

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, October 26, 2022; 1:30 PM -2:30 PM in Zoom Meeting

## Attendees:

Yuri Betancourt, Tanisha Burrus, Amberly Chamberlain, Tammy Cottrell, Courtney Doussett, Adam Duberstein, Julia Guerrero, Susan Hoang, Annie Knight, Chantal Lamourelle, Jose Lopez Mercedes, Annebelle Nery, Stacy Russo, Christopher Sandoval, Carol Seitz, Merari Weber, Jeremy Weinraub

## Shared Documents:

Agenda;

## Action Items:

- 1) Public Comments
  - a) None
- 2) Minutes
  - a) Will look to approve September 28, 2022 minutes at next Professional Development Committee meeting
- 3) Reports
  - a) Faculty
    - i) Credit
      - (1) Flex obligation changed from 1:5 to 1:1.
      - (2) Will reach out to union for clarification on if part-time faculty needs to complete their flex obligation within a semester.
      - (3) PD reports are going out to deans showing unmet flex obligation for their faculty members.
      - (4) Sending out call for PD workshop ideas for Spring PD Week
    - ii) Non-Credit
      - (1) Developed a survey as it pertains to Professional Development. Sent last Thursday and will provide an update at next committee meeting
      - (2) Health and wellness workshops have been approved. Coordinating with provider to offer courses
      - (3) 54 participants are doing certification for online teaching
      - (4) Spring Flex Convocation planned for Wednesday, January 4<sup>th</sup> to January 6<sup>th</sup>. Plan to host workshops on the first day, bring in speaker, Diego Navarro, on second day.
  - b) Classified Staff
    - i) Plan to host their own mental health workshops just for classified professionals. Two social workers have put together a proposal for a mental health workshop
    - ii) Classified Day set for December 2<sup>nd</sup>; Will be held in the JSC
      - (1) Looking at options for workshops from vendor
      - (2) Looking to partner with local community and will create 4-5 stations to provide a variety of options for professionals
  - c) Student
    - i) Will work with Dr. Kennedy to assign a non-credit student to the committee

- ii) Looking to create a workshop to teach students how to interact with committees; will show them their rights and responsibilities in their groups; will have chairs sit with student reps to go over the committee
  - d) Management
    - i) MTA held training with regarding team dynamics and mental health
    - ii) People and culture have created professional tracts for management; plan to invite them to the next PD committee meeting to present on professional development tracts for training items
- 4) Business
  - a) Assessment
    - i) Will be asked to assess themselves. Assess their goal in equity and their goals in outcomes
    - ii) Bring assessment results to the next PD Committee meeting.
  - b) Speaker Series
    - i) Will bring on employees of the college to present on their research, lecture styles or projects. All presentations must align with the goals for the college
    - ii) Will work with the PD form, tweak it, and connect with the PD committee to see if there are changes. Will also use the forms on the Gateway for external training to generate questions
    - iii) Depending on how many suggestions we get, will bring back speakers to the committee to decide which speakers we will move forward with
  - c) Goal Setting Form
    - i) Send the documents out a week in advance. Look at our current goals and look at new goals that we should add going forward
  - d) Classified Day
    - i) Looking towards December 2<sup>nd</sup> depending on availability of room
  - e) Feedback on Management Professional Development Committee
    - i) Questioning whether the management subcommittee (SACMA) is needed. Averages around three attendees while classified has six and faculty are heavily involved
    - ii) May look towards requiring admins to train to allow them to grow and strengthen bond between managers and classified. Will take to management counsel for feedback
  - f) Funding Recipient Survey
    - i) Will continue to use the ones that are already available
  - g) Courageous Institutional Leadership
    - i) Will be a cohort of faculty and staff. A nine-month training session between 2023 and 2024
    - ii) Needs input from the committee on compensation model (receiving professional growth, release from work hours, stipend for those that are attending and those that are leading)
    - iii) Will create and bring back proposal to the next professional development committee