2.22.2017 Agenda for Faculty Professional Development Work Group 11:30AM-12:30PM in A126

Mission: Foster a community of inquiry and collegiality that values and strives to understand how to improve learning and equity.

1. Introductions
2. Meeting Schedule: 11:30AM-12:30PM on 3/8, 3/22, 4/5, 4/19, 5/3, 5/17 in Faculty Work Room
3. Takeaways from Glenn Doolittle (2015):

   - Rebrand Professional Development
   - Incentivize developing NEW curriculum
   - Fresh ways for delivery: CCC Confer, text messages, games (digital, scavenger hunts, etc.)
   - Hooks that create a buzz and focus on benefits for faculty: Nuggets from New Faculty/Master Teachers; What can games teach us about learning? Humans of SAC (photo contest); BYOD brown bag
   - Keep it simple, unexpected, concrete and credible

4. Viewing of new flex tracking system in WebAdvisor: Santa Ana College Faculty Development Tracking System
5. Upcoming PD

   - Follow up from Kimberly Papillon and Gary Schoeniger flex week presentations
   - Reading Apprenticeship Community of Practice Tuesdays 9-10AM
   - 3Ms Faculty Inquiry Group Mark your Calendars for our Spring 2017 Faculty Inquiry Group

   Who: Melanie Mowrer, Kathy Walczak and YOU
   What: "Using the 3Ms to Promote Student Success"
   When: Tuesdays at 2:00PM
   - March 7th: 10+1 Metacognitive Learning Strategies
   - April 4th: Mindset Matters
   - May 2nd: Building Motivation
   Where: SAC Learning Center D307

6. Faculty Professional Development Survey

7. Conference request policy and Conference Reports

2.22.2017 Minutes for Faculty Professional Development (PD) Work Group 11:30AM-12:30PM in A126

Mission: Foster a community of inquiry and collegiality that values and strives to understand how to improve learning and equity.

Attendees: Maria Aguilar Beltran, Glenn Doolittle, Mary Huebsch, Cherylee Kushida, Stacy Littlejohn, Melanie Mowrer, Susana Salgado, Kathy Walczak, Whitney Youngren

1. Introductions & Reasons for interest in this committee

   - Mary: Wants to provide faculty with meaningful PD and to increase SAC faculty participation in PD. Wants to include student voice in PD. Faculty PD Coordinator. Communication Studies faculty.
   - Melanie: Wants something of immediate use. EMLS faculty; teaching Transition to College course for CEC. Active with Book of the Year (BOTY) efforts, SAC Days (Success at College Days for students; inaugural days 8.15 & 16), co-designed 3Ms workshops emphasizing metacognition, mindset, motivation.
   - Kathy: Wants to learn. Learning Center Coordinator. Started SAC Days. Also involved in BOTY. Co-designed 3Ms workshops.
   - Susana: Wants to see PD that is meaningful for non-teaching faculty and find out how Psychological Services can be helpful with PD. SAC Psychologist and faculty chair for Student Services. Safe Space trainer.
   - Maria: Appreciated hearing Kimberly Papillon and Gary Schoeniger during flex week. Wants to keep the conversation going & engage students with these topics. Assessment Coordinator.
   - Stacy: Exploring college committees. Wants to provide new tenure-track perspective with Faculty Institute. In 3rd year of tenure track process herself. Chemistry faculty. Participated in SAC Days.
   - Glenn: PD in the 1990s was a bottom up (faculty) driven process that emphasized innovation. Highlights were support for classroom research and curriculum development. On Course training also helpful. Interested in educational application of Entrepreneurial Mindset, which may involve Bree Langemo, former dean at Pikes Peak Community College. International Business faculty. Working on the OER degree.
   - Whitney: Interested in "What next?"' after Kimberly Papillon presentation. Is it enough to acknowledge our biases? Also interested in us having bigger conversations about student equity. Example of KODA(?) Formerly adjunct sociology faculty. Currently SAC Research Analyst.
   - Cherylee: Wants Instructional Designer and other PD support for switch to Canvas.

2. Meeting Schedule: Proposed bimonthly meetings 11:30AM-12:30PM on 3/8, 3/22, 4/5, 4/19, 5/3, 5/17
3. Takeaways
   - <u>Building community/connecting</u> important for faculty/staff and will help us build community/connect with students. Ideas: SAC You Tube channel video, Meet Ups off campus, more panels like the BOTY panel last fall.
   - Engage in <u>courageous conversations</u> about critical topics, e.g. Examine all SAC programs. Are we really serving students as well as we can?
     i. We need to <u>keep the conversation going</u> after flex week presentations.
     ii. Move from emphasis on marketing our programs <u>to making our programs amazing</u>
   - <u>Technical Resource Center</u> is needed to help faculty with incorporating new technologies in our classes, including switching from Blackboard to Canvas. Instructional design staff/support staff needed for this center. Consider including this with Distance Education in the CLI (A-101)?
   - <u>Improve dissemination/packaging of information about PD.</u>
4. Viewing of new flex tracking system in WebAdvisor: (Click on Santa Ana College Faculty Development Tracking System at the bottom of the Faculty Information Menu in WebAdvisor. Click on **Click here to access the Santa Ana College Faculty Development Tracking System** to enter the tracking system. Do not click on OK.
5. Upcoming PD

