Santa Rosa Junior College
Program Resource Planning Process

Professional Development 2014

1.1a Mission

To promote learning opportunities for our diverse faculty and staff by increasing the knowledge, improving the skills and enhancing the lives of the employees of Santa Rosa Junior College, for the benefit of our students.

Staff Development plays a vital role in the institution by promoting educational excellence and service quality, and by ensuring ongoing discussion and scheduling of activities intended to support the professional development needs of faculty, Classified and Management team employees.

 Essential to this endeavor are:
1) a focus on the state mandated and district initiated aspects of faculty professional development;
2) a pursuit of broad and varied professional development opportunities for classified and management team employees; and
3) an alignment with the new strategic plan.

1.1b Mission Alignment

Professional development activities are activities which add knowledge and skills to an individual's discipline, career, or vocation intended to improve performance on the job. These activities also provide a revitalization of professional direction and focus. Just as the District's mission is to increase knowledge, improve skills and enhance lives of our students, the Professional Development Program focuses on the same outcomes for the employees of SRJC.

1.1c Description

The Professional Development Program provides centralized coordination for faculty, management and classified employees development activities; including PDA day, assistance and support for faculty, management, and classified employee development projects (when funding is available); seminars and training activities; information on professional development opportunities; and a professional development resource library of printed and recorded materials. Professional Development is responsible for adminstering, monitoring and tracking the faculty flex program.

1.1d Hours of Office Operation and Service by Location

The Professional Development Program offices are open Monday through Thursday, 8am-5pm, and Fridays by appointment.

The Professional Development Program staff offices are located on the Santa Rosa Campus in Bussman Hall, rooms 1475-1482. The Professional Development Program Resource Room is located in room 1484. Each campus is served by a Faculty Development Coordinator.

1.2 Program/Unit Context and Environmental Scan

Like other programs and services in the District, Professional Development has experienced a reduction in resources, yet has had an increase in the amount of services provided.

Several years ago, state funding specific to professional development was eliminated. Since that time we have been funding most staff development activities locally. Recently discussions have ocurred at the state level regarding creating some funding for classified professional development, however this remains unresolved at this time.

Professional Development has provided a greater focus on in-house workshops, and collaborating with other entities, such as the City of Santa Rosa, as well as inviting guest speakers to campus to meet our ongoing professional development needs.

2.1a Budget Needs

The supplies and services budget is used efficiently, and is not spent down simply to maintain a roll-over of similar funding from year to year.

Professional development has a limited budget of approximately $7,000 available for employee trainings.

Additional funding for hiring outside facilitators or for purchasing multi-use products such as DVDs, CDs or other training materials would raise the effectiveness of the Professional Development Program.

With the expansion of orientation session for new employees and the return of a community lunch on PDA days, Professional Development is only able to fund about half of those costs, requiring the district to supplement the remainder.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	00	00	$3,000.00	Since the retirement of the PC trainer position, the needs assessment survey indicates a high demand for technology training has gone unmet. This amount would fund an STNC to provide trainings during the year.
0002	ALL	00	00	$1,000.00	Leadership Trainings. In-house Leadership Institute. To provide traing for new managers.
0003	ALL	00	00	$1,000.00	New employee orientations have expanded for both staff and faculty, and the volume of new hires has increased. These additional funds are needed to cover the costs of refreshments for these new sessions.
0004	ALL	00	00	$10,000.00	Currently the Faculty Development Coordinator position is 30% reassignment, but provides coverage for two campuses (.20 FTE Santa

| | | | | | | Rosa Campus, .10 FTE Petaluma Campus). There is also a New Faculty Development position that comprises 10% reassignment. This is a total reassignment level of 40%. Ideally an additional 20% reassignment time is needed to maintain current meeting and workload levels and to be pro-active in meeting faculty needs for new content for PDA and other internal training opportunities. |

