

Minutes for Faculty Professional Development Work Group

October 4, 2017; 11:30 AM-12:15 PM in A-126/A-112

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

Attendees: Glenn Doolittle, Cherylee Kushida, Mary Huebsch, Merari Weber

Agenda Items:

1. Meeting Schedule: Wednesdays 11:30AM-12:30PM on 10/4, 10/18, 11/1, etc. in A-112.
2. SAC Faculty Development Tracking System and Flex Policies: Review policy sheet.
Recommendations for requesting flex workshops.
 - a. Please redline SAC Guide to Approved Flex Activities so that we can present our recommendations to the PD Advisory Committee on 10/25.
 - b. Mary will contact department chairs to request that they submit workshop proposals to the Tracking System for spring flex. #1 topic of interest for PD for faculty was "Technical Skills." #2 topic was "Knowledge and understanding of instructional practices in my main subject field." Department Chairs or others could offer workshops, propose roundtables where colleagues discuss best practices, etc.
 - c. Cherylee requested that we activate Certificates in the Tracking System
3. Teaching with Technology Resource Center & Studio. Request for information about existing centers.
 - a. Glenn and Madeline Grant will visit centers at CSUF and Saddleback College to learn about best practices and to obtain data that will support opening a TTRC at SAC.
 - b. Many colleges have these centers. SAC is behind. Cherylee has proposed this type of center in the past.
 - c. Question: What would work best for faculty who want to be able to use technology or get technology support? Possible types of support
 - i. Stand alone: training to support individual instructor's use of technology, particularly online instruction. Jaki King is developing an online course to assist instructors with using technology, e.g. opening a gmail account, etc. May also want to look at Azusa Pacific and Pasadena City College.
 - ii. Dedicated space and equipment for instructors to use to create video content
 - iii. Combo classes to include a live class with a recorded online session. The online session could be live streamed and archived. (See CCCConfer)
 - iv. TTRC with equipment and staff to support creation of digital content

- v. Most useful things to video: guest lecturers and short (5-minute) mini-lectures.
 - d. DE is hiring a part-time services support specialist to support switch to Canvas. Next step is to get a FT instructional designer.
 - e. Cherylee has proposed
- 4. Conference Process
 - a. PD Advisory Committee was receptive to changes we recommended to SAC Conference Request Packet. Other PD Work Groups will submit their recommendations.
 - b. Recommendation: Establish clear timelines and other requirements
 - c. Recommendation: Offer flex workshops on how to request a conference during spring flex week. May need special session for CTEA conferences.
 - d. Recommendation: Create a template for monthly sharing of conference tips. Consider getting input from Journalism (Communications & Media Studies) and/or PIO.
- 5. 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. Discuss possible content for a Leadership Institute.
 - c. Discuss possible policy changes for conference requests and the SAC Conference Request Packet. (Advisory Committee).