   - Follow up from Kimberly Papillon and Gary Schoeniger flex week presentations
   - Reading Apprenticeship Community of Practice Tuesdays 9-10AM
   - Faculty Institute: Luncheon discussion on March 17 for all tenure track faculty (proposed)
   - 3Ms Faculty Inquiry Group Mark your Calendars for our Spring 2017 Faculty Inquiry Group

   Who: Melanie Mowrer, Kathy Walczak and YOU
   What: "Using the 3Ms to Promote Student Success"
   When: Tuesdays at 2:00PM
   - March 7th: 10+1 Metacognitive Learning Strategies
   - April 4th: Mindset Matters
   - May 2nd: Building Motivation
   Where: SAC Learning Center D307

6. Next meeting: Review draft of Faculty Professional Development Survey
7. Upcoming meeting: Review conference request policy and protocol for sharing Conference Reports

SAC Ad Hoc All-College Professional Development Planning Meeting Agenda
March 14, 2017 8-9:30AM in S-215

Many exciting transitions are in progress related to SAC's Professional Development program and the purpose of our meeting tomorrow morning is to plan forward and connect the dots across the many active areas. To that end, the topics I have identified for us (to be improved and augmented by you at the time of the meeting) are below:

1.   Roles, budget, and Organizational Structure (Mary-Please bring copies of the most recent thinking piece that you and the team developed)

a.   Confirm Primary functions and organizational structure

b.   Confirm status of support staff & funding sources

c.   Confirm RAR's for 2017-2018

2.   Confirm mission and purpose of the unit overall and in relation to strategic planning at this critical juncture

a.   Goals and target audiences

b.   Expected outcomes and measures

c.   Connectivity among and between major activities

d.   Availability and application of related data

        i.   Sources of information on our college's PD needs (overall and by constituency group, including student inputs)

        ii.   Sources of information of the actual PD activities

3.   Delivery of PD @ SAC

a.   Convocation & Flex

b.   Departmental Workshops (training, snapshots, etc.)

c.   Conference attendance

d.   Management Council

4.   SAC PD Leadership Team?

5.   Additional topics/future meetings/next steps

Faculty Professional Development Planning Meeting Agenda
Thursday, March 23, 2017
SAC S-215

1. Roles, budget and organizational structure
   a. Primary role of faculty professional development coordinator
      i. Support student learning, institutional excellence, and on-going, self-reflective dialogue through professional learning.
      ii. With SAC Research, <u>survey</u> faculty to ascertain PD needs and satisfaction with previous year's PD.
      iii. Confer with administrators, Academic Senate, Faculty PD Work Group and others to ascertain additional <u>PD domains</u>.
      iv. Review <u>department portfolios</u> (DPPs) for PD needs.
      v. Utilizing the results of PD surveys, DPPs and evaluations, draft <u>annual plan and calendar</u> for faculty professional development. Coordinate with DE Coordinator on DE PD and with Staff PD Coordinator on all college PD.
      vi. <u>Investigate and implement</u> fresh ways for delivery of PD, especially delivery through the CCC Professional Learning Network.
      vii. Draft annual <u>RARs</u> to support faculty PD plan. Coordinate with Staff PD Coordinator on joint RARs.
      viii. Draft and vet policies for <u>SAC Faculty Development Tracking System.</u>
      ix. Implement SAC Faculty Development Tracking System, e.g. solicit flex workshop proposals from SAC faculty and staff, etc.
      x. Draft <u>conference policies</u>. Participate in coordination of conference processes and adjudication of conference requests.
      xi. With Staff PD Coordinator coordinate on planning and implementation of joint faculty-staff PD. Manage budget.
      xii. With PD senior clerk, maintain <u>PD records and resources</u> and develop <u>PD website</u>.
   b. Budget: See RARs submitted for PD for 2017-18
   c. Organizational structure for faculty professional development
      i. Faculty PD Work Group is an Academic Senate work group and has members from divisions across campus.
      ii. Faculty PD Coordinator reports to the Academic Senate, the Student Success & Equity Committee, and a specified division dean, currently the Dean of Business.
      iii. Faculty PD Coordinator meets weekly with Staff PD Coordinator and staff for planning and event coordination.

Faculty Professional Development Planning Meeting Notes
Tuesday, March 14, 2017 and Thursday, March 23, 2017
SAC S-215

Attendees March 13: Carlos Lopez, Sara Lundquist, Madeline Grant, Teresa Mercado-Cota, Janice Love, George Sweeney, Mary Huebsch, Marisol Sanchez

Attendees March 23: Carlos Lopez, Madeline Grant, George Sweeney, Mary Huebsch, Marisol Sanchez

