Santa Rosa Junior College
Program Resource Planning Process

Professional Development 2016

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.

Professional 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 strategic plan.

1.1b Mission Alignment

Professional development activities 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 Professional Development Activities (PDA) days, new employee and faculty orientations, assistance and support for faculty, management, and classified employee development projects; seminars and training activities; information on professional development opportunities; and a professional development resource library. 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 and resource library are located on the Santa Rosa Campus in Bailey Hall. There are plans to move the offices to be incorporated with othe rHuman Resources functions in the Button Building on the Santa Rosa Campus in 2017. 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.

Since 2009, state funding specific to professional development was eliminated. Since that time we have been funding most staff development activities locally. Discussions have ocurred at the state level regarding creating funding for classified professional development.

Professional Development has greated a robust PDA program with the support of the Professional Development Committee, Human Resources, Academic Affairs, and the President's Cabinet. Through the leadership of the President, District offices are closed on the two institutional PDA days for a minimum of 4 hours so that all employees may attend. Over the past 4 years, the programming has expanded to address the unique needs of classifed and management staff, while still providing robust faculty programming.

Professional Development has conducted orientations for 129 employees in 2015-16, including 33 New Tenure Track Faculty, 14 Adjunct and 82 Classified and Management staff.

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.

Additional funds to pay adjunct staff to provide software trainings is requested. Since the elimination of the IT training position, this need has gone unfilled, and has become chronically raised as a significant deficiency in our training for employees. This year, an adjunct instructor was hired to put on excel trainings, which filled within a few hours of announcement.

Due to the large number of employees attending orientations and PDA day, funding is often quickly depleted for supplies for these events. Additional funds in this area would enable

Professional Development to better support these events, without requiring the district to supplement the remainder.

The Administrative Assistant Position was reduced from 32 hours per week to 28 hours when the position was reformatted last year. This has been a hardship on the workload of Professional Development, necessitating regular supplementation with STNC support. With the additional workload under development to administer the Preventing Sexual Harassment and Data Security Trainings, a continued increase in the administrative workload is anticipated. A return the original 32 hours is requested.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	06	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 adjunct faculty to provide trainings during the year.
0001	ALL	02	04	$10,000.00	Currently the Faculty Development Coordinators position is a total 40% reassignment, and provides coverage for two campuses (.20 FTE Santa Rosa Campus, .20 FTE Petaluma Campus). There is also a New Faculty Development position that comprises 10% reassignment. This is a total reassignment level of 50%. Ideally an additional 30% reassignment time is needed to return this coverage to pre-recession levels and to meet the demands of the significant increases in hiring of new faculty that has ocurred since the reassignment time was cut. This increase will help maintain current meeting and workload levels and to pro-actively address onboarding, orienting, training and development time necessary to meet the growing demands of a high volume of new faculty and those in the tenure process. We currently have 1/3 of our new faculty with less than 4 years of tenure. This year we are already looking at a 2015-16 Year One class of 48 new faculty.
0002	ALL	08	07	$1,000.00	Leadership Trainings. In-house Leadership Institute. To provide traing for new managers.
0003	ALL	08	07	$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.

2.2a Current Classifed Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant I	28.00	12.00	Performs various administrative tasks; maintains flex system and other training database recordkeeping for proposals and individual professional development attendance records. Create spreadsheets and reports, responds to correspondence, and types agendas, meeting minutes, directories, and service requisitions; monitors a budget; prepares purchase requisitions; maintains spreadsheets and data bases; compiles statistical information and prepares reports.
Coordinator, Professional Development	40.00	12.00	Advises and assists faculty and staff on professional development training options ; coordinates District-wide Professional Development Activity Day programs; organizes presenters; manages faculty attendance, and ensures compliance with State guidelines; coordinates with various departments 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; develops and monitors systems to track staff development events and activities.

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. Additional Administrative Support and Faculty Development Coordinator reassignment time is needed to return the professional development programming to return the services expected if state funding is resumed and to address the needs created by the significant increases in hiring of new faculty that has ocurred in the past 3 years. These staffing increases will help maintain current meeting and workload levels and address onboarding, orienting, training and development time necessary to meet the growing demands of a high volume of new faculty and those in the tenure process. We currently have 1/3 of our new faculty with less than 4 years of tenure. This year we are already looking at a 2015-16 Year One class of 48 new faculty. 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 record keeping rather than professional development .

