

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, March 29, 2023; 1:00 PM -2:00 PM in Zoom Meeting

## Attendees:

Yuri Betancourt, Tanisha Burrus, Amberly Chamberlain, Jenna Gery, Madeline Grant, Jim Isbell, Jose Lopez Mercedes, Annebelle Nery, Luisa Ruiz, Stacy Russo, Patty Sanchez, Christopher Sandoval, Carol Seitz, Merari Weber

## Shared Documents:

Agenda, February 2023 minutes draft, Brave Space guidelines

## Action Items:

- 1) Welcome
- 2) Public Comments
- 3) Minutes
  - a) February minutes approved by consensus.
- 4) Reports
  - a) Faculty
    - i) SCE
      - Noncredit part time faculty flex obligation ends May 1<sup>st</sup>. This Thursday there are two sessions to show noncredit faculty how to navigate flex.
      - Planning another workshop on Chat GPT
      - Student Success Conference 2023
        - Approximately 230 in person and 126 online. Streamed to classroom with multiple students in one classroom so much higher.
    - ii) SAC
      - External Professional Development. Updating external PD Workshop opportunities
      - The New Faculty Institute Workgroup put together a list. Best Practices and modality. Looking for hybrid and online teachers to provide a workshop.
  - b) Classified
    - i) SAC
      - PD Subcommittee Group: need info on professional growth, how that works. Build a campaign to increase the number of people involved in the Classified PD Committee
      - Teach people how to use programs as many people do not have the proper training. Work with P&C; Workgroup projects
      - Need support from Managers to release classified employees from work so they can attend those training courses; CSEA also shared these concerns. Will draft letter to managers to provide release time for classified employees.
      - Need a district liaison to handle professional development. Dr. Nery will follow up

with the Chancellor's Cabinet to get support from the district. Compliance trainings flex credit should come from the district but are instead being handled by the individual campuses.

- ii) SCE
    - Working on getting Safety Presentation running
    - Need strong encouragement to attend these training courses.
  - c) Students
  - d) Management
    - i) Mandatory training for Management: Working with P&C. Multiple requests for conflict resolution. Trainings on active shooters
    - ii) Series for smaller workshops
    - iii) Vision for Success Outcomes: must do race, gender, intersectionality.
- 5) Business
- a) SAC's Participatory Governance Handbook
    - i) Sent to all the committees, need to send feedback from each committee to make sure that everything is still accurate.
  - b) Classified Professionals Appreciation Week
    - i) CSEA met with Dr. Nery. Will run from May 21<sup>st</sup> to 25<sup>th</sup>. Normally only a lunch where admin will serve Classified. Discussed the importance of having activities all week. Relaxation activities; outdoor activities. Have some form of communal activities.
    - ii) Looking to put together a workgroup.
  - c) Workgroup Shadow/Training Opportunities for Classified Professionals in Mgmt.
    - i) Worked with P&C. Usually requires a bachelor's degree to get into management. Worked on a way to pay the classified as overtime during their time shadowing mgmt.
    - ii) After shadowing/Training, look to assign classified as manager while active manager is on vacation.
  - d) Workgroup Classified Professionals with minimum qualifications Interested in Teaching
    - i) Plan to have them teach during intersession.
    - ii) Need to find faculty mentors to properly guide them on how to teach.
  - e) Workgroup - Design Mock Interview and resume review for Classified.
    - i) Work with Classified professionals to give feedback for interviews.
    - ii) Give feedback on classified professionals resume and where they can get more experience for the job they want.
  - f) Workgroup – Design Mock Interview and CV review Conference for Faculty to Management
    - i) Plan to host these mock interviews over the summer. Will need volunteers.

g) Speaker Series Update

i) Two people that we have reached out to so far.

- Yvette Nunez – Moving Forward: Supporting Next Level Work scheduled for April 21<sup>st</sup>.
- Michelle Adams - Optimal Performance Training scheduled for May 5<sup>th</sup>.
- Have some suggestions for PD Week at SAC
- Will be meeting with Trudy Naman for Convocation recommendation on April 12<sup>th</sup>.

h) Professional Growth Awareness Campaign

i) Covered in Classified report.

i) Awards for Excellence

i) Is there a way to look at these to highlight and surface good work being done instead of choosing just one recipient? The way it is done now removes some exemplary faculty from participating because they do not want to toot their own horn and submit paperwork “proving” their excellence.

ii) Similar issues with Classified and Faculty awards

iii) Further Discussions at Future PD Committees