

# Minutes for Faculty Professional Development Work Group

## Wednesday, October, 18; 11:30 AM-12:15 PM in A-112

**Mission:** Foster a community of inquiry and collegiality that values and strives to understand how to improve learning and equity.

**Attendees:** Cherylee Kushida, Glenn Doolittle, Stacy Lastra, Merari Weber, Stephanie Clark, Mary Huebsch

### Agenda Items:

1. Meeting Schedule: Wednesdays 11:30AM-12:30PM on 11/1, 11/15, 11/29, 12/13 in A-112.
2. SAC PD Advisory Committee Action Requests (next meeting 10/25):
  - a. Discuss Professional Development Mission Statement: Santa Ana College provides Professional Development opportunities for faculty, staff, managers and students to create a variety of learning opportunities that help us individually and collectively improve student success and equity.
  - b. We may revise the Faculty PD mission statement based on whatever is approved for the PD Advisory Committee mission statement.
  - c. Suggestions to share for PD Advisory Committee mission statements:
3. PD recommendations from recent conference attendees. Cherylee is trying out the new process for disseminating conference information with the OpenEducation Conference attendees:
  - a. Conference attendees submit top 3 takeaways & summaries (Question: How much should we require attendees to submit? Submitting a single group summary was approved last year. Is it adequate to require just the 3 takeaways?)
  - b. Cherylee will prepare an email or flyer with a few of the top takeaways and names of conference attendees. This will be sent out by PD (or DE?) (Question: How do we brand this, e.g. Top Conference Takeaways from October, etc. sent out on the last day of the month?)
  - c. These conference attendees will hold a conference debriefing during spring flex week.
  - d. Other ways to share out this information: post Top Conference Takeaway flyers/emails on PD webpage; create flyers and posters advertising this and other conference debriefing takeaways for flex week.
4. SAC Faculty Development Tracking System and Flex Policies: Review policy sheet. We reviewed the policies document. Mary will make changes and send Faculty PD Work Group revised document.
5. Teaching with Technology Center & Studio. No report.

6. Conference process & template for sharing conferences. We revised the SAC Conference Process form and included a signature line for the dean's approval regarding flex hours for the conference.
7. SAC PD Advisory Committee Action Requests (next meeting 10/25):
  - a. Discuss possible content for a Leadership Institute. (Not discussed)
8. Approvals for Workshops in Flex System:
  - a. The Faculty PD Coordinator will approve all flex week department meetings and renewed/repeated workshops or meetings.
  - b. The Faculty PD Work Group will approve all new workshops submitted in Flex Tracking System.
  - c. We have had flex workshops on Remind.com. Students can receive reminders through Canvas. We need to promote using Canvas for sending reminders as Canvas will have a record of all messaging from faculty. 3rd party software must be optional and not required for students. If instructors are using Remind.com or other 3rd party software, they must provide a clear alternative for students who do not or cannot use these software products. Note: Students must turn on "notifications" in Canvas.
9. SCC Mission Statement for PD: Page Content
  - a. The Professional Development Committee will provide professional growth opportunities to faculty and staff to support instruction, support services and enhance student success.
10. Responsibilities
  - a. Seek funds to support college-wide professional development
  - b. Implement, review and evaluate application and reporting processes
  - c. Review and make recommendations regarding conferences and workshop requests
  - d. Assist in the planning of professional development activities
  - e. Review, recommend and evaluate professional development activities
  - f. Maintain records and data of the professional development activities