

Professional Development Committee: Minutes from the February 24, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, Nahla El-Said, Tiffany Gause, Chris Gilson, Jacque Myers, and Martin Stringer Absent: None Note-taker: Nahla El-Said

1- The committee went over the flex week presentation attendance and evaluation forms. Several sessions were very well attended. These included

- a. Best practices in teaching (panel of faculty).....26
- b. Managing students of concern
- c. Maintaining a safe campus.....70

The committee reviewed the evaluations and comments and they were all positive. Tiffany, Lupe and Jacque have volunteered to perform the following duties:

- a. Examine the spreadsheet that Esther had to keep track of attendance in each session.
- b. Enter the information for spring flex week to show attendance of full-time faculty, part-time faculty and staff members
- c. List all activities offered and the main focus of each activity (Theme for faculty, staff or both)

We are going to need volunteers for the following activities:

- a- Update the evaluation forms (do we need all the questions with all the details included?) (Lupe?)
- b- Package delivery to presenter's mailbox for sign-up sheet and evaluation forms (Lupe?)
- c- Collection of all evaluation forms and sign-up sheets

2. Lynnette and Martin discussed the student equity funding request form. Student equity plan has funds and these funds can be used for professional development. The funding request forms are due 2/27 but we still do not have a clear understanding of how to request these funds. Martin will follow up with Marilyn Flores to clarify how the form will be filled. There are \$75,000 available for funding professional development activities. Martin has asked the committee to come up with a theme we can follow for few semesters and have clear ideas for the theme. The committee suggested "Technology Theme"

- a. Using social media in education (Lynnette)
- b. FERPA violations (Jacque)

- c. Using open source education tools (Tiffany)
- d. Library (Chris)
- e. Distance Education (Scott James)
- f. Use of excel spreadsheets (Lupe)
- g. Use of cellphones in the classroom (Elizabeth)
- h. Cyber bullying and proper protocols
- i. Creating applications for student use in the classroom

Each member of the committee will research a topic on the list and bring ideas about conferences, speakers, or any other tool required to make the campus aware of these areas of technology.

The committee will need to discuss in our next meeting ideas for funding including:

- Conference attendance
- Guest speakers
- Area experts
- Equipment purchase
- Food Field trips

A consideration needs to be made in replicating any flex week activity to allow staff members to attend these sessions as flex week is a busy time for some areas as financial aid, admissions, counseling, and student placement.

3. Spring timeline

Week Activity

- 5 (March 9) Send email for repeat sessions
- 7 (March 23) First general call for proposals
- 9 (April 13) Second general call for proposals
- 11 (April 27) All proposals are due and finalized
 - Put calendar together
- 13 (May 11) Senate approval (depends on meeting schedule)
- 14 (May 18) Send an all faculty and staff email with calendar

4. We need to recruit new staff member on the committee to replace Esther and a faculty member to replace Anita.

Tiffany will not be able to attend meetings starting March 10 due to teaching obligation.

5. Other:

We will need to store attendance sheets for flex activities to facilitate report writing for accreditation. Martin will keep all sheets in his office.

Student success committee asked for a member from our committee to attend their meetings. The committee has decided to share minutes because of lack of availability of members to attend the student success committee meetings.

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Professional Development Committee: Minutes from the March 10, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, Nahla El-Said, Chris Gilson, Jacque Myers, and Martin Stringer
Absent: Tiffany Gause
Note-taker: Nahla El-Said

1. Lynnette discussed the need for sending emails to repeat session presenters. The committee agreed that there is no need to send a separate email. A general call will go out on March 23rd.

2. Martin and Lupe have worked on the evaluation forms. Lupe shared with the committee the new forms. The committee discussed the need to have a comment section and include a part where we can know demographics of the attendee of the sessions (full-time faculty, part-time faculty, staff, or administration) Martin proposed the removal of the statement about AB1725. The committee supported the decision to ensure that the evaluation forms are updated in a clear concise manner.

3. We are in need for one more committee members. We need one more faculty and one more staff member. Victoria had sent an email to indicate that the union will be sending forward a couple of names as appointee on the committee. Several committee members supported including members from custodial and maintenance staff. All staff members are spread thin and participation in a committee might not be their top priority at this point. A representative for maintenance staff can be Victoria Williams or Anne Kelly. Jacque will be contacting Victoria to check on her availability to serve on the committee.

