

Santa Rosa Junior College

Program Resource Planning Process

Professional Development 2019

1.1a Mission

SRJC Professional Development promotes an environment of collegiality, fosters inquiry and exploration, and encourages excellence in the education and success of students, with opportunity for all members of the college community to engage.

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 function is overseen by the Vice President of Human Resources. 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, such as tuition reimbursement, leadership academy and inclusion training programs; seminars and training activities; information on professional development opportunities; and a professional development resource library. Professional Development is responsible for administering, 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 Friday, 8am - 5pm.

The Professional Development Program staff offices and resource library are located on the Santa Rosa Campus in the Button Building. 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 development activities locally. We recently learned that we would receive significant block grant funds from the Chancellor's office for classified professional development.

Professional Development has created 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 classified and management staff, while still providing robust faculty programming.

Professional Development has conducted orientations for 107 employees in 2017-18, including 18 New Tenure Track Faculty, 40 Adjunct and 49 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 is requested to support the following areas:

1. For hiring outside facilitators to provide trainings.
2. For purchasing multi-use products such as DVDs, CDs or other training materials.
3. 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.
4. Funds to provide professional development opportunities for faculty.
5. Funds to provide professional development activities for management team.
6. 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.

7. Funds to support future leadership academies.

The Administrative Assistant support was reduced from 32 hours per week to 28 hours. This has been a hardship on the workload of Professional Development, necessitating regular supplementation with student employee support. With the new initiatives such as Preventing Sexual Harassment and Data Security Trainings, a continued increase in the administrative workload is anticipated. A return to the original 32 hours is requested, or funding to provide STNC support for peak periods or special projects.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	08	04	\$10,000.00	Professional Development trainings and opportunities for Management Team members.
0002	ALL	08	04	\$20,000.00	Leadership Academy. In-house Leadership Institute. To provide leadership training for all employee groups.
0003	ALL	08	07	\$2,000.00	New employee orientations have expanded for both staff and faculty, and the volume of requests for professional development by staff and faculty has increased. These additional funds are needed to cover the costs of refreshments for these new sessions.

2.2a Current Classified 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. Creates 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; assists with event planning.

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 occurred in recent years. These staffing increases will help maintain 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. 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
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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
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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 2014-15 to 40% (2 positions 20% each). In 2017/18 this was increased again to 60% (2 positions 30% each).

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

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

Professional Development was recently moved and incorporated into Human Resources in the Button Building. Currently, our facilities needs are met with this arrangement.

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 committee and constituents are also supported.

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

Additionally, the second cohort of a Leadership Academy is beginning in Spring 2019 and will include equity and inclusivity components.

3.3 Cultivate a Healthy Organization

Professional Development, in conjunction with the Professional Development Committee, 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 District-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 paper in printers and copiers. Staff closes doors and turns off lights when leaving to attend meetings or at the 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 resulted in a 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.

For the Professional Development Committee meetings, committee members are emailed relevant documents in advance and hard copies of documents are no longer provided.

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
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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
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4.2b Narrative (Optional)

n/a

5.0 Performance Measures

Human Resources oversees District-wide professional development activities, and holds a permanent and ex-officio position on the Professional Development Committee. Oversight includes faculty specific flex activities; assistance with planning and coordination of Professional Development Activities (PDA) Day twice a year (includes a plenary session, approximately 55 workshops, and community lunch); administration of the tuition

reimbursement program; weekly email distribution of professional development activities and maintenance of the professional development web pages; and coordination of classified, faculty and management orientations. In addition, Human Resources administers, tracks, and supports employee and student policy compliance trainings, including discrimination and harassment prevention online trainings. Human Resources was also instrumental in the development and implementation of the District's Professional Development Plan, the Embracing a Culture of Inclusion Training Program and the SRJC Leadership Academy.

Human Resources provides administrative support to the two Faculty Professional Development Coordinators to plan the new faculty experience program and orientations and the appreciative observations program, and reviews/approves hundreds of flex proposals (group, individual, and menu of activities) taking place on and off-campus. Human Resources also assists the faculty professional development coordinators with monitoring the completion of flex requirements of nearly 300 full-time faculty, and approximately 400 adjunct faculty per semester. For the faculty who do not meet their flex requirement, Human Resources in conjunction with Academic Affairs works with Payroll to initiate/complete the pay dock 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
0002	ALL	08	04	Professional Development Program Review	Evaluate processes to determine where improvements need to be made in the Professional Development Program.	Ongoing	Implemented new hire orientations monthly to combine with quarterly orientations. (Quarterly Orientations eliminated)
0002	ALL	08	04	Management Professional Development	Develop a plan for a management professional development training program, management mentoring program and/or leadership academy.	June 2019	Management Team Liaison Group leading the project to offer professional development opportunities at Management Team meetings and retreats for Management Team. Trainings scheduled beginning Fall 2019.
0002	ALL	04	06	Training database for Professional Development Tracking	a) Incorporate flex tracking for faculty and classified professionals. b) Create database to record all employee trainings & completion with the ability to indicate which trainings specific employees must take for promotion/advancement. c) Incorporate a feature to "remind" employees when required training is due.	Ongoing	Human Resources implemented some tracking capabilities for trainings with Escape. Researching options with Cornerstone to track flex for faculty.

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
0002	ALL	08	04	Professional Development Program Review	Evaluate processes to determine where improvements need to be made in the Professional Development Program.	Ongoing	Staff time to plan and implement program improvements.
0002	ALL	08	04	Management Professional Development	In collaboration with Management Team Liaison Group, develop plan for a management professional development training program, management mentoring program and/or leadership academy.	Ongoing	No additional cost at this time; as additional trainings are added, this will require additional staff time. Ideally \$10,000 will be required for programming.
0002	ALL	04	06	Training database for Professional Development Tracking	<ul style="list-style-type: none"> a) Incorporate flex tracking for faculty and classified professionals. b) Create database to record all employee trainings & completion with the ability to indicate which trainings specific employees must take for promotion/advancement. c) Incorporate a feature to "remind" employees when required training is due. 	Ongoing	Currently utilizing Escape to track a few Professional Development trainings. No additional cost at this time; as additional trainings are added, this will require additional staff time and may require additional functionality in Escape. Also exploring future tracking abilities with Lawroom/Everfi program to track compliance trainings.