

# Santa Ana College Professional Development Advisory Minutes

Wednesday, April 27<sup>th</sup>, 2022; 1:30 PM- 3:00 PM in Zoom Meeting

## Attendees:

Teresa Mercado-Cota, Carol Seitz, Amberly Chamberlain, Jose Lopez Mercedes, Stacy Russo, Dr. Yuri Betancourt, Luis Ruiz, Patty Sanchez, Jeremy Weinraub, Tanisha Burrus, Karen Retana

## Shared Documents:

Agenda; Minutes for March Professional Development Committee Meeting; Professional Development Senate Report 4.26.22

## Action Items:

- I. Introductions of New Members
- II. Public Comments
  - a. None
- III. Minutes
  - a. Jose moves to approve minutes; Amberly seconded the motion. Minutes have been approved.
- IV. Reports
  - a. Faculty
    - i. Amberly pulled the Senate Report. Report went out to Deans in regards to fulling Flex obligations.
    - ii. District did Sexual Harassment Training outside of the system. Working with the District to incorporate them into the system so their credits can be logged. The report shows that where to find it on their transcripts as well as how presenters can get their credit.
    - iii. Professional Development is funding 15 people to attend an online training, Nancy Punn. There are still spots available if people are interested.
    - iv. Books have been able to go out to committees and a survey will be going out shortly to see how they have been used.
    - v. The Faculty Subcommittee has concerns on how long it takes to hire people and it is causing problems with trainings. Faculty is unable to get their RIC (Remote Instruction Certificate) or their OTC (Online Teaching Certification) before they start. Areas are short staffed and causing delays.
    - vi. Senate has decided to pull together a task force to go over the Chair handbook to define and clarify what Chairs need to be doing for Convocation/PD Week. Once that is taken care of it will be presented with the Academic Senate and then this committee as it will affect the professional development being offered.
    - vii. Jose reports that 25 non-credit faculty earned their OTC and OTD (Online Teaching and Design) training this Spring.
    - viii. Exploring a training that can be done for the prerequisite of an OTD or OTC.

- ix. Currently working on some reports and working on the Full Flex. Everything has to be done by the end of the month in order to roll out the Full Flex Activities.
- b. Students
  - i. No student available. No response to emails received. Will ask Student Life to assist since positions have been assigned.
- c. Management
  - i. Teresa reminds committee that we report to College Senate as a formalized committee. Reports lets our constituents know what is going on with Professional Development.
  - ii. Will add the Classified Retreat for August 11<sup>th</sup>, 2022.
  - iii. We provide reports on the books we have. Reminder that we have hardcopies available and there are copies and e-books available in the library. We keep track of the books that we are distributing and who receives them. Patty asked if the books are to keep and are available to both credit and noncredit. They are.
  - iv. We have provided more information as requested about Black Student Success Week.
  - v. The Santa Ana Mangers Association (SACMA) is listed on our website but due to the loss of an executive board is at a standstill. From SACMA the District Managers Association was created and a gathering will start on June 9<sup>th</sup>.
- d. Classified
  - i. Tanisha is working on the Classified day, which will be on August 11<sup>th</sup>, and is looking into in-person or hybrid. Leaning to in-person.
  - ii. Concern is that Classified staff may not be released to participate due to shortages in staff.
  - iii. Dr. Nery to be keynote speaker.
  - iv. Funds for food are trying to be secured. Tanisha will be joining a committee that will discuss how the funds the District received will be used and will try to secure some of those funds for the event. Teresa reminds committee that we can request funding for food from the Foundation.
  - v. Location is still being looked into. Johnson Center is ideal.
  - vi. Classified staff wants personal connections and to be able to go to each other for support. In which in-person is ideal, however, concerns about attendance and management not opening up time for Classified staff to attend.