4. Jacque has indicated that during managers meeting in student service area, John Hernandez has proposed the idea of splitting the designated number of flex days. Instead of holding a flex week, flex days will be spread throughout the semester. This proposal will allow more flexibility for staff members to attend more flex session. There is a general consensus that flex week is the worst time for staff members to attend flex sessions as it is their busiest time of the semester. These flex days will have to be scheduled on Fridays. They can be morning sessions or a couple of sessions separated with a lunch break. This can occur with a flex week as well not in lieu of flex week. The flex days can be scheduled as a couple of days during flex week and a day or two during the semester.

Psychological services will be scheduling a repeat session of how to deal with students of concern on April 13th. This is a great example of a session well attended by faculty and staff that can be repeated to allow attendance of staff members.

5. Technology-themed professional development activities: The framework of the technology themed professional development activities was discussed. Each committee member was assigned a topic to research and bring back their ideas to share with the committee.

a. Jacque has reported of FERPA: The resources used will have to have an educational spin. Jacque has reported that several YouTube videos have "Do and Don't" and some "common sense" rules. She also has a name of a lawyer in Texas specialized in FERPA violations and the educational system. This is a good prospective for a guest speaker as an expert on the subject. Jacque will contact the lawyer to investigate the possibility of speaking at SCC (travel, accommodation, meals and fees should be included in the expenses).

b. Lynnette has contacted Tuyen Nguyen in admissions to investigate the possibility of him leading a flex session on social media and violation of FERPA. Tuyen was willing to present a flex session on do and don't on social media. This will be considered as a local resource and a follow up session. The committee also discussed employee rights in internet slander/libel. The employee rights are not very clear while students' rights are very well protected. Lynnette will investigate the use of social media.

c. The use of the internet in cyber bullying is an important aspect of technology use. The police department can present on cybercrimes in threats and bullying. Chris will investigate this more.

d. Elizabeth reported on use of cellphones. She proposed attendance of conferences that relate the use of technology in the classroom (ACTFL conference for languages). Elizabeth will send Martin more details about the conference.

e. Chris indicated that library staff can present on Google Docs.

f. Lupe presented the idea of using Lynda.com as a tool to help faculty and staff master some technology topics. Sites like Lynda will charge a fee for institutions to have access to their website information. Lupe to investigate more on themes and pricing structure.

g. Martin will solicit more ideas from department chairs during his meeting. He also encouraged members of the committee to solicit ideas during their chairs meetings.

h. Martin has added a couple of concepts about breaking the paper cycle and reducing paper thinking. That entails the use of electronic forms. The forms will be sent to the responsible party; it will be signed and sent forward to appropriate offices. For example absence forms for faculty. This concept will reduce the amount of paperwork, will save time and reduce waste decreasing the cost of operation. This should be accompanied by a change in the thinking process of how we do things. It is not just reducing the paper trail but also reduce the clutter and maximize the efficiency of any process (including purchasing requests that deans still have to sign although the electronic forms have already been sent to the district purchasing).

i. Martin also added the concept of what are we holding on that we do not need to. There has been many changes in education. The student population is more comfortable with technology. They would rather chat with a librarian than talk in person. They are used to instant replies and finding the answer to their questions on the internet rather than looking into a book or a reference. Based on this idea, we can investigate new ways of doing virtual office hours vs the traditional office hours. We can also look into use of chat throughout campus not just the library. We will need to check out the feasibility of using chat throughout the whole campus.

j. The concept of flipping the classroom may be another one to investigate. Scott James might have some connections or ideas about guest speakers that can introduce the campus to the concept.

k. Martin will check with Darleen Diaz on the use of open educational resources (OER) as she was part of Kaleidoscope project and was collaborating with a school on the east coast.

l. The use of the incident reports available on all of our desktops can be a good topic for a flex presentation. Allistair can be a prospective presenter.

Each member of the committee will need to investigate their assigned topic and see if there is a possibility of inviting a guest speaker, the cost of the lecture, accommodation and travel.

