

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, September 26, 2018; 1:30 – 3 PM in S-215

Attendees:

Jennifer De La Rosa, Qiao Duan, Madeline Grant, Erendira Hernandez, Susan Hoang, Jennifer Hoeger, Mary Huebsch, Rob Jenkins, Jorge Mora, Marisol Sanchez, Carol Seitz, Raquel Serratos, Roy Shahbazian, Merari Weber

Handouts:

Agenda; Draft Minutes from May 23, 2018

Action Items:

- I. Minutes
 - a. Marisol motioned to approve. Susan seconded. Minutes have been approved.
- II. Meeting with Dr. Lamb, Madeline Grant, Teresa Mercado Cota and Mary Huebsch
 - a. Professional Development (PD) structure needs to be finalized with College Council, particularly to include SAC faculty professional development coordinator since this position is currently not linked into it.
 - b. The PD Advisory Committee may become a participatory governance committee after the documentation for College Council is completed and reviewed. Most of the requirements to become a participatory governance committee have been met.
 - c. Recommendation: institutionalize the SAC Professional Development budget.
 - d. Rob noted that SCE professional development does not have a budget. Recently, few SCE faculty and staff have been approved to attend conferences.
- III. PD week restructuring
 - a. Faculty have discussed changing PD week to only the Tuesday of SAC Professional Development Week.
 - b. How can the culture at SAC be changed to increase the attendance during PD week? Possibly by making it more fun.
 - c. SCE has had a successful PD culture for a number of years. SCE adjunct faculty must participate in SCE professional development activities in order to be paid for flex hours. SAC faculty are paid for flex hours whether they participate in SAC PD or not. Note that the flex legislation indicates that a wide range of activities are eligible for flex credit.
 - i. Susan: Do face to face outreach for PD. Present at department chair meetings.
 - ii. The representatives from the faculty workgroup from each division can go and promote as Susan does for the library.
 - iii. Certificates are a great incentive; SCE has gotten great feedback with this incentive.
 1. Credit side does not have the certificate function in the tracking system like the noncredit, but that option can be activated.
 - d. Some individual departments have been doing their own professional development trainings/workshops
- IV. Webpage

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

Santa Ana College Mission Statement: The mission of Santa Ana College is to inspire, transform, and empower a diverse community of learners.

Revised on 10/24/2018

- a. Susan will send Rachel links to check the usability of the PD webpage. She has been working with the library staff to create and improve their site.
 - b. We are receiving few responses to the PD workshop surveys.
 - i. Workshop presenters should have participant's complete surveys during the workshop session.
 - ii. SAC & SCE: Is it possible to require the completion of a PD survey before faculty get credit for PD training/workshop?
 - iii. Duration of survey should be mentioned in the instructions or invitation for the surveys.
 - iv. Can PD possibly use the new text message system to contact faculty and staff?
 - v. Presenters can post handouts online somewhere and require the completion of a survey before workshop participants can download the material.
 - c. Presenters should be given a checklist of what is expected of them from Professional Development.
 - d. Workgroups will look at PD webpage and come back with a list of edits.
- V. Classified Workgroup
- a. Irene has stepped down temporarily.
 - b. Suggestion: create an Orientation Manual for Classified Employees.
 - i. Suggestion: create a welcome packet instead of an orientation manual.
 - ii. The RSCCD orientation does not cover anything for a specific campus.
 - iii. All the workgroups should create a list of what classified should learn during an orientation.
 - c. Suggestion: have a Welcome Fair or tour for faculty and classified. Tie this to Guided Pathways efforts. Suggestions:
 - i. Create a tour where you need to collect "stamps" from all the departments.
 - ii. Department open houses.
 - iii. Classified need support from Management to improve staff attendance.
- VI. Conference request forms
- a. College Council and Dr. Lamb want to use the forms across campus
 - b. Suggestion: Include items from the checklist that the executive secretaries use to review conference forms in the SAC conference packet.
 - c. Rob has non-credit conferences funding sources that need to be added.
 - i. Rachel will send packet to Merari and Rob to review and get back a list of other funding sources to add.
- VII. Student Workgroup
- a. SCE
 - i. Maria Del Carmen Gomez (representing both SAC & SCE campuses) – will help promote a November 30 event.
 - 1. There will be experts from the different fields in a panel at SCE (a room has been room reserved).

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2. ASG is planning to hold an event to bridge the SAC & continuing education campuses, to help promote all campuses and their departments and how they can benefit the students.
3. Madeline recommended a partnership with Sandy Morris; all the departments will be participating with her upcoming event on November 8th.
4. Qiao has benefited from a SCE course while she continued her studies at SAC.

VIII. Faculty Workgroup

- a. Accessibility workshop have been created by Jaki and Michelle for faculty on Canvas, but it is available for classified staff too.
 - i. Distance Education will have a training for faculty and classified on how to log into Canvas for the accessibility workshops.
 - ii. It's unclear whether or not the courses cannot be required of all staff, faculty etc.
- b. Every semester has a "fifth" Tuesday, a day when regularly scheduled Tuesday meetings are not held.
 - i. The next 5th Tuesday is 10/30/18. Conference Takeaway sessions and/or a Guided Pathways event will be held on this date.
 - ii. Possibly record the session or have two presentations.

IX. Management

- a. SAC management association has launched with at least two different meetings.
 - i. A plan for PD activities is being created.
 - ii. Dr. Hubbard is sharing her experience as the PD chair at NOCCCD (North Orange County Community College District).
 - iii. The new Meta Curricunet training is being arranged.

Upcoming Meetings:

- October 24, 2018 – Classified Staff
- November 28, 2018 – Faculty
- February 27, 2019 – Managers
- March 27, 2019 – Classified Staff
- April 24, 2019 – Faculty
- May 22, 2019 – Managers

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

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