

(DRAFT) Santa Ana College Professional Development Advisory Committee Minutes

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

Attendees:

Maria Aguilar Beltran, Tanisha Burrus, Amberly Chamberlain, Madeline Grant, Susan Hoang, Jose Lopez Mercedes, Teresa Mercado-Cota, Marisol Sanchez-Moreno, Carol Seitz, Raquel Serratos

Shared Documents:

Agenda, February Minutes Draft

Action Items:

- I. No public comments
- II. Minutes
 - a. Minutes review from last meeting has been postponed to next meeting.
- III. Faculty Report
 - a. SAC
 - i. The workgroup discussed the best approach for the 2-year plan.
 - ii. A Dual Enrollment workgroup has been created to support the program and its instructors. Dual Enrollment will help expose a high number of high school students to our college campus. We need to promote it and dispel any fears or misinformation.
 1. The group wants to schedule a credentialed specialist to speak to the college professors from a high school teacher's perspective. There will be workshops scheduled for the fall.
 2. The workgroup will create a common space to open up communication among Dual Enrollment Instructors.
 - iii. There is great interest among faculty and classified to create a safe space to discuss a wide variety of topics pertaining to the current events surrounding our campus.
 - b. SCE
 - i. SCE Wellness Workshops Series is scheduled for April and will be open to all employees and campuses. It is scheduled for every Friday except during spring break.
 - ii. The SCE Professional Development week calendar will be aligned with SAC calendar this fall.
 1. The theme will be, Faculty Voices: How Faculty are Surviving Through this pandemic.
 2. One of the workshop topics of interest is the Liquid Syllabus with Michelle Brock.
- IV. Classified Report
 - a. Discussed plans for Classified Professional Development Day.
 - b. The goal is to eventually discuss the classified survey and gather feedback for additional support and workshops.
- V. Management Report
 - a. Resiliency workshop, part of an ongoing series, happened last Thursday and was well received.
 - b. The district created a leadership 4-part series.
 - c. The Vice President group is interested in offering operational and specific needs training.
 - d. Suggestion: Offer an update of the status and processes concerning our campus every semester.
- VI. Student Report - none today
- VII. Business
 - a. Fall PD week & Convocation

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- i. The executive Professional Development committee has begun planning PD week and convocation with the new PIO. Final decision is pending due to the uncertainty of the SAC President position for next semester.
 1. The pending proposition is for a hybrid convocation on a Tuesday. Dr. Flores will take the previous convocation survey feedback to the cabinet to decide the day of the week for convocation. SCE would like to know the final decision for their scheduling purposes. However, due to the uncertainty of the SAC President position, we are unable to proceed with finalizing the further details for convocation.
 2. The current need for convocation is to find a group to coordinate and plan the event with the president.
 3. The faculty union has final say for the day of convocation in the contract and this may need to be negotiated.
 4. Suggestion: Highlight students more during convocation. Students can lead the first 30 minutes of the event and then the president follows with her presentation. However, it is the president's decision the format that will be used.
- ii. Speaker Review
 1. The speakers were very well received. The recordings will be made available in our PD website once we have corrected closed captioning.
 2. The goal is to highlight equity topics each month. The following speakers or workshops are scheduled for the next coming months. David Flood, Paul Butler, SCE Wellness Workshop Series, Russel Jeung, Helen Zia and Jacque Tahuka Nunez.
 3. We still have funds to schedule a couple more speakers
 - a. Jacque Nunez is from a local tribe and we are trying to contract her to come and speak again
 - b. Helen Zia or others recommended by Dr. Audrey
 4. Face-to-face events would be more beneficial and interactive.
 5. Amberly is working with Michelle to invite her for the Fall semester. Michelle is an expert for distance education and on liquid syllabi which was a request from SCE at the last meeting.
- iii. Cornerstone
 1. Work on Cornerstone has been paused due other priorities, but will now continue with collaboration from SCE and SCC.
 2. The conference process is still complicated due to the different required approvals and liability form.
- iv. 2-yr Plan
 1. The format has been chosen based on what the feedback from the survey in Teams and a discussion with the executive team. The plan will use the strategic goals workgroup to divide the sections.
 2. Each workgroup will need to add to the priorities based on their group's needs.
 3. Suggestions:
 - a. The executive committee should provide a checkable list of activities to simplify it for the rest of the committee.
 - i. Provide a checkable list of activities.
 - ii. The plan should be driven by the activity and should streamline thinking.

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- b. Broad description of activity and the outcome would be the names of the events.
 - c. List which pillar each priority addresses.
 - d. The activity or goals will be based on quality and not quantity.
 - e. The plan will be a working document to add and prepare for the next two years.
 - f. The plan should be a wish list and not just what we are doing.
 - g. The plan should include needed resources to accomplish a needed/desired activity.
4. Dr. Lamb wants the PD Advisory Committee to highlight the outcome and data piece.
- a. Suggestion:
 - i. The person/group responsible of collecting data should be identified.
 - ii. This committee should be evolving and changing.
 - iii. This committee needs to focus on qualitative data not just quantitative data.
 - iv. Define equity-minded needs to bring awareness to the specific needs. The state provided guidelines with a glossary of terms that matches what USC does for equity. [Maria shared the embedded link](#) so Madeline can include the link with the final document. Maria is going to create a guided pathways and equity framework that will link to the school's master plan. Maria also shared the [DEI Plan](#) to influence our 2-year plan.
 - v. Speakers should also increase awareness and fit within our overall needs.
 - 1. Currently only one fourth of the attendees are responding to the survey.
 - 2. We need to debrief after the speaker events with heavy topics. The debriefs should be scheduled immediately after the events with guidelines. Something to attempt in the Fall semester with trained mediators. Flexibility should be allowed for last minute events.
 - 3. Provide managers, faculty, classified, and students with basic training and have the difficult conversations initiated by the guest speakers.
 - 4. Provide a theme, intention or pre-summary to all attendees.
 - 5. Promote each event with other upcoming events.
5. Madeline will create a worksheet and add it to the Teams page so the workgroups can all work on their respective sections. A Draft will be expected for the next meeting and finalized in our last meeting in May.
- v. PD activities
 - 1. A survey will be sent out to everyone to collect feedback. Microsoft technology workshops will be scheduled for every other Tuesday based off that feedback.
 - 2. PDF accessibility will be available this semester.

Calendar of Meetings:

- 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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