

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, April 26, 2023; 1:30 PM -2:30 PM in Zoom Meeting

## Attendees:

Yuri Betancourt, Amberly Chamberlain, Jennifer De La Rosa, Julia Guerrero, Jose Lopez Mercedes, John Nguyen, Luisa Ruiz, Stacy Russo, Christopher Sandoval, Carol Seitz, Merari Weber

## Shared Documents:

Agenda, March 2023 minutes draft, Brave Space guidelines

## Action Items:

- 1) Welcome
- 2) Public Comments
  - a) No public comments
- 3) Minutes
  - a) Jose Lopez Mercedes moved to approve the minutes. Merari Weber seconded the motion with edits. Minutes have been approved.
- 4) Reports
  - a) Faculty
    - i) SAC
      - Meeting with Subcommittee recommendations for changes. Created a button for External Professional Development. These are for personal flex projects.
      - Resources for Professional Development. A new page that gives them access to email.
      - Email for flex workshop for PD Week. Deadline is May 7<sup>th</sup>. Trying to get workshops for items that are good for PD Week.
      - PD eBlast: Added PD workshop requests, SACDays
    - ii) SCE
      - Close the year for PD. Monday was the last day that faculty could finish their PD Flex obligation.
      - Request for Proposals for PD Week closed last Friday. Will be open and available to everyone at the district.
      - Looking for more trainings on Safety and Security
  - b) Classified
    - i) SAC
      - Subcommittees are planning to launch the campaign for professional growth.
      - Resume workshop planned for April 26<sup>th</sup>. Will have a heavier emphasis on Classified employees.
    - ii) SCE
      - Active Shooter Workshop scheduled for June 16<sup>th</sup>.

- c) Students
    - i) CPR Class is being held for students. Budgeted out of ASG Budget.
      - PD will connect with Jordan Clark to see about the possibility of leading an ASG Budget
    - ii) One of the senators of Health Services.
  - d) Management
    - i) SAC
      - Jennifer De La Rosa and John Nguyen are the new management professional development committee.
      - Jennifer De La Rosa and John Nguyen will also be leading the planning committee for Classified Appreciation week.
- 5) Business
- a) Convocation/PD Week Theme
    - i) “Equity at the Center: All Roads Lead to Completion and Student Success.”
    - ii) Requesting workshops related to the theme.
  - b) Professional Development Equity Funding Request for PD
    - i) Need to submit SEAP for equity related funding. Will be due May 5, 2023.
    - ii) Funding requests will move away from speakers and more towards conference requests.
  - c) Establishing Funding Request Process and Requirements
    - i) Requesting that the group create a process for the requirements for people that want to work on the funding request.
    - ii) Find a way to encourage classified and management to submit external training so we have that information for our reports.
    - iii) Requesting feedback on the flex/external trainings projects from the PD Committee.
    - iv) The report and flex projects should reflect the process and requirements that we come up with to receive funding.
    - v) Will we require presentations, reports, or anything else for conference requestors.
  - d) Speaker Series Funding Update
    - i) Must postpone all Speaker Series speakers until Fall semester.
    - ii) Alistair Winter from P&C will form a contract with the unions to reach an agreement on payment.
  - e) Volunteers for Summer Workgroups
    - i) Survey - classified professionals with advanced degrees looking to teach.
    - ii) Interest Form - shadow/be mentored by a manager.
    - iii) Mock Interview/Resume Review Conference
    - iv) Anyone interested in being a part of these workgroups should reach out to Christopher Sandoval
  - f) Classified Professionals Appreciation Week (May 21<sup>st</sup>-27<sup>th</sup>) Update
    - i) Current Planning Committee: John Nguyen, Jennifer De La Rosa, Yuri Betancourt and Tanisha Williams
    - ii) Putting together with the committee. Planning to make it a weeklong event with food.
    - iii) Planning to bring out Paws for Stress
    - iv) Funding from Student Business Office and President’s Office Fund 13

g) Awards for Excellence

- i) Is there a way to look at these to highlight and surface good work being done instead of choosing just one recipient? The way it is done now removes some exemplary faculty from participating because they don't want to toot their own horn and submit paperwork "proving" their excellence.