1. Roles, budget and organizational structure
   a. Primary role of faculty professional development coordinator
      i. Support student learning, institutional excellence, and on-going, self-reflective dialogue through professional learning.
      ii. With SAC Research, <u>survey</u> faculty to ascertain PD needs and satisfaction with previous year's PD.
      iii. Confer with administrators, Academic Senate, Faculty PD Work Group and shared governance committees to determine additional <u>PD domains</u>.
      iv. Review <u>annual and quadrennial program reviews</u> for PD needs.
      v. Utilizing the results of PD surveys, DPPs and evaluations, draft <u>annual plan and calendar</u> for faculty professional development. Coordinate with DE Coordinator on DE PD and with Staff PD Coordinator on all college PD.
      vi. <u>Investigate and implement</u> fresh ways for delivery of PD, especially delivery through the CCC Professional Learning Network.
      vii. Draft annual <u>RARs</u> to support faculty PD plan. Coordinate with Staff PD Coordinator on joint RARs.
      viii. Draft and vet policies for <u>SAC Faculty Development Tracking System.</u>
      ix. Implement SAC Faculty Development Tracking System, e.g. solicit flex workshop proposals from SAC faculty and staff, etc.
      x. Draft <u>conference policies</u>. Participate in coordination of conference processes and adjudication of conference requests.
      xi. With Staff PD Coordinator coordinate on planning and implementation of joint faculty-staff PD. Manage budget.
      xii. With PD senior clerk, maintain <u>PD records and resources</u> and develop <u>PD website</u>.
   b. Budget: See RARs submitted for PD for 2017-18
   c. Organizational structure for faculty professional development
      i. Faculty PD Work Group is an Academic Senate work group and has faculty members from divisions across campus. Membership

includes at least one dean, one adjunct faculty member and one classified staff member. This work group makes recommendations regarding the direction, processes, and content of faculty professional development. The work group also reviews the faculty professional development budget. Processes reviewed include guidelines for the flex calendar and for conferences.

    ii. Faculty PD Coordinator reports to the Academic Senate, the Student Success & Equity Committee, and a specified division dean, currently the Dean of Business.

    iii. Faculty PD Coordinator meets weekly with Staff PD Coordinator and staff for planning and event coordination.

2. Mission and purpose of SAC PD and relation to strategic planning
SAC PD Mission:
Faculty PD Mission: Foster a community of inquiry and collegiality that values and strives to understand how to improve learning and equity.
ACCJC Standard III. A. 5.b

5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

    a. The institution plans professional development activities to meet the needs of its personnel.

    b. With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.

a. Goals and target audiences
    i. Improve teaching and learning through professional learning in these areas: theories and practices related to effective and inclusive instruction, effective use of technology, mandated trainings (e.g. VAWA, emergency preparedness, etc.) , safe space trainings
    ii. FT tenured faculty, FT tenure-track faculty, PT faculty
b. Expected outcomes and measures: improved faculty satisfaction with PD offerings; record of attendance for mandated trainings: improvement in outcomes of student learning, retention, performance, completion
c. Connectivity among and between major activities
d. Availability and application of related data
    i. Sources of information on our college's PD needs (See Professional Development Survey 2017)

        ii.   Sources of information of the actual PD activities (See workshop evaluations and surveys, including surveys after Kimberly Papillon 3/6/17 and Gary Schoeniger 3/10/17 presentations)

3. Domains & Delivery of PD @ SAC
   a. Workshop domains are included in 2.a.i. above
   b. Flex Calendar: FT faculty are required to participate in professional development during the 4 common college flex days and 2 additional days. 6 hours is considered a day. PT faculty are required to attend 1.5 hours of professional development for each 1 LHE they teach. This requirement applies for FT faculty overload as well. Flex obligations can be met on dates other than the designated faculty project dates if the supervisor approves.
   c. Convocation activities: FT faculty are required to attend convocations. Classified staff and managers are also encouraged to attend and participate.
   d. Additional workshops and Faculty Inquiry Groups coordinated by faculty PD coordinator, including workshops jointly planned with staff PD coordinator and Student Equity Coordinator.
   e. Additional workshops and other PD coordinated by other individuals or groups
      i. Research
      ii. Distance Education
      iii. Departments
      iv. Other
   f. Adjunct Institute: 2-day biannual institute
   g. Faculty Institute: Faculty PD Coordinator works with SAC Vice Presidents on PD for new tenure track faculty
   h. Conference attendance and follow up meetings

4. SAC PD Leadership Team/Advisory Group:

5. Additional topics:

2. Mission and purpose of SAC PD and relation to strategic planning
   SAC PD Mission:
   Faculty PD Mission: Foster a community of inquiry and collegiality that values and strives to understand how to improve learning and equity.
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      ii. Sources of information of the actual PD activities (See workshop evaluations and surveys, including surveys after Kimberly Papillon 3/6/17 and Gary Schoeniger 3/10/17 presentations)

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    f. Adjunct Institute: 2-day biannual institute

    g. Faculty Institute: Faculty PD Coordinator works with SAC Vice Presidents on PD for new tenure track faculty

    h. Conference attendance and follow up meetings

4. SAC PD Leadership Team/Advisory Group:

5. Additional topics:

Santa Ana College Professional Development Advisory Committee

Preliminary Meeting Tuesday, May 30, 2017, 1-2PM in S-215

Committee Agenda & Charge

Professional Development at California Community Colleges is regulated by Education Code Sections 87150-87154; California Code of Regulations, Section 55730; Guidelines for the Implementation of the Flex Calendar Program Calendar http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf; ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

An Advisory Committee for college's Flexible Calendar Program is explicitly required in the California Code of Regulations. Here is a description of this committee and its duties.

8. ADVISORY COMMITTEE FOR THE FLEXIBLE CALENDAR PROGRAM

An advisory committee for the flexible calendar program, composed of faculty, students, administrators and other interested persons, is a district responsibility (title 5, section 55730(e)). Membership should be broadly based and representative of the institution. Terms of office for members of the committee should be arranged to provide for continuity.   The advisory committee is responsible for making recommendations on staff, student, and instructional improvement activities (title 5, section 55730(e)). The recommendations should be based upon a comprehensive planning process that includes needs assessment and evaluation.   The comprehensive planning process should be determined by the local shared governance mechanism. The advisory committee may assist the flexible calendar coordinator in the tasks necessary for implementation of the flexible calendar program.

