

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, April 28, 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 & March Minutes Draft; 2-year grid;

## Action Items:

- I. Invitation to Radium Girls on Friday, more details can be found on the theaters event page.
- II. Minutes
  - a. Amberly moved to approve minutes, Madeline seconded the motion and Merari has abstained. Minutes have been approved.
- III. Faculty Report
  - a. SCE
    - i. LTC has concluded for the spring. Total of 25 participants, 4 facilitators and 92 % completion rate.
    - ii. 13 responses for the SCE Call for Professional Development Week workshop proposals.
    - iii. Santa Ana College and SCE Cornerstone teams will collaborate to present the new Professional Development Gateway for faculty.
  - b. SAC
    - i. Registration has been low with a couple of speakers in March.
    - ii. Faculty have requested more training during the summer. Professional Development is planning on offering Professional Development Gateway (Cornerstone).
    - iii. Professional Development is building support for Dual enrollment instructors and training on how to handle high school level students.
- IV. Classified Report
  - a. Virtual Classified Professional Development Day confirmed for July 22 with Dr. Flores and Paul Butler for half a day. The following sessions scheduled will be available and recorded: SchoolsFirst, CalPers, CSEA and a technology refresher session.
- V. Management Report
  - a. Various trainings and partnerships will continue with the district office. The Leadership training is ongoing, but the ADA and Contract training has concluded.
  - b. SACMA has finished 3 sessions from the resilience series. There recently was a training focused on self-care and encouraging support with current statuses/issues.
  - c. Further Operational training will be provided by the Management Council.
  - d. A group of management will be testing out Professional Development Gateway soon.
- VI. Student Report - none today
- VII. Business
  - a. 2-year Plan Development
    - i. A 15-minute review of the draft of activities was provided. Each workgroup will review the details of the plan and the final draft will be provided next meeting
    - ii. Faculty has reviewed the grid during their workgroup time and has included other constituencies to their activities if applicable.

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- iii. Santa Ana College faculty key items included: Leadership training, Wellness & Personal Growth training, CPR & First Aid certification, Social Meeting groups, SLO talk, community of practice, technical training, new faculty institute and adjunct faculty institute.
  - iv. SCE faculty key items: ESL COP training is pending funding. Participants may get flex credit, but they've met their obligation already. Implementation of the PD Gateway with all employees will be aligned with the state.
  - v. Suggestion: Provide more broad proposed activities to allow further specific planning during the semester.
  - vi. Convocation and Professional Development Week will be independent from the 2-year plan.
  - vii. Classified key items: Professional Development
    - 1. Professional Development Classified Day yearly.
    - 2. 4CSD Conference which was well attended by classified and very beneficial.
    - 3. Classified Leadership Series.
    - 4. Conference funding and encourage classified to participate more in webinars, conferences or online trainings.
    - 5. Great interest in a safe space with a facilitator specifically for classified.
  - viii. Management
    - 1. Leadership which will help management participate and support with different initiatives across the district.
    - 2. Procedure trainings to help align the campus with the district. Provide training quarterly or yearly.
    - 3. Emergency preparedness to bring everyone up to date across the district.
    - 4. Retreat for vision plan and network for management yearly.
    - 5. Management training to support professional growth for classified yearly.
    - 6. Develop and continuing the speaker series.
    - 7. Operational training to embed the responsibilities of the committee and to solidify the shared governance.
    - 8. Confirm and consolidate funding for conferences, online training and the Professional Development Gateway.
  - ix. Suggestion
    - 1. All constituents should be included with operational training.
    - 2. Equity Request Committee is contemplating distributing all conference funds through Professional Development.
  - x. More speakers were schedule this year by Professional Development because there were fewer conference opportunities this year.
  - xi. Suggestion:
    - 1. Include student life representative to help support students with Professional Development.
    - 2. Important to include student Professional Development, but note that ASG has an available budget to support student projects.
    - 3. Promote further civic engagement activities with students and Santa Ana College employees
    - 4. Include dollar value to each activity to help prioritize based on funding.
  - xii. Final edits for the 2-year plan is next Wednesday.
- b. PD Gateway

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- i. Currently working and testing the Professional Development Gateway set up.
  - ii. Trainings, Open Lab and Videos will be provided and scheduled for the summer to support and introduce the Professional Development Gateway to employees
  - iii. WebAdvisor may shutdown at the end of the fall semester and will contain the Santa Ana College Professional Development Faculty Tracking System.
  - iv. Conference guidelines and directions will be made available on the Santa Ana College Professional Development webpage. Due to the current requirements of the CRC form the Professional Development Gateway is not able to include the Conference Request Claim form.
  - v. Madeline is inquiring on a possible update with the CRC form process for webinars that do not require liability coverage that a CRC provides and the VP signatures.
  - vi. Suggestion:
    - 1. Specific training for chairs and co-chairs to introduce them to the Professional Development Gateway.
    - 2. Suggestion: Include and promote Adobe Sign training.
- c. Convocation & Theme
- i. A Professional Development Week Survey and Proposal is being shared to collect data on convocation preferences.
  - ii. Convocation is preferred on Tuesday based on feedback, but not confirmed yet. Dr. Flores will help us shape Convocation, but president position is not certain for Fall semester.
  - iii. Currently working on a theme for Professional Development week and Convocation. There has been a call for more student voices.
  - iv. There has been an interest in making convocation hybrid, but not the workshops.
  - v. Workshops will be virtual and some face to face if presenters can use the owl camera.
  - vi. The video from last year was very inspirational and uplifting. The speaker was also well received.
  - vii. Suggestions:
    - 1. A possible speaker theme would be for resiliency.
    - 2. Create assignments with the Canvas shell to help engage faculty or create a day of speakers to help promote attendance on campus.
    - 3. The state is focusing on providing opportunities for campuses on Equity minded topics. The Equity team had originally laid out a 3-year framework to provide to the personal piece.
    - 4. This year the focus is to improve practices in the classroom and the work space with speakers or other training.
    - 5. We need to address the Call to Action especially with the increase of hate crimes. Our committee and campus need to address this theme in the different activities we provide with Equity funds.
    - 6. Maybe dedicate a day to Equity.
    - 7. Research what our other campuses are doing to promote the Equity theme.

VIII. The Senate Report has upcoming events for May.

#### Calendar of Meetings:

- April 28, 2021 – Classified
- May 26, 2021 – Managers

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

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