

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, September 22, 2019; 1:30 – 3:00 PM in S-215

Attendees:

Justine Banal, Susan Hoang, Mary Huebsch, Rob Jenkins, Samantha McCarthy, Teresa Mercado-Cota, Jimmy Nguyen, Carol Seitz, Raquel Serratos, Merari Weber

Handouts:

Agenda; Minutes Draft from May 22, 2019; 19/20 Professional Development Advisory Committee Voting Members and Goals

Action Items:

- I. Public Comments
 - a. The SAC Frankenstein drama coming up soon.
- II. Minutes
 - a. Minutes were reviewed, but will be tabled for a vote until next meeting due to a lack of a quorum.
- III. Reports
 - a. Student Report
 - i. The Student Development Office goal this semester is to promote diversity and social justice on campus with scheduled events.
 - ii. Cross Cultural Leadership Conference: Identity in Crisis on November 8
 1. Currently seeking and accepting suggestions for a faculty member volunteer to speak about social justice.
 - b. Faculty Report
 - i. Suggestion: The Professional Development Advisory Committee could potentially lead the Ensured Learning pillar because it falls within the scope of the committee work. Currently, the pillar does not have any volunteers to lead the effort.
 1. Since we do not formally report to any other group/committee it might complicate this change.
 2. Discuss the following possible changes at workgroups:
 - a. The committee's role in the Guided Pathways pillar Ensure Learning.
 - b. Name of committee (Suggestion: "Professional Development Advisory Committee & Ensure Learning)
 - c. Mission statement – consider adding Ensure Learning to the Mission Statement.
 3. Mary and Teresa will discuss with Fernando the role of the Professional Development Advisory Committee in Guided Pathways implementation of the Ensure Learning pillar.
 - ii. Discussed the possibility of a speaker for Spring PD to speak about Ensure Learning through the lens of EquitCE needs help sharing the cost for the keynote speaker on January 8. Suggestion: Contact Dr. Pedro Noguera, who spoke at the recent CDES Retreat, and request that he speak at both SCE and SAC.
 1. At least 100 people will be able to attend the SCE keynote presentation.

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 10/23/2019

- iii. Suggestion: Faculty created video modules with Zoom made available to other faculty who could not attend in person trainings
 - 1. In order for faculty to get credit for watching the online trainings, they should complete a report or quiz. We need to be able to account for engagement in these PD sessions/videos.
 - 2. Faculty who create these videos could possibly receive credit for creating these online trainings/refresher videos.

c. Classified Report

- i. Classified staff expressed 100% satisfaction after July Classified PD Day. Workgroup currently discussing the Classified PD Day retreat for 2020.
 - 1. Dr. Rose suggested making it a retreat instead of on SAC campus event.
 - 2. Currently discussing speaker & venue options for retreat.
- ii. Accessibility Trainings modules discussed: Word (agenda/minutes), PDF, Outlook e-mails, and flyers
 - 1. We should review current Accessibility training available in Canvas.
 - 2. Everyone in this committee should try to complete the Canvas Accessibility course.
 - 3. Merari volunteered to facilitate a workshop to explain how to access the Canvas Accessibility course.

d. Managers' Report

- i. A number of topics are being addressed in recently established Management PD trainings due to the lack of training in the past couple years.
 - 1. There are upcoming trainings scheduled in October and November.
 - 2. Suggestion: Managers lacking in faculty experience should receive training on common faculty responsibilities and reasonable expectations of faculty.
 - 3. Dr. Rose has recently mandated training for new managers to attend twice a month with her so they can understand our program priorities and goals.
- ii. Suggestion: A Mentor system for new faculty/staff/management. Nursing and other Health Science departments mentor new faculty.
- iii. The only mandatory training for managers is the once a year sexual harassment training.
 - 1. Teresa will report back why this training is not required for other SAC colleagues.
- iv. Suggestion: New Managers should introduce themselves to the different groups/committees on campus.
- v. Student Leaders have Power Hours in order to train on SAC forms, gender-inclusive language and other topics.
 - 1. They have two opportunities to attend the Power Hours in addition to further training.

IV. Confirm 19/20 Membership

a. Changes:

- i. Jose Lopez Mercedes for SCE Faculty
- ii. Add Justine Banal where appropriate
- iii. Irene Glomba for SCE Classified Staff
- iv. Samantha McCarthy for SAC Students

V. Fall PD Week Recap

- a. Parking was difficult during PD Week.
- b. An average of 8 attendees for workshops, including all Canvas/DE workshops.
- c. Comments from Convocation Breakout sessions: Not a very welcoming campus because of difficult processes to hold events, lack of food options, signage, shade etc...
- d. Breakout attendees made commitments and following up with other faculty members.
- e. Mary will give a copy of the Convocation Breakout sessions comments to Raquel to distribute to everyone here.
- f. The student representatives were advised to use their representation in district and campus committees to address some of their concerns.

VI. PD Marketing – not covered

VII. PD Faculty Survey Results – Workshops & online trainings are the most requested types of training.

VIII. Cornerstone Update – tabled for next meeting

IX. Conference Workgroup –

- a. The conference forms are still a work in progress.
- b. The form has been converted into individual forms for each program offering conference funds.
- c. Training for these form are needed.

X. PD Calendar

- a. 3SCN – Equity Institute 2.0 October 18 & 19
 - i. Student involvement is important for this event
 - ii. SAC is one of two schools in California selected this year to hold this event.

Calendar of Meetings:

- October 23, 2019 - Faculty
- 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