1. Welcome and Explanation of Advisory Committee Purpose/Proposed Mission (Carlos Lopez, Madeline Grant, Mary Huebsch)
2. Proposed Meeting Dates for 2017-18: **Tuesday, August 22, 9:00-11:30AM** and 4th Wednesday or each month from 3:00-4:30PM on September 27, October 25, November 29, February 28, March 28, April 25, May 23
3. Discussion of Proposed Organizational Structure
4. Discussion of broad based and representative membership:
   Faculty (appointed by SAC Academic Senate): minimum of 2 full-time, including one Student Services faculty member and one Academic Affairs faculty) and 1 adjunct faculty
   Classified Staff (appointed by CSEA): minimum of 2 classified staff, one each from SAC and SCE
   Administrators: minimum of 2

Students: minimum of 2
Other: Faculty Development Coordinators (SAC & SCE), Staff Development Coordinator, Distance Education Coordinator, Student Equity Coordinator
=15 members

5. Discussion of Proposed Term of Office: 2 years
6. Input for Planning Process
    a. Needs Assessment
    b. Evaluation of Previous Professional Development
    c. Current assessment & evaluation provided for by 2017 Staff Development Survey
7. Discussion of Planning Process
    a. History of Flex Calendar at SAC
    b. Requirements of Flex Calendar
    c. New SAC Tracking System
8. Committee Recommendations
    a. Next Meeting: Review proposed goals for SAC professional development for faculty, staff , and managers
    b. Other

Reimagining SAC Professional Development/Learning

Reimagining SAC Professional Development/Learning is needed at SAC in order to create a Campus Culture of Innovation, Collaboration and Engagement. To do so will allow us to achieve equitable outcomes and student success.

Professional development is included in many college and district strategic plans. Also, it is required by ACCJC Accreditation Standard III.A.14. (The institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as a basis for improvement.) Through the accreditation evaluation process, it became evident that SAC Professional Development needed to once again be viewed as a priority at Santa Ana College. In addition, faculty flex obligations needed to be supported. This college-wide effort would include an expanded offering of activities during flex week as well as targeted activities throughout the school year. Categorical funding (Equity, BSI, SSSP) was identified to support efforts in developing a structure, plan and programming for both faculty and staff.