2.2a Current Classifed Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant I	32.00	12.00	Performs various administrative tasks related to an assigned department; Keyboards reports, correspondence, memos, forms, agendas, meeting minutes, purchase requisitions, directories, and tables; attends meetings, takes notes and prepares minutes; monitors a budget; prepares purchase requisitions; maintains spreadsheets and data bases; compiles statistical information and prepares reports as requested.
Coordinator, Professional Development	40.00	12.00	Advises and assists faculty and staff of professional development training options available; coordinates District-wide Professional Development Activity Day programs that includes designing and producing promotional materials; coordinating events and activities; organizing presenters; managing faculty attendance, and ensuring compliance with State guidelines; coordinates with various campus departments as appropriate to ensure efficient operation of events; coordinates events such as employee orientations; develops and monitors multiple budgets; ensures compliance with District policies and produces expenditure reports; serves on District-wide staff development committees; develops and monitors systems to track staff development events and activities; provides direction to the Professional Development Coordinator and serves as a lead worker to other classified staff in the area.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
n/a	0.00	0.00	

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Assistant	25.00	12.00	Data entry, filing, answering phones, assist with event prep, general clerical duties
STNC-Media Production Technician	1.25	10.00	Video-tape Staff Development events and workshops as needed on PDA Day and throughout the Academic Year.

2.2d Adequacy and Effectiveness of Staffing

Professional Development has the minimum staffing levels needed to manage the program as it is currently run. The ongoing challenge of utilizing a paper-driven system to record and report staff and faculty attendance at workshops and faculty verification of Flex activities as well as the start-to-finish workshop proposal process for PDA Day and other workshops, makes it inherently clear that our staffing levels are barely covering the workload involved. A re-write of the Flex Program and Workshop Proposal system by IT has been submitted and IT resources assigned. This is needed to upgrade our processes into a greener and more sustainable way of managing the program. If Professional Development is expected to become the centralized

tracking system for all employee professional development, an upgrade to the tracking system will be necessary. This upgrade will reduce staff time currently being used on paper management rather than professional development content.

Professional Development needs additional Media Production Technician support to increase the sections being recorded and made available online to SRJC employees. This is a very cost effective way to deliver training and faculty flex activities.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	02	00	STNC Training Consultant	STNC Training Consultant	STNC

2.3a Current Contract Faculty Positions

Position	Description
10 % New Faculty Development Coordinator	Plans and implements the New Faculty Orientation; plans and facilitates the New Faculty Development Program workshops; plans, facilitates and monitors the Mentoring Program for new regular faculty members.
30 % Staff Development Coordinator (20%SR/10%PC)	Provide support for faculty and staff professional development programs throughout the entire District; implement policies and program directives of the Academic Senate; serve on a variety of committees. (Co-chair, Professional Development Committee.) Liaison with Academic Senate and other constituent groups; conduct needs assessments; consult with New Faculty Development Coordinator regarding New Faculty Orientation; participates in the direction and coordination of professional development activities such as: flexible calendar program, PDA Days, new employee orientations; professional development programs for faculty and staff.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description

2.3c Faculty Within Retirement Range

n/a

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

The Faculty Development Coordinators have had various amounts of reassigned time over the years; initially 1.0 FTE (strictly a Santa Rosa Campus position) when the program started, the position was decreased to .80 FTE, .60 FTE, and now reduced to .30 FTE (position responsible for two campuses). In addition, the New Faculty Development Coordinator was initially a .20 FTE position and is currently a .10 FTE position.

This reduction and fragmentation of the Faculty Development Coordinator position(s) significantly impacts the continuity needed for the program and the position(s). Professional Development is requesting an increase of a total of .20 FTE in these positions in order to maintain current workload levels, address new technology training needs, and recruit and add faculty professional development content.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	00	00	Faculty Development Coordinator	

2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

Professional Development currently has a computer assigned for the faculty development coordinators to use in the Professional Development offices. This computer is so old and obsolete it needs to be replaced. Professional Development also has a need for a high resolution monitor, and functionality required to support design of workshop and PDA graphics, and uploading DVD's to an online format.

A recycled computer that meets these needs would be fine.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	00	00	Chair	1	$500.00	$500.00	Mary Sandberg	1482	Mary Sandberg
0002	Santa Rosa	00	00	Desk	1	$2,000.00	$2,000.00	Mary Sandberg	1482	Mary Sandberg
0003	Santa Rosa	00	00	Computer (recycled OK)	1	$1,000.00	$1,000.00	Mary Sandberg	1482	Mary Sandberg

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	00	00	Urgent	New space/location is needed		$0.00	Professional Development needs a space allocation of one office, one reception area, space for the resource center library, and two computer work stations. Ideally an area for small group orientations would also be beneficial. The optimum location would be near Human Resources.

