

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, March 27, 2019; 1:30 – 3:00 PM in A-210

## Attendees:

Madeline Grant, Susan Hoang, Mary Huebsch, Rob Jenkins, Teresa Mercado-Cota, Nicole Moya, Jimmy Nguyen, Marisol Sanchez, Carol Seitz, Raquel Serratos

## Handouts:

Agenda; Draft Minutes from February 27, 2019, Participatory Governance Handout

## Action Items:

- I. Public Comments
- II. Minutes
  - a. After proposed changes, Madeline moved to approve the minutes and Susan seconded the motion. Motion carried.
- III. Conference forms
  - a. The forms are being piloted. The process will be reviewed and possibly revised in the summer.
  - b. Two workshops have been offered in March.
  - c. Include a notification to promote the new form in the PD weekly email to all SAC and SCE.
    - i. Suggestion: Obtain a list of administrative secretaries from Leisa so PD can notify them directly.
    - ii. Current questions should be directed to Teresa, Mary or Rachel.
- IV. Guided Pathways
  - a. A current proposed project from that committee is to compile important campus events and deadlines for students and make it available as a weekly PowerPoint.
  - b. Suggestions:
    - i. Limit the amount of information on the slides (5 slides or less)
    - ii. All the necessary information for SAC should be posted in one place.
    - iii. Student forms should be posted on the website or on Canvas or Portal.
    - iv. Master Calendar should be updated.
    - v. Look into posting Information on desktops and update remotely.
- V. Vision Resource Center – available functions:
  - a. Communities are available on the VRC like the CCC PD community. A video explaining the VRC site and how communities work within the site is available. <https://www.youtube.com/watch?v=N1T13Hq3-7k>
  - b. Lynda.com, and Skillsoft provide videos with many topics.
  - c. A transcript is available on the site for all completed and in progress trainings for everyone with an account. The transcript contains certificates for completed trainings.
- VI. Cornerstone
  - a. Madeline will send a link with a webinar explaining Cornerstone and its features.
  - b. It is a similar system to our current system and there will soon be two new integration sessions.. We can be part of the pilot as a college or as a district. However, it requires a lot of backend ITS work and will require a 6 month set up process.
  - c. This software might possibly be required in the future by the chancellor's office, but we are unsure when it might be mandated. The state chancellor will be able to track our PD hours directly.
  - d. Need feedback from the Advisory Committee attendees to decide whether we should join the pilot, but it will still be necessary to upkeep our current system. Also somebody will reach out to other colleges to ask about benefits, disadvantages and glitches.
  - e. It would be beneficial to move to the new system to stay updated with current practices, etc.
- VII. Role of student in participatory governance-Nicole Moya

- a. Issues/Solutions examples:
  - i. Student Leaders have disconnect with the many meetings they are assigned to.
  - ii. First training was this past fall semester:
    - 1. Explained Roberts Rules, agendas and meetings, how to give a report and other basic information.
  - iii. This spring, students are being recruited earlier for Participatory Governance committees. Accountability will be enforced now by assigning two students to attend each meeting and more notifications.
  - iv. Binders will be created to record important committee information to routinely pass on to new student attendees.
  - v. A mentor program which assigns someone from each committee to mentor students will be set up in the future.
- b. Suggestion:
  - i. Participatory Governances will be evaluated by June and an official list of committees will be available, but in the meantime the chairs can provide goals, projects, minutes etc.
    - 1. A form that each committee fills out with the goals, mission statement and examples of committee projects can be submitted to Student Life to help prepare students.
    - 2. Nicole will reach out directly to those who invite the attendees to the committee meetings to ask for more information on those meetings.
    - 3. Jimmy will send Nicole a form to use.
  - ii. This initiative can be extended to non-credit students.

#### VIII. PD events

- a. Leadership series and webinars.
- b. Rachel will send out the webinar link to all attendees.
- c. Outcomes for the SENSE survey will be presented on April 26 and we'll be adding to the flex tracking system.

#### IX. Faculty Report

- a. Suggestions:
  - i. Annual PD survey will have separate questions for Classified and Faculty.
  - ii. Encourage more trainings initiated by faculty and staff.
  - iii. Include questions on Flex tracking system questions for faculty
  - iv. Data analysis comparing needs vs attendance
- b. PD Week email suggestions:
  - i. Remove picture
  - ii. Change order of the sessions according to marketing necessities.
  - iii. Send more emails through the week.
  - iv. Change the subject line to highlight workshops.
  - v. Plan ahead and promote future weeks' workshops/trainings well in advance.
  - vi. Offer at least one workshop after hours.
- c. Theme for PD Week pending. Suggestion: Information Competency

#### X. Classified Report

- a. Suggestion: Have a classified PD day similar to College of the Canyon classified PD day
  - i. Possibly date during the summer on a Friday the 2<sup>nd</sup>/3<sup>rd</sup> week of July.
  - ii. The initial PD day could be a half day.
  - iii. More classified would be highly motivated to attend during an office shut down.
  - iv. Possibly offer 3 different options for staff to choose from.
- b. SCE

- i. Security trainings are being set up.
- ii. Customer Service training at SCE has been requested.
- iii. Marisol will reach out to Irene to set this up

XI. Management Report

- a. SAC Management association
  - i. Trainings will be officially scheduled.
  - ii. Onboarding process in the works.
  - iii. District association has been created.

XII. Student Report

- a. Currently recruiting students for 2019-20 government or leadership roles.

### Upcoming Meetings:

- April 24, 2019 – Faculty
- May 22, 2019 – Managers

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