Beginning in the spring 2015 semester, the following structure was created to support the research, development and delivery of SAC Professional Development Activities:
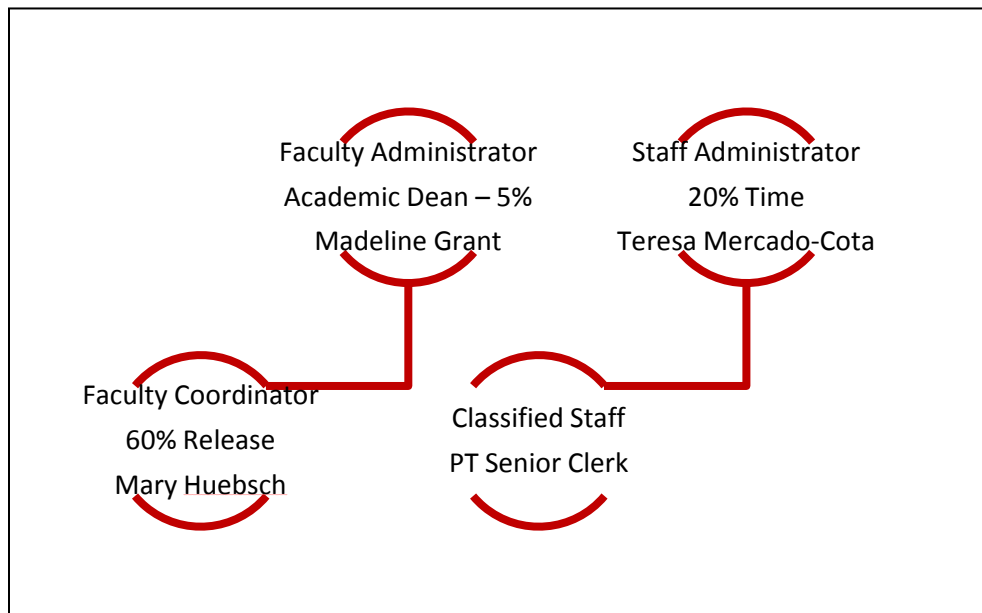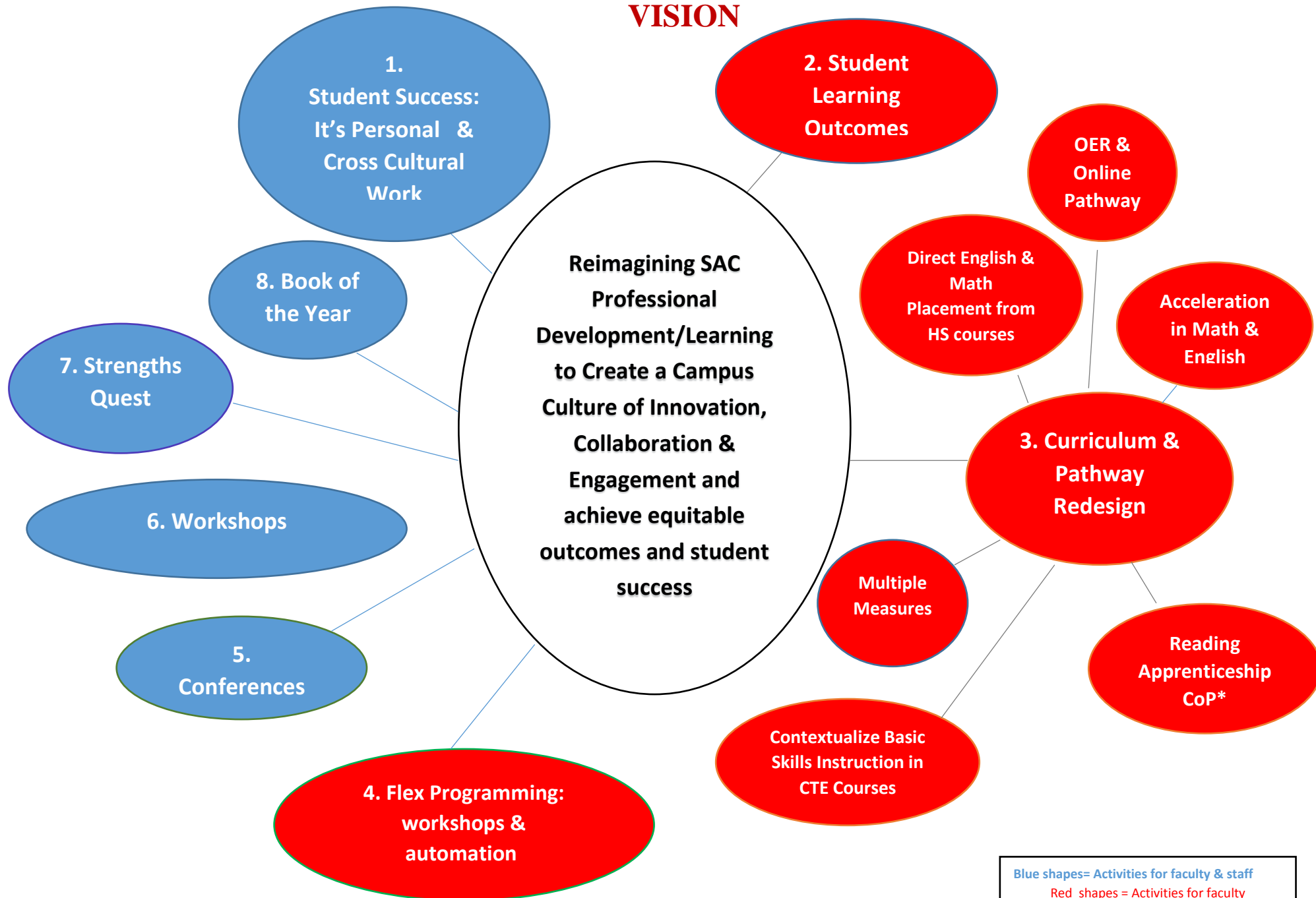

Over the course of the following three semesters, research has been conducted to explore the structures, funding streams and activities offered at campuses across the state. A more robust flex week calendar of events has been offered since spring 2015, conference opportunities for faculty and staff have been expanded, and workshops have been held on campus throughout the year.

To successfully build a Professional Development program a Vision, Needs and Budget are required. Planning began when a three person team from SAC attended the Basic Skills Initiative Leadership Institute (BSILI) for Curricular & Institutional Transformation Learning Hub in summer of 2015. This one-week "boot camp" became the foundation for the vision and plan. Thereafter further research and information was gathered from nine community colleges across the state including Cerritos, Chaffey, Coast & North OC Districts to name a few. Each has a different structure, funding model, focus and is at a different phase in terms of campus infusion.

The **VISION** for Professional Development/Learning includes the following components (see page 3):

1. **Student Success: It's Personal** is a college-wide effort spearheaded by Professional Development to create an equity-centered campus culture through professional learning focused on six student success factors that RP Group research has determined lead to success for California's community college students: directed, focused, nurtured, engaged, connected, valued. Since spring 2015, SAC has delivered a range of professional development to introduce and engage faculty, staff, and students with the success factors. In addition to this initiative, SAC's Leadership Development and **Cross-Cultural Work** focus on engaging the SAC community in dialog and action planning that will help us transform into an inclusive institution with equitable outcomes.

2. Professional Development supports institutional efforts to implement best practices for **Student Learning Outcomes** at SAC.

3. Professional Development supports **Curriculum and Pathway Redesign** through on-campus presentations, conferences, retreats and other opportunities where faculty can learn about, discuss, create, pilot and refine curricula and pathways for expediting successful student completion.

4. Professional Development supports development of a robust **Flex Week program of workshops.** Development of an automated system for sign up and tracking of attendance and flex obligations is in development and will pilot the automated flex tracking system in 2016-17. This new system will assist us with capturing and reporting participation of SAC credit faculty in professional development.

5. Professional Development funding supports faculty and staff attendance at **Conferences** that provide faculty and staff development training in discipline fields, enhancement of teaching, and student success and equity.

