

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, September 22, 2021; 1:30 – 3:00 PM in Zoom Meeting

Attendees:

Maria Aguilar-Beltran, Amberly Chamberlain, Madeline Grant, Cherylee Kushida Jose Lopez-Mercedes, Teresa Mercado-Cota, Elizabeth Rocha, Stacey Russo, Marisol Sanchez-Moreno, Christopher Sandoval, Carol Seitz, Merari Weber

I. Handouts:

- a. Agenda; April and May Minutes Draft

II. Public Comments

- a. N/A

III. Minutes

- a. April Minutes

- i. Madeline moved to approve minutes; Jose seconded the motion. Minutes have been approved

- b. May Minutes

- i. Madeline moved to approve minutes; Marisol seconded the motion. Minutes have been approved

IV. Reports

- a. SCE Faculty Report

- i. Continuing Education have launched the Professional Development Gateway. Offered 21 workshops during flex week. Future meetings and workshops will be scheduled through Gateway

- ii. Continuing Education is working on proposals for Spring 2022.

- iii. Issues with Gateway:

1. Faculty that teaches at more than one campus are unable to keep track of their hours or log in
 2. Presenter's credit: faculty should receive 2.5 hours of credit when they present a workshop for one hour
 3. Managers have been reassigned for Continuing Education but are listed in the incorrect areas

- b. SAC Faculty Report

- i. Reviewed SAC Fall 2021 PD week data. Faculty were interested in the "Introduction to Your Professional development Gateway," "Success Team Summit," "Effective Teaching Design: Reducing Cognitive Overload" workshops the most. Follow up with Diego Navarro (Convocation keynote speaker) also saw high attendance.

- ii. Workshop attendance was highest on Wednesday and Friday.

- iii. Convocation Attendance: 257 faculty, 97 classified, 48 administrator, 7 students, 10 others (419 total). 83 attended in person while 336 attended virtually.

- iv. Survey respondents: 59 faculty, 5 classified; Breakdown of respondents added based on workload, race/ethnicity, gender, and age. Note that survey was not required to receive credit for attending. Preferred Convocation date: highest number was on Tuesday

- v. Positive feedback for keynote speaker Diego Navarro

- vi. Funding 9 faculty members to attend the Strengthening Success conference

- vii. 4 faculty from Fine and Performing Arts will be attending the Broadway Back-to-School Guidance and Protocols; will provide resources for faculty in terms of best practices for live performances moving forward through the pandemic

- viii. Funding scaffolding and heights certification for FPA Faculty to move the Mural program forward

- ix. Future plans for Gateway: mobile app that will allow people to be scanned in for automatic attendance taking
- c. Classified
 - i. Professional Development Retreat: 2021 retreat was in July. Attendance was lower than projected, despite being held virtually and being opened District wide (the district, SCC and both Continuing Ed. Campuses included.) Attendance was around half of what the first professional development day was that was held in person.
 - ii. The next professional development day is projected for Spring. The plan is to have it in person with more interaction between offices
 - iii. Classified is asking for more training in the Gateway
 - iv. Suggestions: Create a "buddy" system where the faculty and staff that are trained and familiar with using the Gateway train the faculty that are not as familiar. Amberly is providing scheduled open Q&A sessions for the Gateway but plans to change to a form so employees can request a one-on-one session at their convenience.
 - v. Suggestion: PD can fund speaker costs for future upcoming events
- d. Students
 - i. Promoting and expanding the Thrive Center. Are looking to help students that are homeless or at risk of becoming homeless
 - ii. Carol Seitz: Students do not know where to find basic information that they may need, such as the computer center location.
 - iii. Suggestion: Public Affairs has opened a student call center that will help students with these questions. The person will pick up the phone or respond to their inquiries within a day. Will need to replace that position now that Christopher Sandoval has moved to PD.
 - iv. Professional Development is funding Student Life and ASG in upcoming events. Will support getting speakers for the event (such as Tara Yosso for Hispanic Heritage month, Julissa for Undocumented Week, and Michelle Castillo for Native American Month.)
- e. Management
 - i. First SACMA meeting of the term - discussed the terms for moving back to campus.
 - ii. Training from MTA for emotional intelligence
 - iii. District PD Training focused on leadership

V. Business

- a. 2-year Plan Development
 - i. Was approved at the last meeting of this semester. Documents were presented to College Counsel.
 - ii. Creating a template that will identify our goals, align them to our strategic plan, assess our progress at the end of each year and present them at college counsel; this will be a focus at the next meeting
- b. Cornerstone
 - i. Training has been ongoing, inclusive of all four campuses; 12 training sessions conducted so far
 - ii. 144 sac faculty, 9 management/classified have been involved
 - iii. Obstacles:
 - 1. People see different welcome pages depending on their primary position/location
 - 2. People working in more than one position are not able to see their secondary position/location and might miss updates
 - 3. The overwhelming technical aspects and maintenance have been more challenging than initially anticipated
- c. Convocation Speaker & Theme
 - i. Want to hear feedback for Spring, 2022. Open to hearing ideas and discussion topics
 - ii. Looking to work together with the District and College PD Committees in order to:

1. Make sure events are not held on the same day
 2. Provide one calendar that has all events available across the 4 campuses
 3. Dr. Lamb is assisting in locating someone at District to be the point person for the Gateway welcome page, upkeep and inputting for District
 4. Ensuring that faculty and classified get credit for events that they attended at other campuses/locations, particularly District trainings such as EEO
- d. Tech Tuesdays
- i. Continue through October, despite low attendance; then will change to Microsoft's public trainings. We will not be able to track attendance for those.
 - ii. Majority of attendees are classified
 - iii. Question: Are these trainings open to students? Students currently have access to Office 365 through the school. Training for Word, Excel, and PowerPoint is needed.
- e. Professional Development Conference
- i. PD Page on the SAC site will eventually have a complete Funded Activity resource area that will take the requester through the steps needed to submit forms and to take after their requests have been approved
 - ii. Admin secretaries will oversee helping faculty in getting conference forms processed
 - iii. Will add more resource sections to reflect other types of PD requests (i.e., book requests, materials)
- f. Other
- i. In summary:
 1. PD Plan asked to look over and bring forward ideas for action come next meeting
 2. Teresa on reporting to college counsel: This is now a formally recognized committee; the workgroups are now recognized as subcommittees.
 - a. We are required to fill out a new form that lists our goals, accomplishments, and challenges for this committee.
 3. Professional Development has funds to provide funding for conferences and speakers.

Amberly calls meeting to end, Madeline Grant moves, Jose Lopez-Mercedes seconds the motion.