

Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, October 25, 2023; 1:30 PM -2:30 PM in Zoom Meeting

Attendees:

Yuri Betancourt, Mohamed Chakhad, Amberly Chamberlain, Jaki King, Chantal Lamourelle, Candic Lehman, Gio Mondragon, Andrew Manson, Annebelle Nery, John Nguyen, Stacy Russo, Patty Sanchez, Christopher Sandoval, Carol Seitz, Merari Weber

Shared Documents:

Agenda, May 2023 Minutes Draft, Brave Space Guidelines

Action Items:

- 1) Call to Order: John Nguyen called the meeting to order at 1:34 pm.
- 2) Public Comments
 - a) No public comments.
- 3) Agenda
 - a) Yuri moves to approve the agenda. Andrew seconds the motion. The agenda has been unanimously approved.
- 4) Minutes
 - a) Amberly moves to approve minutes with adjustments. Merari seconds the motion. Yuri, Mohammed, Annebelle abstain. Minutes have been approved.
- 5) Reports
 - a) Faculty
 - i) SAC
 - Coordinator will send out the mid semester flex report to all deans within the next week.
 - Sent the call out for PD workshops held during Spring flex week.
 - Professional development topics at culture and engagement hour. Attended by part time faculty. Want changes to the gathering and sharing of information. Want changes to onboarding.
 - Faculty workgroup made of of current and previous chairs are exploring ways to better train future chairs. Leadership and faculty institute could be merged into one.
 - ii) SCE
 - Self paced onboarding for faculty
 - First in person onboarding 10/12. Both part time and full time. Someone from employee services will be answering questions.
 - Will host two trainings on outlook.

- 11/9 OTAN presenting online teaching tools and instructional tips.
- Sent out requests for PD Week Proposals. Proposals due by November 22.
- Setting up stipend to pay for speaker. The speaker will cover AI and the new tools used in the classroom. After the speaking engagement, there will be a debrief to give everyone an opportunity to connect with each other.
- Courageous learning institute has begun. Faculty, Classified and Admin have had their first meeting.

b) Classified

i) SAC

- Held first PD Subcommittee meeting of the semester. Sent committee invite campus wide to all classified.
- Planning to create a Classified Specific Newsletter, detailing opportunities for classified professionals that are separate from Faculty.
- Exploring the possibility of a communications workshop: How to communicate with their supervisors about their needs. Reached out to CEC faculty Robin Storti about the possibility of leading a communication skills workshop.
- Finding and sharing resources with Classified on how to access training, attend conferences, and earn professional growth.

ii) SCE

- Exploring Professional Development opportunities for mental health.
- Opportunity for socialization at the next Faculty Culture and Engagement Hour. Give opportunities for Faculty and Classified to interact with one another.

c) Student

i) ASG students are going to a leadership conference, CCCSEA.

ii) ASG Halloween event to be held on Tuesday, October 31.

d) Management

i) Allocated budgets to VPs. Looking for permanent augmentations at the dean levels to attend their conferences.

ii) Will have more to report at a later date.

6) Business

a) Meetings to remain on Zoom or change to In-Person

i) Andrew motions to stay on zoom. Patty Sanchez seconds the motion. Unanimously approved to stay on Zoom.

b) Speaker Series Update

i) Moving forward with Trudy for Convocation, Yvette and Michelle for Professional Development.

ii) the four classified professionals that were approved in the MOU will also

move forward. Extra funding will be allocated to cover their speaking fees.

- c) Review Participatory Governance Handbook
 - i) Management is not currently listed in the handbook. Handbook will be updated to add them.
 - ii) Professional Development is not considered a Brown Act Committee.
 - iii) Individual Subcommittees will review their handbooks and make recommendations for changes.
 - iv) Will bring Participatory Governance Handbook back to the next committee meeting.
 - v) Make the change of time an action item for our next committee meeting. Change it from 1:30 to 2:30 in the Participatory Governance handbook or keep it as 1:30 to 3:00 pm and change the meetings back to an hour and a half in the Spring.
 - d) Process for Distributing and Approving PD fund Requests
 - i) How to properly and fairly allocate funding between Classified, Faculty, and Management
 - ii) Professional development conference graphs shared. Fund distribution has been weighted heavily towards faculty; however, faculty have flex requirements that the other groups do not.
 - iii) Share PDF of the graphs
 - iv) Can we bring back speakers to benefit all of our constituent groups?
 - e) Remaining topics will be tabled until the next meeting.
- 7) John Nguyen adjourned the meeting at 2:33 p.m.