SAC Professional Development/Learning VISION

Reimagining SAC Professional Development/Learning to Create a Campus Culture of Innovation, Collaboration & Engagement and achieve equitable outcomes and student success

1. Student Success: It's Personal & Cross Cultural Work

2. Student Learning Outcomes

OER & Online Pathway

Direct English & Math Placement from HS courses

Acceleration in Math & English

8. Book of the Year

7. Strengths Quest

6. Workshops

5. Conferences

3. Curriculum & Pathway Redesign

Multiple Measures

Reading Apprenticeship CoP*

4. Flex Programming: workshops & automation

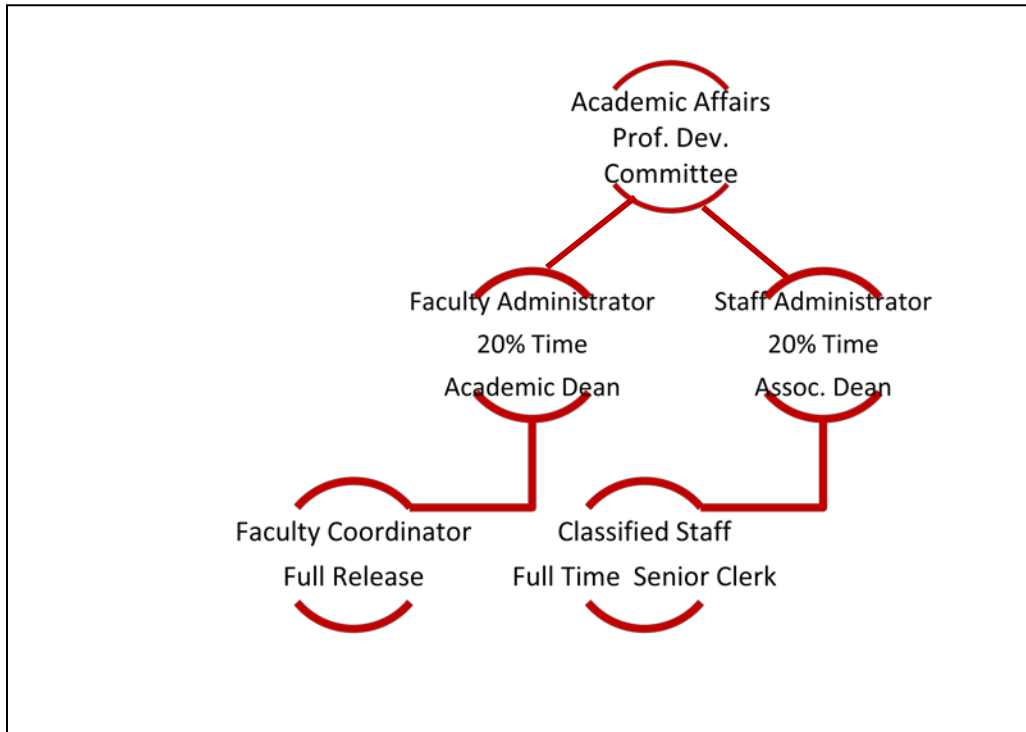Contextualize Basic Skills Instruction in CTE Courses

Blue shapes= Activities for faculty & staff
Red shapes = Activities for faculty
*CoP = 3CSN (California Community Colleges Success Network) Community of Practice

6. Professional Development offers a robust calendar of **Workshops** for fall and spring flex. Additional workshops and activities are offered throughout the year for faculty and staff including SAC's Staff Leadership Workshop Series, new employee orientations, Resources Fairs, skills development workshops (Adobe, Microsoft Outlook, etc.) Stipends for participants and workshop developers will increase participation.
7. Professional Development continues to support the use of **Strengths Quest** with various campus groups and departments These include the Human Development Department, Freshman Experience, the Counseling Department, the Communication Studies Club.

8. Professional Development works with the **Book of the Year** Committee, the Teaching & Learning Committee and the Nealley Library to offer and instructional packet, discussion groups, forums, panels and other activities for the SAC community for SAC's Book of the Year.

The **NEEDS** for SAC Professional Development/Learning

1. To support the structure and activities of Professional Development a more permanent **Funding** source needs to be identified. This can be a combination of general and categorical funding. (see budget)

2. To support the ongoing development, delivery and assessment of SAC Professional Development activities a **Committee** is required. A joint faculty-staff-management advisory committee and a faculty planning/flex committee are recommended. (AB-2558 Community colleges: faculty and staff development (2013-2014) California legislative requirements for professional development funding include an advisory committee and reporting requirements.) https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB2558

3. To develop, promote and deliver a robust Professional Development program a full release **Faculty Coordinator** is required.

4. To develop, promote and deliver a robust Professional Development program **Clerical Support** is required. At least one on-going employee, a full time Administrative Clerk is needed. (see clerical duties)

5. Ongoing support of the **Flex Automation System** is needed, which will improve flex obligation tracking, data gathering, and the evaluation process.

6. To develop and deliver a robust Professional Develop program, **Facilities** are needed. This could be a share space for faculty and staff and would include office space as well as space for development and delivery of workshops.

7. To permanently embed Professional Development/Learning as a permanent and ongoing part of SAC Professional Life, a **Cultural Shift** needs to take place. While the seeds have been planted with the new faculty and staff, a commitment to Professional Development across campus is required.

Based on the above needs, the Professional Development structure would be changed to be structured as identified below. Please add Academic Affairs above Professional Development Committee

Academic Affairs
Prof. Dev.
Committee

Faculty Administrator
20% Time
Academic Dean

Staff Administrator
20% Time
Assoc. Dean

Faculty Coordinator
Full Release

Classified Staff
Full Time Senior Clerk

To support the vision and needs of a SAC Professional Development program he a proposed three (3) year **BUDGET** is attached.

