Santa Ana College Professional Development Advisory Committee Minutes
Wednesday, May 26, 2021; 1:30 – 3:00 PM in Zoom Meeting

Attendees:
Maria Aguilar Beltran, Tanisha Burrus, Amberly Chamberlain, Irene Glomba, Madeline Grant, Jose Lopez Mercedes, Teresa Mercado-Cota, William Mittler, Jimmy Nguyen, Marisol Sanchez-Moreno, Carol Seitz, Raquel Serratos, Merari Weber

Shared Documents:
Agenda, 2-year plan grid;

Action Items:
I. Public Comments
   a. Theatre Arts production airing on June 4; all events are free; view more at the Theatres page.
II. Minutes
   a. Minutes will be shared virtually.
III. Faculty Report
   a. Santa Ana College had 192 Professional Development events and approximately 1,542 faculty in attendance for these events. Virtual options may have help increase participation.
   b. SCE is working on inputting their Professional Development Week workshops in Cornerstone. There are currently 23 sessions scheduled for 2021 Fall Professional Development Week. Santa Ana College and SCE will be cross promoting their Professional Development Week workshops.
IV. Classified Report
   a. The focus for the workgroup is the upcoming Classified Professional Development Day on July 22. It will be a half-day event and held virtually. All campuses are invited.
V. Student Report - none today
VI. Management Report
   a. SACMA had sessions with managers to discuss and encourage self-care. Encouraged to support themselves and their teams.
   b. Working closely with 2-year plan and outline.
   c. Looking for ways to support faculty, students, and Classified with Professional Development.
   d. Supporting the district wide implementation of Cornerstone (Professional Development Gateway).
VII. Business
   a. Currently working on wrapping up the budget. There were enough funds to support a variety of speakers and requests this semester.
   b. New Participatory Governance has been presented at the college council meeting and approved. The Professional Development Committee is part of the structure and all the workgroups are changing to subcommittee.
   c. 2-year plan
      i. Review and final edits today. All activities have been confirmed with the correct priorities, goals, Guided Pathway Pillars, and Outcomes.
      ii. Budget in plan will assist with a foundation and creation of the RARs budget request.
      iii. Suggested edits:
         1. Faculty Professional Development coordinator work time should be adjusted annually for Santa Ana College and SCE.

2. Request a Classified Coordinator but the request will not be added to the current 2-year plan until next year. The committee has agreed to discuss this topic at the last meeting of the fall semester.
3. The plan is to review the schedule in November and January in time for the March RARs applications.
4. Decide how funds will be divvied up and who will lead the different projects/activities. The campus should not duplicate efforts and find ways to work together.

   iv. Madeline motioned to vote for plan approval; Amberly moved to approve, Jose seconded the motion. Plan has been approved.
   v. Plan will be presented to college council and then posted on the Santa Ana College Professional Development website. Please feel free to

d. Professional Development Gateway (Cornerstone)
   i. Amberly and Raquel have worked on creating the Professional Development Gateway Manual. There will be updates as needed. Trainings are scheduled for the different constituents. We will also create topic trainings.
   ii. Currently testing with select end users.
   iii. Management training will be scheduled to review the approval process and how to use the new system.
   iv. Registration and information will be posted on different sources until our campus gets accustomed to the Professional Development Gateway.
   v. SCE has a draft of the Professional Development Week schedule, but require a decision for Convocation.
   vi. Videos creation and posted in Gateway
   vii. Currently Professional Development schedules will be posted in canvas and Cornerstone but by spring it will be strictly Professional Development gateway.
   viii. Rick Sturrus is changing positions and will no longer be able to support the Professional Development Gateway. A vanity link will not be immediately available.

e. Convocation date is not decided yet.
   i. It is under discussion and SCC has decided to schedule convocation on Friday. Due to the vagueness for convocation required days in the FARCCD contract, it has opened the discussion to hold Convocation on Tuesday.
   ii. The Chancellor is interested in going back to face to face and may possibly affect Professional Development Week and Convocation.
   iii. Suggestion:
      1. Add subject to change on the Professional Development week schedule.
      2. FARCCD contract has set a precedence for Thursday and Friday.
      3. May not want to use new conference hall or Phillips Hall because of the indoor capacity.

f. District & College Professional Development Committee
   i. There has been a lot of Professional Development activity duplication with the district, SCC, and Santa Ana College. A conversation has begun to discuss a collaboration with the different campuses.
   ii. A master calendar has been proposed and handled by the district.
   iii. The Chancellor's cabinet have been discussing having a convocation common day.
   iv. All Santa Ana College/SCC training will be applicable Professional Development for all district 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 10/22/2021

          v. Suggestion:
1. Cross collaboration with Professional Development teams will be greatly beneficial for classified and others.
2. Virtual training will not go away, but certain trainings will be useful in person. Virtual training has also increased more opportunities for faculty
3. More Professional Development available on one day other than Monday.
4. Measured way to encourage Professional Development engagement. SCE has more in common with Santa Ana College than OEC and SCC. A Common message would be beneficial to create community between SCC & OEC and Santa Ana College & SCE.
5. The President should not lose the opportunity to lead Convocation because it is their one opportunity to communicate with the campus at once. A whole district event may logistically cause problems.
6. Maybe the fall Convocation should belong to the President and the spring convocation can be district led.

    g. Tech Tuesdays
       i. Microsoft led software training for one hour, starting July to October. Training will alternate between 12 pm and 4 pm.
      ii. The training will be repeated later this year.
     iii. Cherylee and ITS have reviewed and approved the topics.
     iv. Email Jimmy when we finalize the dates and times, but Amberly will provide the July list to Jimmy so he can add to the District shout out.

    h. Professional Development Conference Fund
       i. CTE and Professional Development is the only funding source on campus and Guided Pathways may have some available. We are not able to create a taskforce.
      ii. A form has been created to collect information for Professional Development fund requests. The Conference Request Claim form is not going away. Participants will be expected to follow up with the External Training form in the Professional Development Gateway.
     iii. Training will be scheduled with Admin Secretaries to support faculty.

VIII.   PD activities – not covered

IX.   Next calendar of meetings
    a. September 22
    b. October 27
    c. November 17 (Thursday before thanksgiving)
    d. February 23
    e. March 23
    f. April 27
    g. May 25

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