

## Santa Ana College Professional Development Advisory Committee

Inaugural Meeting Tuesday, August 22, 2017, 2-3:30PM 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](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 FLEXIVLE 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€). 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 55740€). 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 (Madeline Grant, Mary Huebsch, Teresa Mercado-Cota)
2. Proposed Meeting Dates for 2017-18:
  - a. 4<sup>th</sup> Wednesday of each month from 1:00-2:30PM (September 27, October 25, November 29, February 28, March 28, April 25, May 23) or
  - b. 4<sup>th</sup> Thursday from 3-4:30PM (September 28, October 26, November 30, February 22, March 22, April 26, May 24).
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
  - d. Actions taken in response to 2017 Staff Development Survey in summer 2017
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

The Mission of Santa Ana College: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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