V. Business

- a. PD Department Update
  - i. PD Department is in a better place. Looking to see if new Clerk will be able to continue with the department past June.
  - ii. Kristen is helping Amberly with Cornerstone and Gateway. She is doing an overview of our processes and how we can do better.
  - iii. We have distributed 90 books to faculty, 19 to classified, 16 to admin and we have 38 books that are available to everyone that the individual can keep and copies are in the library. E-books are available at the library as well.
  - iv. We are getting ready to fund speakers for Asian American Heritage Month.
  - v. We had a successful LGBTQIA2S Summit and Panel. There is funding that will be coming in next year specifically for this group of students.
  - vi. For Gay Pride Month in June, during second week we have Alexandra Billings as a speaker. She is a Broadway celebrity has been on the T.V. show *Transparent*

and was Amberly's professor. Committee encouraged to tell students tentative virtual event for Alexandra Billings.

- vii. We have looked into the budget and we have funding. We got a letter that denies us Equity funding. We will request funding from Resource Allocation Request.
- viii. The understanding is the money is being held until Dr. Nery decides where the money should go and we hope we can get funding later on. We may have to go into the year with no funding. Reminder that Cornerstone is a great resource for trainings and curriculum that can be completed on your own time.
- ix. A midyear report was submitted in November and if anyone needs additional information it can be provided.
- b. Name Change of Management Subcommittee
  - i. PD Website has the committees listed. We have been asked to change the name to look like our other committees. Does anyone have any concerns? No.
  - ii. PD Website will be edited and the governance document revised and a vote will take place at the next meeting.
- c. Convocation/ Classified Events: In-person vs. Virtual
  - i. SAC will be aligned with credit and non-credit. Workshops will be shared.
  - ii. Theme for PD Week will be on hold until Dr. Nery decides what she would like. Amberly has requested a meeting with Dr. Nery to discuss Convocation. Noncredit may have to determine their own theme since they will have to do it before summer.
  - iii. No date has been set yet. Push for in-person events. SAC Day is on Monday and will be virtual. Carol noted that last year a lot of people did not go into Philips Hall and did not pay attention to the speaker. A virtual event would put total attention on the speaker.
  - iv. Will Classified be included? Plan is to bring back breakout rooms and involve management and classified. Moving forward events may have a virtual aspect.
  - v. Push for hybrid due to fear that attendance would go down if in person-only. Amberly would like to have more assistance if events will be hybrid due to the bigger work load they entail.
- d. PD Committee Activities/Workgroups
  - i. Taskforces are needed. Need to know who is interested in being part of Convocation/ PD Week. Support is lacking.
- Protocols
  - ii. Another Taskforce is needed for procedures. Need a process to have people know where to go and where to send things? Would like to a manager, faculty, and classified in the taskforce to give input.
  - iii. We need to know what chairs, deans, and managers need classified to know. A lot of the training that needs to happen also needs to be tracked.
  - iv. There needs to be a guide that tells people what they need to do if they want a conference, speaker, online training, etc. That way people are not discouraged to go or ask for funding.
  - v. Canvas being looked at to put resources since faculty and classified both look at that website.
- Convocation/PD Week
  - i. Convocation work group? Need to think on who will be doing the different workshops.

- ii. Insight, vision, and leadership is needed to minimize mistakes. There is a need to formalize because we are fairly new to governance groups.
- iii. Committee was asked to let us know what taskforce they would like to be part of. Looking for three people in each group just to ask for feedback and help. Coding would be useful for the website
- iv. Patty asked if as a non-credit, if her contribution would be useful. Yes, funding is not limited to credit or non-credit. There is no difference in forms. As a non-credit she can inform if there are actual differences so that they may get addressed.
- v. Stacy would like to work on protocols/ resources or PD Week.
- vi. Dr. Yuri would like to work on PD Week.
- vii. Patty would like to work on protocols/resources.
- viii. Carol would like to work on Convocation/PD Week.
- e. Other
  - i. No further questions. Reminder that candidates forum is today. The committee is encouraged to attend.
  - ii. An hour meeting can be held with the people that would like more information.
  - iii. Members are missing in this meeting and more insight is still needed especially if they serve in a subcommittee or are upset about something so that positive changes can occur.
  - iv.

Teresa calls the meeting to a close. Next meeting is on May 25<sup>th</sup>, 2022.