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	07	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% Professional Development Coord. (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, to .30 FTE (position responsible for two campuses). This was increased in 14-15 to 40% (20% both positions), and is being maintained through fall 2016.

2.3e Faculty Staffing Requests

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

2.4b Rationale 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.

The Resouce Room that is part of the Button Building remodel will include a computer for use by faculty and staff. That should fulfill this request.

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

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 Bailey 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.
- There are plans for a remodel of the Button Building to incorporate Professional Development into Human Resources for Spring 2017.

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.

Currently, Professional Development is supporting the implementation of a district-wide inclusivity training program called "Embracing a Culture of Inclusion" which was lauched at Fall 2016 PDA day. Further dates and continued refinement and enhancement of the content is planned to continue in 2016-17.

Additionally, a Leadership Academy is in the early stages of development that will include equity and inclusivity components.

3.3 Cultivate a Healthy Organization

The Professional Development office, in conjunction with PDC, has supported the theme of wellness through programming on PDA day, as well as educating the college faculty and staff on tuition reimbursement available for wellness courses taken through SRJC.

3.4 Safety and Emergency Preparedness

Professional Development supports EHS programming through the flex credit program and campus-wide distribution of workshop and training announcements on its professional development online calendar and weekly events emails.

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 supplies and follow district recycling guidelines for other recyclable items.

Professional Development moved all paper flex forms and workshop proposals to an online flex system in the fall of 2014. This saw a tremendous reduction in paper forms.

New Staff orientations have moved to electronic PDFs for the distribution of handouts as much as possible, eliminating new staff folders that used to be distributed to all faculty and adjuncts.

4.1a Course Student Learning Outcomes Assessment

Professional Development supports student learning by offering workshops on SLO's, curriculum development, and pedagogy during PDA Day and throughout the year. These workshops are proposed and presented by individual faculty members, external speakers, and department specific groups.

4.1b Program Student Learning Outcomes Assessment

Professional Development supports student learning by assuring adequate programming is offered in the pathways of teaching, learning and student support, staff improvement and student improvement during PDA Day and throughout the year. These workshops are proposed and presented by individual faculty members, outside speakers and department specific groups.

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

Each PDA day, the Professional Development Office works with PDC and its own staff resources to coordinate an average of 57 workshops and a plenary session, along with community lunch break twice annually.

The remainder of the year, the professional development office reviews and communicates hundreds of group, individual, and menu of activities taking place on and off campus for flex credit.

Each academic year, professional development monitors and follows-up on the completion of flex requirements of nearly 300 full-time faculty, and approximately 400 adjunct faculty per semester. Through regular email follow-up with faculty missing flex time, nearly all flex requirements are typically completed without resorting to paydocks. For the small number of faculty who do not complete their requirement, professional development works with payroll to complete that process.

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	08	06	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. d) will create a database to record all employee trainings & completion with the ability to indicate which trainings specific employees must take for promotion/advancement.	Dec. 2015	Functionality added to Escape to track employee trainings. Contracted with the LawRoom to provide/track mandatory trainings for all employees.
0002	ALL	08	04	Annual On-Line Calendar of Activities	To provide a web-based calendar of training/workshops for staff throughout the year.	Dec. 2015	Completed in 2015/16.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	08	06	Training database for Professional Development Tracking for all Employee groups	a) Incorporate flex tracking for faculty b) Track all mandatory trainings c) Track individual professional development plans. d) Create database to record all employee trainings & completion with the ability to indicate which trainings specific employees must take for promotion/advancement.	June 2017	Staff planning time to convert data into new system, as well as staff time to create and manage a database for Professional Development.
0002	ALL	08	06	Create and implement a Professional Development Plan.	1. Draft plan. 2. Vet to appropriate shared governance groups. 3. Board approval of plan.	June 2017	This will require the coordination and planning from the Coordinator of Professional Development to work with members of the Professional Development committee (PDC) to develop and implement such a plan.
0003	ALL	03	04	Implementation / Expansion of Inclusiveness Training Program	Promote inclusiveness in employment at SRJC.	August 2016	Funds to cover materials and special presenters.