

Minutes Santa Ana College Professional Development Advisory Committee

Wednesday, October 25, 2017; 1:30 – 3 PM in S-215

Attendees: Madeline Grant, Theresa Hagelbarger, Susan Hoang, Jennifer Hoeger, Mary Huebsch, Rob Jenkins, Osiel Madrigal, Teresa Mercado-Cota, Raquel Serratos, Luis Ortiz, Breanna Ceja, Merari Weber, John Steffens

Handouts: Agenda; Draft Organizational Chart for SAC Professional Development; Part 1 and 5 of Conference Request Packet with suggested changes; Committee Roster; SAC Conference Request Approval Process: General Guidelines; Draft Minutes from September 27, 2017 meeting

Meetings: November 29, February 28, March 28, April 25, May 23

Location: S-215

Time: 1:30 - 3:00 PM

Action Items:

- I. Minutes from September 27 approved with correction
- II. Structure/Organization Chart – Action
 - a. Approved SAC Org Chart for Professional Development
 - b. PD Advisory Committee will be submitted to College Council for approval as a shared governance when mission, goals, etc. are in place. (Spring, 2018)
- III. Reports
 - a. Faculty
 - i. Faculty proposed processes for SAC Conference Packet
 - ii. Need to have clear policies on conference requests. People are not using the SAC Conference Packet consistently. Final conference paperwork is being returned now unless all is filled out.
 - iii. Conference reports need to be useful and available for viewing. Posted reports should be searchable by key word, etc. Resources (links, etc.) should also be included.
 - iv. Suggestion: Make the SAC part of the conference request, electronic. Managers will be able to confirm conference attendance and resources will be available to all.
 - v. RSCCD process requires wet signatures. We cannot change this.
 - vi. Professional Development needs to receive Parts 1 & 3 and Part 2 if the conference is funded by PD.
 - vii. Consider alternatives for posting reports: Use a Wiki system, approach ITS about housing conference reports in WebAdvisor or adding to the H-drive. Will need to budget for this in PD budget.
 - viii. Form changes: Need to change the processing of the Form to 4-8 weeks prior to conference.

- ix. Action: Discuss with workgroups the conference process and ways to share conference information.
 - b. Classified: Teresa Hagelbarger is working on creating a joint SAC/SCC project as part of the California Community College Leadership Academy. Joseph Alonzo and Mary Huebsch are assisting her.
 - c. Students:
 - i. Credit and Non-Credit student groups should be represented on PD Advisory Committee. Contact Jorge Mora from SCE ASG.
 - ii. Discussed student roles in PD Advisory Committee: Student employees (interns, Cal Works students, other student workers) would benefit from more extensive orientations and development opportunities.
 - iii. Discussed student government: there needs to be more communication among credit and non-credit students.
 - iv. Discussed student conference attendance
 - 1. Students can attend summits and conferences, but there is little student participation. Reimbursement process is slow.
 - 2. Need to enhance student civic engagement. California Civic Engagement Summit in Anaheim in June.
 - d. Management: Madeline explained the process for transitioning to a shared governance committee. Regarding the RARs (Resource Allocation Requests) process: Is it necessary to have a RAR for conferences in the PD RARs? Conference requests should be in department RARs.
- IV. Professional Development Calendar/Planning
 - a. Events
 - i. Need to discuss more Equity efforts like courageous conversations
 - b. Leadership Institute
 - i. Meeting with adjunct business professor Brennan Carr (FT at LBCC), Madeline, Theresa, Mary to discuss a possible leadership academy at SAC. Brennan has developed a 6 module leadership academy for LBCC with an IEPI grant.
 - ii. Requirements to create leadership academy
 - 1. Need foundation (SAC values, goals, strategic plan), funding and program development.
 - 2. What are we looking to do? Foster a leadership mindset, show SAC employees a pathway to promotion
 - 3. Goal: Launch the leadership academy in fall 2018
 - c. Evaluation Process
 - i. Necessary to decide on priority and goals
- V. Discussion: SAC Professional Development Mission Statement & Goals
 - a. Draft mission statements
 - i. Key words
 - 1. Foster; encourage; collaborate
 - 2. SAC fosters student success equity through Professional Development.

- b. Draft Goals
 - i. Recommend/offer professional development activity increases by____%
 - ii. Assess Professional Development activity
 - iii. Identify SAC Professional needs
 - iv. Increase SAC Professional Development participation by % (annually / 2017 to X)
- c. Action: Subcommittees should discuss mission statement and goals for Advisory Committee