Professional Development
Estimated 3 year Budget
20-Sep-16

Budgeting Category/Description	Year 1		Year 2		Year 3	
	Required	Source	Required	Source	Required	Source
1000 – Faculty salaries						
Faculty Coordinator (100% Reassigned Full time + 5 LHE 3 Su/2 Int @ $50/hr)	$130,000	Equity	$133,900	Equity	$137,917	Equity
Classified Coordination - Assoc Dean (20%)	$27,400	Gen. Fund (GF)	$28,222	Gen. Fund	$29,069	Gen. Fund
Faculty Admin - Acad. Dean (20%)			$30,000	GF	$30,900	GF
Faculty Participant Stipends			$25,000	TBD	$25,000	TBD
Sub total	$157,400		$217,122		$222,886	
2000 – Classified salaries						
PT Perm Senior Clerk	$23,829	Equity				
FT Senior Clerk			$39,000	Equity	$40,170	Equity
Sub total	$23,829		$39,000		$40,170	
3000 – Benefits (based on 2015/16 benefits)*						
Faculty Coordinator	$27,300	Equity	$28,119	Equity/BSI, GF	$28,963	Equity/BSI, GF
Classified Coordinator	$5,754	GF	$5,927	GF	$6,104	GF
Faculty Administrator			$6,300	GF	$6,489	GF
Faculty Stipends			$3,908	TBD	$3,908	TBD
Classified PT Senior Clerk	$5,481	Equity				
Classified FT Senior Clerk			$28,763	Equity	$29,026	Equity
Sub total	$38,535		$73,016		$74,490	
4000 – Supplies & Materials						
Office Supplies	$7,500	Equity	$7,500	TBD	$7,500	TBD
Sub total	$7,500		$7,500		$7,500	
5000 – Other Operating Expenses & Services						
Conferences	$45,000.00	Equity/BSI/Other	$50,000.00	Equity/BSI/Other	$50,000.00	Equity/BSI/Other
Resource Books	$5,000.00	Equity	$5,000.00	TBD	$2,500.00	TBD
Web Development	$5,000.00	Equity	$2,500.00	TBD	$2,500.00	TBD
Automated Flex System	$5,000.00	Equity	$5,000.00	Equity	$5,000.00	Equity
Other Software	$5,000.00	Equity	$5,000.00	Equity	$5,000.00	Equity
Marketing Materials	$1,000.00	Equity	$1,000.00	Equity	$1,500.00	Equity
Hospitality	$5,000.00	Equity	$5,000.00	Equity	$5,000.00	Equity
Sub total	$71,000		$73,500		$71,500	
6000 – Capital Outlay						
Notebook Computers(3)	$4,500.00	TBD				
Contracted Services - Workshop Facilitators	$4,000.00	3SP	$4,000.00	3SP	$5,000.00	3SP
Contracted Services - Speakers	$20,000.00	BSI/Equity	$20,000.00	BSI/Equity	$20,000.00	BSI/Equity
Sub total	$28,500		$24,000		$25,000	
Total Funding Requested	$ 326,764		$ 434,138		$ 441,545	

*Benefits:

F/T Faculty & Admin **(21%)**

Part-time faculty & beyond contract **(15.63%)**

P/T short-term classified **(6.2% of wages)**

P/T ongoing classified **(22.947%)**

   Full-time classified **(22.947% of wages + health & life insurance (maximum $25,517.64.12) & fringe ben.$1,486.36)**

Santa Ana College Professional Development Advisory Committee

Preliminary Meeting Tuesday, May 30, 2017, 1-2PM in S-215

Committee Agenda & Charge

Professional Development at California Community Colleges is regulated by Education Code Sections 87150-87154; California Code of Regulations, Section 55730; Guidelines for the Implementation of the Flex Calendar Program Calendar http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf; ACCJC Accreditation Standard III.A.14 (formerly III.A.5): The institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as a basis for improvement.

An Advisory Committee for a college's Flexible Calendar Program is explicitly required in the California Code of Regulations. Here is a description of this committee and its duties.

8. **ADVISORY COMMITTEE FOR THE FLEXIBLE CALENDAR PROGRAM**

An advisory committee for the flexible calendar program, composed of faculty, students, administrators and other interested persons, is a district responsibility (title 5, section 55730(e)). Membership should be broadly based and representative of the institution. Terms of office for members of the committee should be arranged to provide for continuity. The advisory committee is responsible for making recommendations on staff, student, and instructional improvement activities (title 5, section 55730(e)). The recommendations should be based upon a comprehensive planning process that includes needs assessment and evaluation. The comprehensive planning process should be determined by the local shared governance mechanism. The advisory committee may assist the flexible calendar coordinator in the tasks necessary for implementation of the flexible calendar program.

