Santa Ana College Professional Development Advisory Committee Minutes
Wednesday, February 26, 2020; 1:30 – 3:00 PM in SAC S-215

Attendees:
Irene Glomba, Madeline Grant, Susan Hoang, Mary Huebsch, Rob Jenkins, Jose Lopez Mercedes, Teresa Mercado-Cota, Jimmy Nguyen, Liliana Oropeza, Carol Seitz, Raquel Serratos, Merari Weber

Handouts:
Agenda; November 27, Minutes Draft

Action Items:
I. No Public Comments
II. Mary moved to approve November minutes, Jimmy seconded, and Madeline and Merari abstained from vote. Minutes approved.
III. Reports
   a. Student report – Student not present
   b. Faculty Report
      i. There was confusion about the 2020 Spring Convocation Breakout sessions.
      ii. Suggestion: Block off 8:00 am to noon for convocation day to encourage attendance.
      iii. Vet Net Ally Training & AB540 Ally Training had to be cancelled during PD Week. Suggestions:
         1. Limit other offerings during these trainings during Professional Development Week.
         2. Hold follow up meetings with the Ally training attendees.
         3. Everyone should be encouraged to attend these trainings.
         4. Offer short, introductory ally training sessions and invite participants in these sessions to the full training sessions at a later date.
      iv. CEC Faculty update:
         1. The theme for the fall Professional Development week at CEC will be Digital Literacy
         2. Speaker has been invited.
         3. There was a great turn out for the 50 workshops/meetings offered during SCE's Spring Professional Development Week.
   c. Classified Report
      i. Some of the classified workgroup and Jose Lopez Mercedes will be attending the 4CSD conference on March 4-6.
      ii. Classified Professional Development Day | June 12, 2020
         1. Carmen Calderon is scheduled to speak at this event.
         2. The main theme will be Equity
         3. Copies of Blindspot: Hidden Biases of Good People were ordered for this event
         4. Suggestion: Create an informal brown bag book club after the Classified Professional Development Day.
         5. Workshops still pending.
   d. Management Report
      i. The team is coordinating with the district for more district processes training sessions. Examples of trainings: EEO training, the frisk training (focused on evaluation writing), line training, safety update (ICO incident command operations) and CalSTRS (California State Teachers Retirement System) training recently at Santa Ana College (SACMA).

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      ii. Suggestion: Anyone else interested in retirement trainings should call his or her union representatives.

IV. Business

   a. Shared Governance/Participatory Governance Structure
      i. Professional Development will be included as a shared governance committee. However, due to our submission to the Shared Governance structure, there has been a push to update the whole structure. It is currently pending a complete update.
      ii. Dr. Ortiz is leading the update and will share the new structure to College Council in March.

   b. Professional Development Week: Feb 3-7, 2020
      i. Canvas attendance went well; there was an average of 8-9 attendees per session.
      ii. The presenters will receive their individual survey results. Total survey response was low, but similar to last Professional Development week.
      iii. Brin made a report about Professional Development week for Dr. Rose to present to the board
      iv. Raquel will share the following data to the group
         1. How classified attendance has changed from the previous Professional Development weeks.
         2. Compare response rate with the last semester.
         3. Compare attendance rate to last semester.
      v. Suggestion: Share the slides shown during convocation, summarizing what's happening during the semester to all SAC colleagues. Teresa will speak to Brin about this.

   c. Convocation Schedule Change
      i. Suggestion: Change Convocation to the beginning of Professional Development week in order to launch the week at Santa Ana College with faculty.
         1. Pros: It will set the tone for the week and increase attendance, faculty will be fresher for convocation, it will allow deans more access to faculty,
            a. The faculty contract states that faculty are required to be on campus for two duty days, but it does not specify the days of the week.
            b. Notify Key folks of schedule change (SACdays, Distance Ed, etc.)
            c. CEC begins the week with a keynote speaker and avoids scheduling activities on Friday.
         2. Cons: CEC faculty might not be able to attend a Monday Convocation
         3. Request this change as soon as possible. Teresa will suggest the idea to Dr. Rose and Mary will suggest it to the Academic Senate.
      ii. Suggested schedule for Professional Development Week:
         1. Monday: Convocation and afternoon Professional Development workshops
         2. Tuesday: Professional Development Workshops
         3. Wednesday: Academic Senate
         4. Thursday: Department meetings
         5. Friday: No workshops

   d. Possible Professional Development trainings
      i. Suggestion: Offer video tutorials for Self-Service during the fall. WebAdvisor is shutting down in December 2020, creating a great need to train Administrators and Admin Assistants.
         1. Offer a Zoom meeting and record it for playback. The training can consist of multiple Zoom sessions.
         2. ITS may be able to provide the necessary technology training.

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Revised on 4/22/2020

3. Susan will ask John Steffens about setting up this zoom meeting/training and offer ITS an opportunity to train the end-users.
4. Post a PDF version of the manual. The vendor might have a general instructional manual that Santa Ana College can customize per the college's needs. Add screenshots of steps.
5. Classified Staff will train during the fall semester.
6. Possibly change the Self-Serve name.
7. Invite John Steffens to the next meeting.
ii. Dr. Lamb will provide the draft of the necessary Accreditation Professional Development trainings necessary for Santa Ana College needs.
iii. Professional Development needs to coordinate with ITS to provide training for the new systems.
1. How will Professional Development support the constituents with the new committees
2. How will our committee reach out and collect necessary information for trainings that other committees require?
3. Outcomes & Assessment and Program Reviews – Mary's on those committees and is aware of some upcoming trainings
4. Should the trainings be face-to-face workshops or webinars/videos?
5. YouTube channel with how to videos or add a Canvas shell.
   a. How will Flex Credit or Professional Growth credit be awarded for online training sessions? Should a quiz be added at the end of trainings?
   b. Professional Development shell will need to be monitored either by Distance Education/Professional Development. Self-enroll all faculty and classified staff in the Canvas shell courses. Upload YouTube videos to Canvas shells.
   c. Need advocacy to make this happen.
   d. Description or title may change; Accreditation 101 – Understanding Evidence
   e. Dr. Lamb is willing to narrate slides, etc.
e. Professional Development District Partnership
   i. District Office will be offering Professional Development training sessions and wants to coordinate with Santa Ana College Professional Development.
   ii. Specific trainings TBD.
f. Work of the Professional Development Committee
   i. More groups on campus will be reaching out to our committee to help with trainings for new initiatives and on campus
   ii. Suggestion: A Professional Development Master Calendar may help organize the Professional Development trainings offered by all the core teams on campus.
   iii. Need to figure out tracking capabilities

Calendar of Meetings:
- March 25, 2020 – Faculty
- April 22, 2020 – Classified
- May 27, 2020 – Managers

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

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