Lynnette-----Social media

Jacque-----FERPA

Chris-----Library resources and cyberbullying

Lupe-----Lynda.com

Elizabeth-----Cellphone use

Martin-----Contact his connection to investigate his availability

6. Spring timeline

Week Activity 7 (March 23) First general call for proposals 9 (April 13) Second general call for proposals 11 (April 27) All proposals are due and finalized Put calendar together 13 (May 11) Senate approval (depends on meeting schedule) 14 (May 18) Send an all faculty and staff email with calendar

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Professional Development Committee: **Minutes from the March 24, 2015 meeting**

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, Irma Delatorre, Nahla El-Said, Jacque Myers, and Martin Stringer Absent: Tiffany Gause Note-taker: Nahla El-Said

1- We have discussed recruiting new members for the committee. Chris Gilson will not be able to serve on the committee and Irma Delatorre will replace her on the committee. Welcome Irma!

2- Lynnette sent the first general call for flex sessions. She already had several replies. Philip Tran will hold two flex sessions (during the semester and during flex week as well). The workshop will be "Form Design with Adobe Acrobat".

3- Regarding requesting funds from student equity plan, Martin led the discussion with summarizing the student equity plan and clarifying how we are going to plan request for funds. Martin explained how the student equity report showed that as a college, we have disparity in some parts of the learning community. The report identifies disproportionate impact on certain groups (some target groups we studied e.g. African-American, Latino, Asian, Native American, White, Male, Female, Disabled, Foster Youth, Low Income and Veterans)

There were goals established to address strategies to assist students

- a. Access
- b. Course Completion
- c. ESL and Basic Skills Completion
- d. Degree and Certificate Completion e. Transfer

In the report, Professional development training was needed for the following areas: Equity-Mindedness Cultural Competence Universal Design ESL and ACE basic skills faculty training on instructional methods to accommodate student diversity Support of equity based curriculum Improve student engagement, success and transfer in underrepresented student groups.

A proposal already been submitted for the last item. The committee will look into the other areas need professional development activities.

Dr. Neil is an expert in the field of student equity. She will be invited to run a 1-day (8 hr.) workshop that will address how to apply student equity criteria to our activities on campus. Her expenses will be \$4000 to run the seminar plus travel expense, pre and post consulting plus a workbook for participants. The seminar will be schedules as an all-day event on Thursday of flex week.

As a committee, Martin would like us to put a request for student equity fund for inviting a speaker or a proposal of an activity. Several requests have been funded already. They include a request for student engagement and supplemental instruction support. There will be a second call for proposals coming in soon.

We can propose an activity or a talk on Friday afternoon. We can look into several options to promote student equity.

The discussion followed on how we can promote student equity.

- A. Offering remedial Math classes at the high school level
- B. Directing our efforts to help students with learning disability
- C. Helping students with physical disability
- D. Use Long Beach City College "The Promise" model
- E. Increase outreach to Latino community
- F. Increase financial aid awareness
- G. Communicating with students and increase awareness of services offered at school
- H. Educating and nurturing students to help them succeed at school

The following members were assigned topics to research to look for an expert in the field or an activity that can be scheduled during Friday afternoon of flex week

Lynnette = Equity-Mindedness

Elizabeth = Cultural Competence

Irma = Universal Design

Lupe = Equity Based Curriculum

Jacque = ESL/ACS/Basic Skills faculty training on instructional methods to accommodate student diversity

4- Each member of the committee was assigned a technology topic to investigate the possibility of a speaker or an activity for flex week. The research results will be compiled on the hope we can use it later when we can request funds.

Lynnette-----Social media Lynnette reported a contact at Chapman University who is a digital expert on social media. She will charge \$350/1.5 hr to run a workshop

Jacque-----FERPA Jacque reported lack of further information except for some YouTube videos.

