

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, May 22, 2019; 1:30 – 3:00 PM in A-209

Attendees:

Lorena Chavez, Irene Glomba, Susan Hoang, Mary Huebsch, Rob Jenkins, Teresa Mercado-Cota, Jimmy Nguyen, Marisol Sanchez, Carol Seitz, Raquel Serratos, Merari Weber, Monica Zarske

Handouts:

Agenda; Draft Minutes from April 24, 2019

Action Items:

- I. Public Comments
- II. Minutes
 - a. Merari moved to approve, Marisol seconded the motion and the motion carried.
- III. Faculty PD Survey
 - a. Add Ensure Learning GP question.
 - b. Changes suggested:
 - i. Add Link for more information to Guided Pathways.
 - ii. Promoting the Faculty PD Survey need to happen soon, it is difficult to get faculty to respond at the end of the semester.
 - iii. Fernando will send out link for the faculty PD survey.
 - iv. Need to find another way to motivate faculty to answer.
 - v. Question 14: take out RSCCD software and include SharePoint.
- IV. Cornerstone Feedback & Vote
 - a. Dr. Lamb wanted PD Advisory Committee recommendation to join or not to join.
 - b. ITS needs to be contacted, but SCC & SCE have been contacted.
 - c. It will be an 18 month pilot.
 - d. Participating in the next pilot will help facilitate a lot of the tedious work done now and unify the registration.
 - e. More automatic features
 - f. Need to confirm that flex pay will be included in the software.
 - g. ITS support team should be the same for both colleges to insure implementation.
 - h. Both colleges need to approach the district for this software so it can be officially accepted and integrated.
 - i. Motion: The Professional Development Advisory Committee recommends that Santa Ana College integrate with Cornerstone.
 - i. Teresa moves to approve, Monica seconds and the motion carried.
 - j. Madeline and Dr. Lamb will meet to talk about timeline and what's next.
- V. Accessibility Trainings
 - a. Suggestion: Trainings in the summer for classified.
 - b. Suggestion: Small teams of classified staff training for accessibility. Training information could be shared as documents instead.
 - c. Suggestion: Working workshops
 - d. Classified will pick out 3-4 topics to focus accessibility trainings this summer.
 - e. Suggestion: Add the workshop, "Make your syllabus accessible" to the Fall PD week schedule.
 - f. Suggestions: A reference sheet to take back to their offices.
 - g. Schedule Classified trainings during the summer
 - i. Irene will reach out to Rob to find out the best time to do this at SCE.

Professional Development Mission Statement: Santa Ana College collaboratively fosters and supports student success and equity through professional development activities.

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

Revised on 9/24/2019

- ii. Marisol will get back to the team with topics
- iii. Mary will reach out to Angela Tran or Jimmy about doing the trainings.

VI. SharePoint

- a. Topics: Archiving and creating tables
- b. Chairs are in charge of their SharePoint pages, but may assign to someone else to complete.
- c. Obtain a list of those who have permissions to SharePoint to invite them for a training session.

VII. Classified PD Day (July 19)

- a. Tentative draft and group will meet once more to confirm details.
- b. Event includes: Dr. Rose as Keynote speaker, and 3 different workshops.
- c. Suggestion: Change the Guided Pathways lecture to a classified panel facilitated led by Dr. Ortiz. It would be more encouraging than a lecture. Have questions ready to guide the conversation.
- d. Schedule will need to be reworked.
- e. Next year it should be done off campus as a retreat.

VIII. Fall PD week

- a. SacDays will be on Monday & Tuesday. Guided Pathways Career and Academic Pathways will be introduced during SacDays and faculty will be invited to SacDays.
- b. Ally trainings schedule currently unknown.
- c. Library will facilitate discussions on Information Competency
- d. Tuesday & Wednesday will have the Professional Development workshops on Information Competency.
- e. Suggestion: 5th Tuesday should be PD Day October 29
- f. Need more targeted outreach.
- g. Need CurricUNETMETA trainings
- h. One of the suggestions from the Faculty Institute was for the new tenure-track faculty to have a day to share strategies, etc.

IX. Upcoming events – not discussed

Upcoming Meetings:

- September 25, 2019
- October 23, 2019
- November 27, 2019
- February 26, 2020
- March 25, 2020
- April 22, 2020
- May 27, 2020

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