2.5b Analysis of Existing Facilities

The change in reporting relationship from Academic Affairs to HR has created a need for a relocation of the Professional Development offices to be closer to Human Resources, and to free office space up in Bussman Hall for faculty offices.

- The Professional Development Program needs space conveniently located to HR to allow for greater expansion of Program support to all staff.
- The space needs to accomodate the Resource Library (books and DVDs), storage of supplies, files, and reference materials and for staff work spaces.
- There needs to be meeting space and work stations for the Coordinators to utilize during the daily functioning of the program.

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

The Professional Development Program promotes sensitivity to diversity by supporting trainings and workshops on diversity. Additionally, there is a wide variety of resource materials (books and DVDs) available for check-out on this topic. Other related topics of interest brought forward by the District Compliance Officer or other constituents are also supported.

3.3 Cultivate a Healthy Organization

The Professional Development Program includes an integral focus on classified staff development through the existence of the Classified Staff Development Committee, which is a District-wide Standing Committee. The Professional Development Program Coordinator and the Professional Development Administrative Assistant I are permanent members (by position) on this committee.

The focus of a new President at SRJC has increased the release time of all staff to attend the PDA day events, and other sessions as approved by the area supervisor. This emphasis on expanding professional development opportunities for all employees has set a new tone and new priorities.

3.4 Safety and Emergency Preparedness

The Administrative Assistant is the Department Safety Leader for Professional Development.

3.5 Establish a Culture of Sustainability

Staff members have adopted a policy of recycling scrap paper in printers and copiers by reusing the blank side. Staff closes doors and turns off lights when leaving to attend meetings or end of

day. The staff also recycles folders and office supples and follow district recycling guidelines for other recycleable items.

4.1a Course Student Learning Outcomes Assessment

Staff Development supports student learning by offering workshops on SLO's during PDA Day and throughout the year. These workshops are proposed and presented by individual faculty members, as departmental group sessions, and by members of the Project LEARN Committee.

4.1b Program Student Learning Outcomes Assessment

Staff Development supports student learning by offering workshops on program level SLO's during PDA Day and throughout the year. These workshops are proposed and presented by individual faculty members, as departmental group sessions, and by members of the Project LEARN Committee.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented

4.2a Key Courses or Services that address Institutional Outcomes

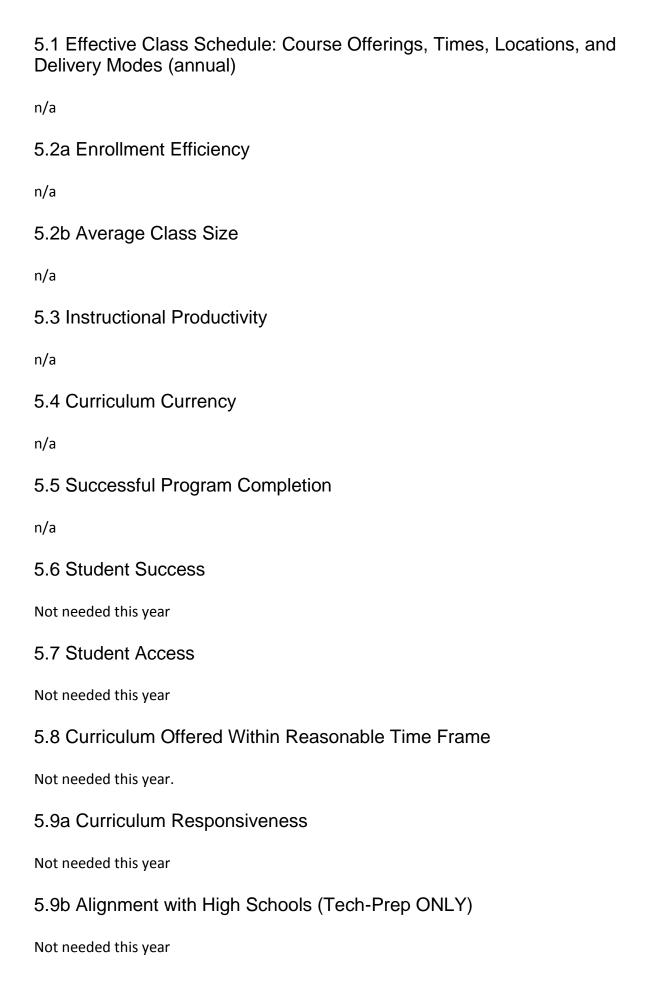| Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