1. Welcome and Explanation of Advisory Committee Purpose/Proposed Mission (Carlos Lopez, Madeline Grant, Mary Huebsch)
2. Proposed Meeting Dates for 2017-18: **Flex Week Meeting August 22nd 2:00-3:30PM in S-215** and 4th Wednesday of each month from 1:00-2:30PM or 4th Thursday from 3-4:30PM.
3. Discussion of Proposed Organizational Structure
4. Discussion of broad based and representative membership:

Faculty (appointed by SAC Academic Senate): minimum of 2 full-time, including one Student Services faculty member and one Academic Affairs faculty) and 1 adjunct faculty

Classified Staff (appointed by CSEA): minimum of 2 classified staff, one each from SAC and SCE

Administrators: minimum of 2

Students: minimum of 2

Other: Faculty Development Coordinators (SAC & SCE), Staff Development Coordinator, Distance Education Coordinator, Student Equity Coordinator

=15 members

5. Discussion of Proposed Term of Office: 2 years
6. Input for Planning Process
    a. Needs Assessment
    b. Evaluation of Previous Professional Development
    c. Current assessment & evaluation provided for by 2017 Staff Development Survey
7. Discussion of Planning Process
    a. History of Flex Calendar at SAC
    b. Requirements of Flex Calendar
    c. New SAC Tracking System
8. Committee Recommendations
    a. Next Meeting: Review proposed goals for SAC professional development for faculty, staff , and managers
    b. Other

Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Vision Themes of Santa Ana College: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community

Santa Ana College Professional Development Advisory Committee

Preliminary Meeting Tuesday, May 30, 2017, 1-2PM in S-215

Committee Agenda & Charge

Attendees: Monica Bustamante, Madeline Grant, Theresa Hagelbarger, Susan Hoang, Mary Huebsch, Elliott Jones, Louise Jones, Carol Seitz, Michelle Vasquez, Merari Weber, Whitney Youngren, Monica Zarske

Handouts: Agenda, Professional Development Survey 2017 Outcomes, Protocol for SAC Flex Obligations, Most Requested Professional Development Topics from Survey, Santa Ana College Staff Counts.

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1. Welcome and Explanation of Advisory Committee Purpose/Proposed Mission (Carlos Lopez, Madeline Grant, Mary Huebsch):
   a. Note that this is an exploratory meeting. The official convening of this committee will be on August 22, 2017.
   b. An Advisory Committee is required if SAC participates in the Flexible Calendar Program.
   c. We have expanded professional development offerings over the last three years and are now moving to a more formalized structure.
   d. Exact mission of the committee is to be determined. Committee comments included that professional development is important for all employees to gain the knowledge and skills they need to perform their jobs successfully now and in the future and to help them reach professional goals. Also, SAC is an educational institution, and we value education for employees as well as students.
2. Proposed Meeting Dates for 2017-18:
   a. **Flex Week Meeting August 22nd 2:00-3:30PM in S-215.**
   b. Other meeting dates are TBA, possibly 4th Wednesday of each month from 1:00-2:30PM or 4th Thursday from 3-4:30PM.
3. Discussion of Proposed Organizational Structure:
   a. Dr. Rose is very interested in Professional Development and will attend the August 22nd meeting.
   b. This may become a shared governance committee.
   c. In addition to the Advisory Committee, we proposed three work groups: a classified staff workgroup, a faculty workgroup and a administrators workgroup
   d. A Faculty Professional Development Workgroup met several times in spring 2017. Meeting agendas and minutes are on the SAC professional development website. SCE faculty will be included in next year's workgroup.
   e. Classified Professional Development Workgroup will meet this summer. Initial members include Theresa Hagelbarger, Monica Bustamante, and Whitney Youngren. A follow up survey may be developed to determine specific technical training requests of classified staff. It was suggested that classified staff would like to have a better understanding of how to earn professional growth.
   f. Madeline and Teresa Mercado-Cota will organize the Administrators Workgroup.
4. Discussion of broad based and representative membership

Faculty (appointed by SAC Academic Senate): minimum of 2 full-time, including one Student Services faculty member and one Academic Affairs faculty) and 1 adjunct faculty

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Other: Faculty Development Coordinators (SAC & SCE), Staff Development Coordinator, Distance Education Coordinator, Student Equity Coordinator

=15 members

    a. Specific committee membership was not discussed.
    b. We agreed that it is important to include adjunct faculty and students on the committee.

5. Discussion of Proposed Term of Office: 2 years
    a. not discussed
6. Input for Planning Process
    a. Needs Assessment
    b. Evaluation of Previous Professional Development
    c. Current assessment & evaluation provided for by 2017 Staff Development Survey
        i. Top requested professional development topic from 2017 survey was "Technical skills (e.g. computer, software)."
        ii. Training in "Leadership skills" was also requested by all groups. We may consider developing a Leadership Academy to serve the whole college.
        iii. Other topics requested frequently by both faculty and staff were "How to work with students with psychological/emotional concerns, and Understanding the students and community we serve, and Department cross training."
        iv. Suggestions: put together a calendar for classified trainings, especially technology, for this summer and fall; develop certificates for trainings; ask departments to hold open houses every month so that we can get a better understanding of services available; provide trainings in offices and departments, i.e. "push in professional development rather than pull out."
7. Discussion of Planning Process
    a. History of Flex Calendar at SAC
    b. Requirements of Flex Calendar
    c. New SAC Tracking System
8. Committee Recommendations

a. Next Meeting: Review proposed goals (if available) for SAC professional development for faculty, staff , and managers
b. Question: Is staff development mentioned in anyone's contract other than faculty?
c. It is important to develop everyone and move everyone forward. This is what we want for our campus.
d. Our campus environment will benefit if we hold more events in which the whole campus comes together, e.g. the recent joint Faculty and Classified Awards and the spring 2016 "Mini Convocation."

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