

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, September 27, 2023; 1:30 PM -2:30 PM in Zoom Meeting

Attendees:

Amberly Chamberlain, Jaki King, Candice Lehman, Andrew Manson, Gio Mondragon, John Nguyen, Stacy Russo, Patty Sanchez, Christopher Sandoval, Carol Seitz, Merari Weber

Shared Documents:

Agenda, May 2023 Minutes Draft, Brave Space Guidelines

Action Items:

- 1) Call to Order: Amberly Chamberlain called the meeting to order at 1:36 pm.
- 2) Public Comments
 - a) No public comments
- 3) Agenda
 - a) Patty motions to approve the agenda, Merari seconds the motion. Agenda unanimously approved.
- 4) Minutes
 - a) Stacy moves to approve the August minutes. Andrew seconded the motion. Patty Sanchez abstains. Minutes approved.
- 5) Reports
 - a) Faculty
 - i) SCE
 - Has begun sending weekly reminders of PD Workshops on the noncredit side, similar to the eblast on the credit side.
 - Self-paced getting to know continuing ed PD. Two-hour training
 - ii) SAC
 - eBlast was sent out for credit side. Since workshops can be attended by both campuses, added noncredit workshops to the list.
 - External events are being added to a google doc that is updated as programs are sent in.
 - Data for PD Week: Workshop participation. Classified and Admin participation continue to be low.
 - Most popular workshops were those that centered on AI/ChatGPT.
 - Friday SLO Talks will have a heavier emphasis on AI.
 - Surveys: the ones that responded.
 - b) Classified
 - i) SAC

- MOU for the speaker series has been approved and a new stipend object code, "2376," will be used for classified speakers.
 - This stipend code is specifically for the speaker series and courageous leadership institutes for this year. Future speaker series and any other speaking engagements will require another MOU.
- ii) SCE
- Finalized list of participants for the Courageous Leadership Institute for both credit and noncredit under equity. Tanisha and Yuri working on the budget codes.
 - Had an open session with classified discussing their software needs.
 - Workshop for classified: Zoom back to basics Nov 9th.
- c) Students
- i) Celebration for Latinx heritage month, Tuesday Oct. 3
 - ii) Pride Flag Raising on Monday, October 2nd.
 - iii) Will provide updates at the next meeting on Professional Development requests for students.
- d) Management
- i) Dr. Nery, John and Jennifer will connect for future initiatives coming out of the President's Office.
 - ii) Will get more information on ACUE from Dr. Nery.
- 6) Business
- a) Welcoming Candice Lehman as new PD Subcommittee Chair
- i) Candice will connect with Tanisha Burrus, the previous chair, to have a better understanding of the needs and responsibilities of this position.
- b) Process for Distributing and Approving PD fund Requests
- i) Have approximately \$80,000 in PD funds. Question how we should schedule and distribute funds.
 - Faculty require extra funding due to their flex requirement.
 - Classified have historically received little funding for conferences.
 - Managers require funding for onboarding.
 - ii) Funding for department needs will be institutionalized in their divisions. That funding is not yet available.
 - iii) Approvals/Denials for funding need to happen at least once a week.
 - iv) Request to pull historical data to see how funding was historically distributed. Must approach with the thought process that funding was not equally distributed.
 - Will pull data from last few years, including pre COVID.
 - v) Faculty on noncredit, classified across both campuses not aware funds are available to them. How can we let them know of the funding.
 - Have sent emails and advertisements to people and deans.
 - Check to see if it is on the PD eBlast.
- 7) Table remaining topics until the next week.
- 8) Amberly motions to extend meetings to go until 3:00 pm for all future meetings. Stacy Russo seconds the motion. Motion was not approved due to lack of quorum.
- 9) Amberly Chamberlain adjourned the meeting at 2:31 p.m.