Sergio Perez and Merari Weber) and for the 4 Spring OTC facilitators (Ozzie, Donna, Merari and Jose).
 - v. Further events tentatively planned for March and May. There is an interest for Health & Wellness workshops during the Spring semester.
- IV. Classified Report
 - a. Meeting next week to discuss new workshops and Classified Day.
 - b. Jennifer Hoeger surveyed SCE Classified and the common interest is in career education. So, SCE Classified are arranging a workshop with Career Education Center.
 - c. There's current interest in Microsoft Teams training.
- V. Student Report
 - a. Collaborating with District student representatives.
- VI. Management
 - a. Regular District management monthly meetings and SAC monthly meetings have continued.

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- b. SACMA is focusing on resilience training, support on staying strong and staying focused workshops. The District management team is arranging onboarding training.
- c. There is currently an opportunity for an ongoing HR series that focuses on management strategies, managing individuals and management skills.
- d. ODEI is supporting management with a module course on Canvas.
- e. Suggestions: Offer the Resilience Training for faculty and classified. It's a two-hour training with a one hour follow up. Madeline will provide further updates to those parties interested.

VII. Business

- a. Professional Development Week report
 - i. The facilitators in the Breakout Rooms provided a summary of the outcomes of each group.
 - 1. Classified requested a safe space for discussions about equity or other issues. Possibly a classified virtual hour with trainings, similar to Classified Hawks at SCC. They are interested in training/workshops about building resumes/portfolios and technology. Some software training completed at one's own leisure is currently available in canvas or in the vision resource center.
 - 2. There was a request for more student voices.
 - 3. A common opinion during the breakouts about Tim Wise's speech was that they acknowledge there was a problem, but they are interested in learning about tools or initiatives to implement in their classroom or workspace.
 - 4. The topic of convocation should be more inclusive with all the races.
 - ii. Feedback for the 2021 Spring Convocation and Breakout Sessions.
 - 1. There was a lot of negative and positive feedback for Tim Wise's speech. Unfortunately, since we cannot fit all issues into one event, we must continue offering a variety of topics and speakers to address the many current issues throughout the semester.
 - 2. Due to the virtual set up of the breakout sessions, it did not encourage people to speak their truth or promote a safe space. Zoom allows a lot of anonymity and disconnection because of the turned off cameras and muted microphones. Some groups had positive experiences and appreciated the anonymity. However, it was often a little awkward for some groups in the breakout session because there was too much silence. It's hard to facilitate this type of conversation virtually; maybe if it was smaller.
 - 3. There was feedback from people that Tim Wise made them uncomfortable and shut down from his presentation. There were different opinions on how to address this issue.
 - a. Provide an expert to help guide these uncomfortable conversations. Although the presentation at convocation did not acknowledge the uncomfortable feelings caused by the main topic, maybe a collective training can be provided with outside support. Academic Senate is currently talking about needing training from outside support to focus on listening and reflecting. There is a need for systemic training on how to have these conversations and embed these topics into our current structures.
 - b. Provide more topics focused on wellness and healing due to COVID this semester because this is an overlooked issue.
 - c. There are negatives and positives from Tim Wise's speech, but there is a component of mental health that needs to be addressed and maybe the two opinions can be weaved together. In planning ahead, we need to continue the conversation but with better direction or facilitation.

4. The facilitators for breakout sessions were brave to volunteer to mediate the conversation and questions following Tim Wise's presentation.
- b. Upcoming speakers include Joy DeGruy, Dolores Huerta, David Flood, and Russel Jeung.
- c. Cornerstone (Professional Development Gateway)
 - i. We are still building and improving the system, but it's not ready yet. The goal is to have faculty join in the fall. Single sign-on is not working yet, but we have reviewed the homepage with the different workgroups. We are also working on including the conference process in with the external training form.
 - ii. Suggestions: Guarantee that faculty will be prevented from taking training more than once within the academic year in this new tracking system.
 - iii. It would be ideal if faculty could apply the online training completed on one campus to the other campuses they work on. However, it was suggested that they attempt to use the certificate of completion as proof of completion at other campuses.
- d. Conference Form Taskforce (funding & processing)
 - i. The idea is to have all fund approvers collaborate and collectively review the conference requests instead of employees searching for funding.
 - ii. We are open to feedback for this process.
- e. 2-year Plan Development
 - i. The different examples of 2-year plans are loaded in Teams and everyone should go on and review.
 - ii. Suggestions:
 1. The Professional Development Advisory Committee has never had a documented plan, but it is highly advisable that we create a plan that can be applied long term.
 2. Create the framework for the workgroups to build off, or executive team should choose the framework. However, it would be ideal if we could divide the work into pieces for each workgroup.
 3. The plan should include Guided Pathways, Equity and the Professional Development goals. Also, there are new state recommendations to include more race conscience plans and include more diversity training on campuses. SEAP is currently working on how to address this new recommendation.
 4. Plan should drive meetings based on what activities have transpired and how it is addressing the goals.
 5. The faculty workgroup really like the plan that is based on strategic planning and ends with a budget.
 - iii. Amberly will share the goals and everyone will vote on a plan posted in Teams.

Calendar of Meetings:

- 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

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