

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, November 20, 2019; 1:30 – 3:00 PM in D-205

Attendees:

Irene Glomba, Susan Hoang, Mary Huebsch, Rob Jenkins, Samantha McCarthy, Teresa Mercado-Cota, Jose Lopez Mercedes, Jimmy Nguyen, Carol Seitz, Raquel Serratos

Handouts:

Agenda; Minutes October 23 Draft

Action Items:

- I. No Public Comments
 - a. Minutes were reviewed. Mary moved to approve and Susan seconded the motion. October 23 minutes were approved.
- II. Reports
 - a. Student report
 - i. Upcoming Tech BBQ November 25. Emerging career tech careers.
 - ii. Kinesiology Awareness event November 26. Includes local companies demonstrating careers.
 - iii. Native American event tentatively next week.
 - b. Faculty
 - i. In an attempt to brand the 5th Tuesday of the month as the official Professional Development day, Glenn Doolittle presented “Help Your Students Find Their Career Pathway.”
 1. Marketing needs improvement.
 2. Scheduling is a big factor for faculty.
 - ii. 10 faculty attended Skyline Equity Academy and will provide trainings at SAC.
 - iii. CEC PD Week
 1. 40 to 50 workshops & meetings expected to be scheduled for PD Week at CEC January 8-10, but it will be a light day on Friday the 10th.
 2. Keynote speaker Carmen Martinez del Calderon has been scheduled.
 3. Drs. Rose and Hubbard will also be speaking at the event.
 - c. Classified
 - i. Jimmy has helped the Classified Workgroup begin the Accessibility Training Course on canvas.
 1. Workshops planned at SCE include Accessibility, Title IX, Equity, AB 540 and a customized workshops at SCE (ex: Communication skills workshop).
 - d. Management
 - i. SACMA has organized a series of workshops to help train many of the new managers.
 - ii. The District has also created a manager workgroup because professional development has been lacking for Managers at the district.
- III. Business
 - a. Presented final proposed Shared Governance Structure.
 - i. There is currently a proposal for an update of the Shared Governance Structure that will include the Professional Development Advisory Committee and the workgroups. This change will be presented to College Council & Cabinet for approval by Dr. Lamb and Madeline Grant.
 - ii. View meeting materials to review the final proposed Participatory Governance Structure and the document outlining the Professional Development Committee.

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 3/11/2020

- iii. Suggestion: Confirm that the org chart is the current org chart because the TLC committee is no longer a recognized SAC committee. Additionally, the Distance Ed committee could possibly be missing from the org chart.
- b. Professional Development Week Schedule presented.
 - i. The schedule will be available at www.sac.edu/ProDevSchedule.
 - ii. Convocation is expected to focus on the Skyline topics.
 - iii. The Student Basic Needs workshop/event will possibly be offered during the spring semester instead of PD week. The main organizers for this training (PD, Research, Student Life and ASG).
 - iv. Safe Space was addressed at the recent Distinguished Faculty Lecture. The speaker, Lance Lockwood, may be attending a training session at Long Beach, the week of February 3.
 - 1. Jose will also be invited to complete the training and both will be funded by Professional Development.
 - 2. Safe Space training needs to recommence at SAC. The training used to be done once a year at SAC. The webpage has been deleted or is currently unavailable.
 - v. Title IX speaker is desired instead of a workshop during PD week.
 - 1. Suggestion: The Violence 101 title is problematic.
 - vi. Convocation keynote speaker has not been scheduled.
 - 1. Dr. Pedro Noguera is not available.
 - 2. Suggestion: Miguel Powers, an interactive speaker who led an event at Fullerton College on the GrowthMindset topic.
- c. Accreditation Standards
 - i. Trainings will be offered during PD week, which will include an introduction and then breakout into 7 sessions.
 - ii. Suggestion: Strategic invitations to colleagues to assure a strong team for each Standard.
 - iii. ACCJC accredits the college every 6 years and will be reviewing the college structure and programs. They'll be interviewing students and employees. The Accreditation process requires considerable preparation.
 - 1. The college will be allowed to resolve any issues to maintain accreditation and not impact financial aid distribution.
 - 2. The ACCJC accreditation process has changed and is more supportive and less punitive.
- d. Microsoft Teams Introduction
 - i. Raquel has created a Professional Development Advisory Committee Teams page.
 - ii. It includes channels for all three workgroups and a general channel to store any working documents or encourage any workplace feedback for future projects.
 - iii. The Microsoft Teams app encourages seamless and effective collaboration among committees/workgroups.
 - iv. This software is slowly being employed across campus. Training will be provided next year in the spring to help improve familiarity.
 - v. Use your SAC email and WebAdvisor password when prompted, but you can access the Professional Development Advisory Committee Teams the following ways:
 - 1. Visit teams.microsoft.com/
 - 2. Any updated SAC computer should also have the app available. Reach out to ITS if it's not preinstalled on your SAC computer.
 - 3. Download the Microsoft Team app onto your phone
- e. Conference Form Updates

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 3/11/2020

- i. The suggestion changes were reviewed and some were applied to update and make the SAC Conference Funds form more efficient.
- ii. We will notify the managers and then all SAC & SCE colleagues of the updated form and the eventual electronic SAC Conference process that will be implemented at a later date.
- iii. Suggestion: Update the SAC Conference Summary page to categorize files by topic or pathway. Maybe add keywords or tags to each PDF. Contact the new Media Specialist to update this page.
- iv. Suggestion: List Conference Summary Archive link on the Professional Development homepage with the other Conference Documents.

IV. Professional Development Current Events

- a. Title IX, Tech Sessions, Customer Service Sessions, Social Diversity Sessions and Safety workshops.

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