

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, September 23, 2020; 1:30 – 3:00 PM in Zoom Meeting

## Attendees:

Tanisha Burrus, Amberly Chamberlain, Lorena Chavez, Irene Glomba, Madeline Grant, Susan Hoang, Cherylee Kushida, Jose Lopez-Mercedes, Teresa Mercado-Cota, Anai Ramos, Marisol Sanchez-Moreno, Carol Seitz, Raquel Serratos

## Shared Documents:

Agenda, May 27 Minutes Draft, PD Budget Summary

## Action Items:

- I. No Public Comments
- II. Minutes
  - a. Madeline moved to approve the May minutes. Marisol seconded the motion. Minutes unanimously approved.
- III. Reports
  - a. Faculty Report
    - i. Brief introduction about Cornerstone and ways the PD Work Group will be utilizing it to create curriculum for for such things as New Faculty Institute.
    - ii. Updates to PD shell and website have been made to better streamline and correspond.
    - iii. Reviewed Professional Development Week survey results and curriculum training options for the upcoming faculty institute.
      1. Faculty requested an update on the following trainings: Starfish, Nuventive & Meta
    - iv. CEC
      1. Reviewed Professional Development Week survey results
      2. OTC was offered for the first time this semester at SCE. Forty-two faculty members completed the training this semester.
  - b. Classified Report
    - i. Summer workshops were appreciated by classified, but there was no time to meet before this meeting.
    - ii. CEC classified are collaborating with Merari to set up new workshops for the semester
  - c. Students Report
    - i. American Red Cross Blood drive coming up and ASG is reviewing new events to discuss current cultural/social topics.
  - d. Management Report
    - i. Management team will be reevaluated for new training
    - ii. Looking forward to Wellness Wednesdays
- IV. Business
  - a. Membership
    - i. Adjunct Faculty membership is vacant, and Jose will reach out to Michelle about an SCE student representative for the committee.
  - b. Cornerstone
    - i. This platform will promote focused type of training and contains over 9000 trainings. Tracking and reporting will be available in one spot. It will also improve communication with other campuses. All Managers will have access to the platform. Distance Education will be trained.

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- ii. Classified and Management will be the first ones to use the platform and faculty will be phased in next year. ITS is currently preparing the data for the new platform.
- iii. Non-credit will defer joining till after credit does. There are concerns about the accuracy of flex credit.
- c. 5<sup>th</sup> Tuesday: Every semester has one month that has an extra Tuesday
  - i. Suggestions: Schedule Professional Development events and a motivational speaker on these dates. Schedule the event at a time when the majority of SAC employees can attend. Or make sure the event is recorded.
  - ii. Professional Development funded the Convocation speaker for the fall.
  - iii. Suggestions: SCE Plenary speaker on January 8-12 Spring Professional Development week and invite credit faculty to attend. It will allow more of classified to attend.
  - iv. Speaker suggestion
    - 1. Dr. Rios, from Project Rise is a very engaging speaker. He lectures about Equity. Lorena will reach out to Ruth Ramirez about prices and further details.
    - 2. Cress Williams, star of Black Lightning, alumni from Fullerton College. Cress can lecture on changing the lens in which we see people through images reflected on tv and current issues affecting black lives. Amberly has reached out and will report back.
    - 3. Other examples: Michelle Obama, Dolores Huerta, Oprah Winfrey, among others.
  - v. All workgroups are encouraged to discuss and propose some options and are encouraged to use the Professional Development Teams site to suggest ideas. A decision will be made next meeting.
- d. Develop 2-year plan
  - i. Suggestions: Develop the Professional Development Committee into being more working than reactionary. Due to the fact we need to collaborate with different groups on campus and help create frameworks to implement.
    - 1. The plan can begin next semester after we identify the committee goals and theme. The workgroups can review plans from other colleges and post the suggestions on the Professional Development Teams site for discussion at our next meeting. The post on the Professional Development Teams site will include examples from other colleges.
    - 2. The plan will be split to the workgroups to fine tune the details.
    - 3. Possibly aim for a theme for each semester/year that could align with the school's mission statement.
  - ii. Next meeting will be partly working and will determine the structure of the plan.
- e. Review Budget
  - i. Professional Development reviewed current budget data.
  - ii. Suggestion: Raquel will reach out to Susan about purchasing e-books.
- f. Conference Request Process
  - i. The approval process for conferences is still the same as last semester and we need help to encourage everyone else on campus to continue using the previous procedures.
- g. Share Governance
  - i. Academic Senate is concerned of the PD committee procedure style and suggested we review and consider changing to tri chair.
  - ii. Suggestion: Meeting facilitation instead of chair

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- iii. Madeline adjusted the agenda to move for a vote for the edit in the Shared Governance Professional Development document. Amberly moved to approve and Jose seconded the motion. Decision has been unanimously approved.

**Calendar of Meetings:**

- September 23, 2020 – Managers
- October 28, 2020 – Faculty
- November 18, 2020 – Classified
- February 24, 2021 – Managers
- March 24, 2021 – Faculty
- April 28, 2021 – Classified
- May 26, 2021 – Managers

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