Lupe-----Lynda.com Lupe reported on several technology-based activities on Lynda.com

Elizabeth-----Cellphone use Elizabeth reported lack of further information

Martin-----Contact his connection to investigate his availability Martin got in contact with Greg Dhuyvelter. He will charge \$1000 to run a workshop. Two possible options are

a. Ten things to know about technology in the classroom

b. Ethical Pirate: Legally downloading resources in the classroom

5. Spring timeline

Week Activity 7 (March 23) First general call for proposals (Done) 9 (April 13) Second general call for proposals 11 (April 27) All proposals are due and finalized Put calendar together 13 (May 11) Senate approval (depends on meeting schedule) 14 (May 18) Send an all faculty and staff email with calendar

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Professional Development Committee: Minutes from the April 14, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, Irma Delatorre, Nahla El-Said, and Martin Stringer
Absent: Tiffany Gause and Jacque Myers
Note-taker: Nahla El-Said

1. Lynnette has changed the banner of the flex calendar to reflect the change in the name of the committee. The committee has approved the change.

2. Bringing Dr. Veronica Neal as a guest speaker for flex week to talk about student equity was discussed. The original discussion came as an email suggesting her as a speaker. The original suggestion was to book her on Thursday of flex week. The goal is to guarantee the maximum number of attendance. The committee was not consulted in the process. Martin and Lynnette would like to bring the discussion back to the committee to get their consent in inviting Dr. Neal for flex week. With the request to clear the calendar completely for Dr. Neal's presentation, the choice of a Thursday presentation will be problematic. All department meetings will need to be moved around and will not be very practical to have the invitation on Thursday. The committee discussed the options and decided to ask Martin to pursue her invitation on Tuesday of flex week. The committee will pass forward a recommendation to Dr. John Hernandez to invite Dr. Neal to present a whole day workshop on Tuesday of flex week.

3. A request from Morrie Barembaum to have a flex session with STERS was discussed and the committee did not feel that it does not fit the description of professional development as stated by the state.

4. Lynnette had a concern about minor edits to the calendar regarding spacing and aligning time with the session. She will check with Scott James.

5. The committee was asked to look into bring in more equity themed sessions to discuss student equity and how we can bridge the gap with these groups to make sure that the learning experience is equitable for all students. Recommendations came from the Academic Senate president with a prominent speaker Mr. Tyrone Howard. Another recommendation came from Lupe and Lynnette. Lupe and Lynnette have done research on student equity speakers and found a local speaker who coauthored a book. Estela Mara Bensimon have published a book, titled "Engaging the Race Question: Accountability and Equity in U.S. Higher Education." Lynnette has contacted her for present during flex week but she was not available

The committee discussed the need to bring speakers and experts who can add to our attempt to bridge the equity gap. The committee has suggested that these sessions will be held on Fridays during the semester. With the flex week already scheduled for a Tuesday speaker, Academic Senate retreat on Wednesday, it will be difficult to offer any other student equity sessions during the week. The plan will be to have a speaker 10:30-12 noon followed by lunch then a 1 hour break-out sessions. Martin will

contact both candidates to invite them to speak at SCC. The committee will have to work on filling a request for funding for both speakers.

6. Members of the committee suggested offering more tangible sessions to help faculty and staff. Irma suggested using her connection in law enforcement to get a speaker on cyber bullying. We will also need a speaker on faculty rights and social media. How can a faculty member defend their rights when remarks about them are posted on social sites? Irma will contact some of her law enforcement connections to invite a speaker on a Friday during the semester for 1-1.5 hrs and ask also about their fee. The committee will need to request funding for this as well.

After finalizing the flex calendar, new sessions on Friday will be advertised as "Save the Date" at the end of the calendar.

7. Spring timeline

Week Activity
7 (March 23) First general call for proposals (Done)
9 (April 13) Second general call for proposals (Done)
11 (April 27) All proposals are due and finalized
13 (May 11) Put calendar together
14 (May 18) Senate approval (depends on meeting schedule)
Send an all faculty and staff email with calendar

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Professional Development Committee: **Minutes from the April 28, 2015 meeting**

Present: Elizabeth Baez, Lynnette Beers-McCormick, Irma Delatorre, Nahla El-Said, and Jacque Myers
Absent: Tiffany Gause, Lupe Cervantes and Martin Stringer

Note-taker: Nahla El-Said

1. Calendar will need to be finalized soon. The committee looked over the additions to the calendar and possible additions. The calendar looks very full as it stands. Any additions will be added as Friday sessions during the semester.

2. Irma has indicated that her contact from Orange County probation is willing to speak on campus. He needs a formal invitation with date and time. Martin Should be the person in charge of contacting him. The topic will be cyber bullying

3. Jacque has indicated that Diana Babayan will be a great speaker for student equity plan in ACE/ESL. Jacque will coordinate with Diana to run a Friday session in October/November.

