

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, October 23, 2019; 1:30 – 3:00 PM in S-215

Attendees:

Lorena Chavez, Irene Glomba, Madeline Grant, Susan Hoang, Mary Huebsch, Rob Jenkins, Jose Lopez Mercedes, Samantha McCarthy, Teresa Mercado-Cota, Jimmy Nguyen, Marisol Sanchez, Carol Seitz, Raquel Serratos, Merari Weber, Monica Zarske

Handouts:

Agenda; Minutes Drafts from May 22 and September 25, 2019;

Action Items:

- I. Public Comments
- II. Minutes
 - a. Monica Zarske moved to approve May 22 minutes; Merari seconded the motion. May 22 minutes approved.
 - b. Marisol moved to approve with minor changes, Susan seconded the motion for September 22 minutes. Minutes approved. Monica and Madeline abstained from vote.
- III. Reports
 - a. Student Report
 - i. Samantha will send an event flyer to Raquel for the November 8 Cross-Cultural Conference and Raquel will disseminate to PD Advisory Committee.
 - b. Faculty Report
 - i. Online courses
 1. Suggestion: Committee should all complete the Canvas Accessibility Training course.
 2. An ADA accessibility clerk may be hired soon to assist faculty and staff with document accessibility.
 3. An online course on Equity-related topics is available from the Chancellor's Office. Jaki and Annie are customizing two of the modules for SAC (Online Educational Resources and Zero Textbook Cost). The other two modules (Guided Pathways and Equity) also need to be customized. The course will be available in Canvas.
 - c. Classified Report
 - i. Workgroup discussed accessibility workshops that pertain to common classified staff documents.
 - ii. Suggestion: Create accessibly acceptable templates and make them available to all classified staff.
 - iii. Suggestion: Workgroup should consider completing the entire course in order to make a list of the classified staff needs.
 - iv. Suggestion: Promote the accessibility videos/modules as tutorials instead of a course. Staff can complete tutorials as needed and can return to the modules as needed for review.
 - v. Suggestion: Open Lab with Jimmy on specific documents after completed the Accessibility Training Course.
 - vi. Hope University has a very helpful Web Accessibility Training video and why it's important.
 1. Merari will send Raquel the link to circulate to the rest of the committee.

2. Suggestion: Make the video available for Flex credit and Professional Growth with a quiz or summary due upon completion, e.g. Write a quick reflection and identify something you've learned that you will implement.
 3. Suggestions: Moderator for the video.
- d. Managers' Report
- i. District has established the District Management team.
 1. Amy Coffman led the 1st training.
 2. Four trainings will be led by the district every year
 - ii. SAC Management (SACMA) Team trainings will focus on operational topics.
- IV. Business
- a. 2019/20 Membership
- i. Monica will confer with Academic Senate President Roy Shahbazian on the committee membership, faculty needs.
 - ii. Jose will be replacing Rob when Rob vacates his position on the membership list.
 - iii. Membership list has been approved. Vacancies in some spots.
- b. Shared Governance
1. Proposal: Include PD Advisory Committee under the Institutional Effectiveness & Assessment Committee because in order to be effective we need to develop professionally.
 2. Mary will update Roy with the proposed new structure change.
 3. Discussed how information is being circulated across committees. Should be more lateral communication, e.g. PD Advisory Committee communication with Facilities Committee, etc.
 4. Parking issues are a common problem across campus, but Facilities is the committee that will effectively be able to implement changes.
- c. Cornerstone Update
- i. It will be district wide and SCC will take the lead with Cornerstone, specifically Martin Stringer and Marilyn Flores.
 - ii. The update will involve HR, ITS, Flex coordinators and Faculty PD on boarding.
 - iii. Expected timeline: 2021 & 2022
- d. Professional Development Week
- i. Presenter recommendations needed for PD Week.
 - ii. There are specific workshop topics listed, but other workshops welcomed.
 - iii. Mary and Samantha will discuss the possibility of ASG sharing on the food insecurities topic.
 - iv. Suggestion: Convene specific discussion groups that can come up with recommendations for common issues on campus.
 - v. Suggestion: The new Psychology lead can provide overview of any new/current services available to students.
- e. Conference Form Workgroup-New Process
- i. Form has become a major issue across campus.
 - ii. The SAC Conference Request form will be replaced by a program that will print out the district form as well.

- iii. Few classified staff are attending conferences. Some departments have a culture that supports staff attending conferences.
- iv. Conference workgroup will require 4 to 5 people to help determine the guidelines for this new program and Paul Gallagher will be hopefully hired to create it.
 - 1. Volunteers: Monica Zarske, Rob Jenkins, Jose Lopez Mercedes, Madeline Grant
 - 2. Workgroup will also help identify opportunities for Classified Staff
- f. SoCal Equity Institute 2.0: Review & Next Steps (postponed)
- g. Professional Development role in Guided Pathways
 - i. 10 Faculty will be attending the Skyline Equity Academy November 13-15. This group will organize Equity trainings for SAC faculty and staff. The faculty attending represent the 7 Career and Academic Pathways.
 - ii. There is no need for the Professional Development committee to take the lead with the Ensure Learning Guided Pathways pillar. The committee will still continue to assist.
- h. Accreditation Standards
 - i. Dr. Lamb has discussed with the Professional Development team the need for Accreditation training.
 - ii. Mary is going to obtain more information on leads, membership and structure from the Accreditation committee.
 - i. Title IX training is required for all managers. The new Title IX lead will implement a requirement for faculty and classified in the future.

V. PD Calendar (not covered)

Calendar of Meetings:

- November 20, 2019 - Classified
- February 26, 2020 - Managers
- March 25, 2020 - Faculty
- April 22, 2020 - Classified
- May 27, 2020 – Managers

Location: S-215 Time: 1:30 pm to 3:00 pm