4.2b Narrative (Optional)

n/a

5.0 Performance Measures

Prior to the initiation of the Flex Program 2005-06, Professional Development processed an average of 135 Independent Flex Contracts & Department Activities Proposals and approximately 1,700 verification forms each academic year.

With the implementation of the Flex Program in Fall 2005, the workload increased to an average of more than 250 Individual & Group Flex Activity Proposals, more than 200 Menu of Activity Proposals and approximately 3,700 verification forms processed in each academic year.

This represents approximately a 245% increase in proposals processed and a 118% increase in the number of verification forms processed with the implementation of the Flex Program. These numbers will not be reduced until Staff Development is able to adopt a completely green-online-paperless system for handling Flex/PDA Day proposals, verifications, and evaluations.

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

n/a

5.2a Enrollment Efficiency

n/a

5.2b Average Class Size

n/a

5.3 Instructional Productivity

n/a

5.4 Curriculum Currency

n/a

5.5 Successful Program Completion

n/a

5.6 Student Success

Not needed this year

5.7 Student Access

Not needed this year

5.8 Curriculum Offered Within Reasonable Time Frame

Not needed this year.

5.9a Curriculum Responsiveness

Not needed this year

5.9b Alignment with High Schools (Tech-Prep ONLY)

Not needed this year

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

Not needed this year

5.11a Labor Market Demand (Occupational Programs ONLY)

Not needed this year

5.11b Academic Standards

Not needed this year

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	00	00	Centralized Professional Development Tracking for all Employee groups	a) Will incorporate flex tracking for faculty b) will track all mandatory trainings c) will track individual professional development plans.		IT time Staff planning time Staff time to convert data into new system
0002	ALL	00	00	Annual On-Line Calendar of Activities	1. 2. 3.	?	IT time.
0003	ALL	00	00	New Employee Orientations for all employees.	1. Improve the orientation process. 2. 3.	?	Administrative Support
0003	ALL	00	00	Electronic Database of Completed Trainings.	1. Record all employee trainings. 2. 3.	?	

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	We are strongly committed to increasing access to professional development opportunities. We believe there has been quite a bit of innovation and change in 2012-13, including the incorporation of strategic planning in PDA day content. Feedback has suggessted that we need to return to an expanded programming content and we believe we have reponded to that with the fall 2013 PDA program. PDA days have become much more inclusive and community focused with the combined campus format and closed business hours to allow all to attend. Based on feedback from state level conferences and the chancellor's office, SRJC is viewed as a leader in Professional Development programs, content, and inclusiveness at community colleges. We believe the new reporting structure into HR will result in continued expansion and supports a broad vision for all SRJC employees.

6.2b PRPP Editor Feedback - Optional

The Professional Development Department has made some significant strides in 2012-13, including:
1) Identification of learning pathways applicable to all employee groups
2) Needs Assessment Survey which will provde basis for future training opportunities
3) Transition and training of a new Staff Development Coordinator.
4) Implementation of a new management mentor program and a menu of individualized training opportunities for new managers.
5) Designation of closed campus for morning of Fall, 2012 PDA to allow all classified staff to particpate in a day devoted to Strategic planning.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	00	00	Centralized Professional Development Tracking for all Employee groups	a) Will incorporate flex tracking for faculty b) will track all mandatory trainings c) will track individual professional development plans.		IT time Staff planning time Staff time to convert data into new system
0002	ALL	00	04	Annual On-Line Calendar of Activities	To provide a web-based calendar of training/workshops for staff throughout the year.	Dec. 2014	IT time.
0003	ALL	00	00	Electronic Database of Completed Trainings.	1. Record all employee trainings. 2. 3.	?	Need to purchase an "Off-The-Shelf" product. IT cannot develop this due to lack of staff.