Minutes Santa Ana College Professional Development Advisory Committee

Wednesday, April 25, 2018; 1:30 – 3 PM in S-215

Attendees: Irene Glomba, Jennifer Hoeger, Mary Huebsch, Rob Jenkins, Cherylee Kushida, Teresa Mercado-Cota, Jorge Mora, Marisol Sanchez, Carol Seitz, Raquel Serratos, Merari Weber, Maria Del Carmen Gomez, Erendira Hernandez

Handouts: Agenda; Conference Packet & Instructions Draft; Draft Minutes from March 28, 2018; Voting Members & Alternatives 2017-18; Proposed Professional Development Goals;

Action Items:

I. Minutes

    a. Changes made to last month's minutes; Mary moved, Marisol seconded and the minutes were approved.

II. Conference Form

    a. Rachel will fix the RSCCD Conference Request Claim form (Part II of the SAC Conference Request Packet) posted on the webpage because of the problematic automatic fill in feature of the Conference Packet link on the Professional Development page.

    b. Proposed: Support for conferences from the General Fund

    c. Faculty workgroup proposed changes:

        i. Needs to have more instructions to account for all the other sources of funding

        ii. Link of conference packet at the end

        iii. Add page with links to other funding sources

        iv. Spell out CRC in the footer and always identify CRC as RSCCD Conference Request Claim

        v. Professional Development will send Advisory Committee members a revised SAC Conference Request Packet draft   to share with different workgroups

III. Structure – Action (Confirm Voting Members)

    a. Voting Members List

        i. Michelle Vazquez will no longer be an alternate for the SAC Academic Affairs slot.

        ii. Mary will check with Student Services to fill that possible spot

        iii. Student Life representative may bring a student on May 23 for the SAC student representative slot

Revised on 8/22/2018

        iv.   Jennifer De La Rosa or Nicole Moya will attend future meetings to represent Student Life.

        v.   Add Maria Del Carmen Gomez and Erendira Hernandez to the SCE Student slot.

        vi.   Make sure to invite Lorena Chavez to future meetings

    b.   Rachel will schedule next year's meeting dates & times with Karen

        i.   Every 4th Wednesday, same room and time

IV.   Professional Development Calendar/Planning

    a.   Proposed Goals (will be voted on in next meeting):

        i.   Inspire colleagues to grow professionally by building community and removing departmental barriers and silos including providing space and time for thoughtful discussion.

        ii.   Provide training and opportunities to anticipate and meet the ever changing needs of our students and community.

        iii.   Collaborate with all College departments to support the development and implementation of Guided Pathways while increasing equity minded attitudes and practices

        iv.   Support employees in their career and academic advancement.

        v.   Promote an environment of learning, research, teamwork, communication and positive employee morale.

    b.   Upcoming Events:

        i.   Leadership 3 on May 1st and Leadership Ceremony will be on May 15th

        ii.   Supporting Students who are Psychologically or Emotionally Distressed from 12-1:30PM on May 16th

        iii.   Safety workshops in June

        iv.   Follow up StrengthsQuest workshop in June

        v.   Request from Chris Kosko at SCE for joint Faculty/Staff Leadership Training

        vi.   Dr. Rose Professional Advancement in California Community Colleges July 13

        vii.   Professional Growth with Theresa Hagelbarger pending

        viii.   Online Trainings: Online Security Training, Professional Learning Network, and Kognito

        ix.   Week of May 7th is Canvas week trainings from Online Education Department (OED)

      x. Civic engagement conference for students will be supported by Professional Development 2018 Civic Learning and Democratic Engagement Meeting (#CLDE18) is June 6-9, 2018

     xi. Pending: New Employee Orientations possibly offered 2 to 3 times a year

    xii. Topics for Professional Development (formerly Flex) week will be sent out in May

   xiii. Event Availability:

       1. Classified will most likely attend in the summer

       2. Faculty would prefer events during flex week

  c. Webpage

    i. Possibly have a student page of Professional Development offered to students at SAC/SCE

  d. Evaluation Process

    i. Professional Development Needs Survey

       1. Corrections and edits will be applied to survey. Please reference new survey.

  V. Reports (tabled)

Upcoming Meetings: May 23

Location: S-215   **Time:** 1:30 - 3:00 PM