4. Lynnette brought up to the discussion the room assignments for the calendar. Suggestions from member of the committee was to send Victoria the calendar. Irma will also be available to help Victoria with room assignments.

5. Jacque has volunteered to take care of flex form evaluation and signing sheet distribution. She will also take care of collecting the forms after flex sessions are over. She will send a return envelope as part of the package so the presenters can send her back the forms.

6. The committee needs a member to present the calendar to the Academic Senate on May 19th. Martin or Elizabeth can attend the meeting and bring back the senate's recommendation.

7. Spring timeline

Week Activity 7 (March 23) First general call for proposals (Done) 9 (April 13) Second general call for proposals (Done) 11 (April 27) All proposals are due and finalized (Done) Put calendar together (Done) 13 (May 11) Senate approval (depends on meeting schedule) 14 (May 18) Send an all faculty and staff email with calendar

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Professional Development Committee: Minutes from the May 12, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, Nahla El-Said, Jacque Myers and Martin Stringer Absent: Tiffany Gause and Irma Delatorre

Note-taker: Nahla El-Said

1. Jacque reported on professional development clearing house video that gave an overview of different professional development activities and speaker suggestions. When the website is complete, it will be a good resource for this committee to get ideas and invite speakers.

2. Meeting times for this committee has been set by the academic senate based on a master calendar. We will not be able to change the schedule without approval from college counsel. As of the current schedule, Nahla will not be able to make these times. Next fall we will have 2 open faculty positions on the committee.

3. The committee will need to actively recruit members for next fall. Members of the committee were encouraged to reach out to their respective divisions to recruit new members.

4. Starting next fall, we will need a person responsible for website updates and taking minutes as well. It might be a good idea to have a back-up person for website updates as well. Nahla has offered to train the new person(s) to be able to do edits and post agenda and minutes to the website.

5. Jacque will take care of distributing flex sign-in sheets and evaluation forms. Both forms are updated on the website. The forms will go back to the division office of mathematics and the sciences to be housed there.

6. Additions were made on the sign-in sheet to reflect the location of the attendee per Scott James request as it was difficult to establish flex credit for OEC faculty. A new entry on the form was added to indicate the location. Copies or scans of the form can be easily sent to OEC for verification purposes.

7. Martin has sent a formal invitation for Mr. Parker from Orange County probation to invite him to speak on cyber bullying on a couple of Fridays in October and November.

8. Lynnette was asked to be on accreditation committee regarding professional development recommendation. Most of the changes the accreditation committee has recommended, we have implemented already. Lynnette went through all entries in the flex calendar and made sure to add staff to all the entries to encourage attendance by staff members as well.

9. Committee reviewed the calendar and gave Lynnette some edits. Lynnette also added a couple of sessions on Tuesday of flex week @ 3:30pm. The committee commented that the calendar was packed with so many activities that faculty and staff can pick and choose.

10. Jacque will meet with Joseph Alonzo to coordinate another session with Dr. Neal to be geared toward different aspects of student equity on campus. Staff members in areas like Veterans, ACE, foster youth...etc. may be able to benefit from Dr. Neal's experience.

11. Elizabeth has volunteered to attend the next senate meeting when the flex calendar will be presented. Elizabeth will bring back to Lynnette any comments or recommendations the senate has on the calendar.

12. Lynnette received and started the process of committee evaluation for the academic year.

a. The committee is currently working on recruiting new members, scheduling Friday sessions, The flex coordinator (Martin) is currently working with the state to get approval of our flex calendars.

b. The committee would like to recommend getting a budget line item for funding PDC activities

c. The committee faces the challenge of getting new members and budget allocation

d. Evidence collected by the committee includes sign-in sheets, evaluation forms, surveys, agenda and minutes.

13. Spring timeline

Week Activity

7 (March 23) First general call for proposals (Done)

9 (April 13) Second general call for proposals (Done)

11 (April 27) All proposals are due and finalized (Done)

Put calendar together (Done)

14 (May 18) Senate approval (depends on meeting schedule)

15 (May 25) Send an all faculty and staff email with calendar

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