

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, April 22, 2020; 1:30 – 3:00 PM in Zoom Meeting ID# 893 400 923

Attendees:

Tanisha Burrus, Lorena Chavez, Teresa Mercado-Cota, Irene Glomba, Madeline Grant, Susan Hoang, Mary Huebsch, Jose Lopez Mercedes, Marisol Sanchez-Moreno, Carol Seitz, Raquel Serratos, Merari Weber

Handouts:

Agenda; February 26, 2020 Minutes Draft; Professional Development Goals

Action Items:

I. Public Comments

- a. Congrats, to everyone at Santa Ana College for adapting to the current situation and all the Professional Development Training completed due to the quarantine.

II. Minutes

- a. Jose moved to approve the minutes, Madeline seconded. Minutes approved.
- b. Merari abstains from vote.

III. Reports

- a. Student report
 - i. All Santa Ana College colleagues are invited to attend the upcoming mental health event from Student Life (May 8, 10-11:30AM)
- b. Faculty Report
 - i. Learning and Engagement Team (Guided Pathways, Pillar 4) are planning Convocation and Convocation Breakout Activities.
 - ii. Administration is planning for all remote instruction in the fall. The instruction might be hybrid for all those classes that cannot be strictly online.
 - iii. Suggestion from DE Advisory Group: To ensure the best possible instruction for students, require faculty to complete the Online Teaching Certification (OTC) or the proposed remote instruction certificate (RIC). Proposed RIC includes Canvas Silver Badge, Silver Certificate, Accessibility Course and new Zoom Security Course. RIC is being reviewed by the academic deans and the Academic Senate.
 - iv. Suggestion: Professional Development Week may only consist of Convocation, Breakouts and Department & Division meetings. Possible workshops can include a faculty forum for remote instruction best practices and an update of all virtual student services. Equity sessions should also be offered.
 - v. Non-credit Professional Development Committee propose faculty complete either the Canvas Bronze badge training or the pending RIC.
 1. OEC has a different process for providing education on their campus and CEC Professional Development Committee will collaborate on best method of certification
 2. Non-credit will review and validate the badges and certificates for the non-credit faculty.
 - vi. Counselors are requesting that they are updated as soon as possible on the final decision for the upcoming semester so they can help their students accordingly.
 - vii. There is a concern for Student Professional Development and support.
 1. Health Services needs to update faculty on their services and contacts in order to direct students who are having a hard time with Remote Instruction.

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Revised on 6/17/2020

2. The Center for Teacher Education and the University Transfer Center are currently offering support for students and Tanisha has volunteered to help guide students to the correct resource.
 3. There is currently a push to centralize student support services from a link on the homepage
- c. Classified Report
- i. Santa Ana College Report
 1. Professional Development Day
 - a. Will propose a virtual day to speaker, Carmen Calderon Martinez for June 26.
 - b. Possible workshops will consist of technical or health & wellness workshops
 - c. Open to speaker suggestions in case Carmen cannot make the new date.
 - d. Suggestion: Remind classified that they can complete Professional Growth and provide the guidelines.
 - e. Irene will look into resources to update classified on the Professional Growth opportunity.
 - f. Suggestion: Reach out to the SAC psychologist, Dr. Jill Kapil, for a mental health session.
- d. Management Report
- i. Management has been supporting all Santa Ana College colleagues from remote sites except for the handful that are allowed on campus.
 - ii. SACMA and the District management team have continued to meet and discussed the following:
 1. Trainings along with other Santa Ana College colleagues.
 2. Tracie Green has resources at the district to support Santa Ana College colleagues.
 3. The transition back to campus.
 - iii. CCC Chancellor Ortiz had a town hall meeting and spoke about the online transition for the fall. The recording will be available in the Vision Resource Center

IV. Business

- a. Fall 2020 Professional Development Week
 - i. The week will focus on convocation and department meetings.
 - ii. Faculty will be encouraged to complete OTC or RIC training the week before PD Week
 - iii. Equity and Canvas training should continue during PD Week.
 - iv. Santa Ana College has done well with remote training. Continuing excellent remote instruction and services should be the focus of the week.
- b. Professional Development District Partnership
 - i. Teresa updated Tracie Green on the status of Santa Ana College Professional Development to help her create her RSCCD Professional Development program.
- c. Work of the Professional Development Committee and Goals
 - i. Suggestion: Professional Development committee can become more of a working committee.
 - ii. Professional Development Advisory Committee will prioritize projects and needs on campus. The Subcommittees will continue to work on aligning Professional Development goals with College priorities. Subcommittees should review SAC Professional Development goals.
 - iii. List of Priorities
 1. Digital Literacy and Equity for all
 2. Mental Health & Wellness
 3. Accreditation

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4. Communications

d. Budget

- i. Professional Development is primarily funded by Equity
 - ii. Many conferences were canceled due to the RSCCD guidelines, so Raquel is currently confirming reimbursements have been made or submitted.
 - iii. Suggestion: A Professional Development budget report each meeting.
- e. Preparedness for future emergency; training, protocols, available resources, guidelines etc.

Calendar of Meetings:

- May 27, 2020 – Managers

Location: Zoom Meeting | Time: 1:30 pm to 3:00 pm

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