Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2017-18

Committee Name: Professional Development (PDFC) Committee

Committee Roles and Responsibilities: To promote professional development opportunities for faculty and staff to broaden their knowledge, expand their skills, and enhance their abilities to benefit the students, the college as well as the greater community.

- Develop and implement the flexible calendar plan
- Promote professional development
  - Vet faculty professional development fund requests

Co-Chairs: LaNae Jaimez, Academic Senate Vice President

Dwayne Hunt, Dean of Academic Support and Services.

Charge: To promote professional development opportunities for faculty and staff to broaden their knowledge, expand their skills, and enhance their abilities to benefit the students, the college, as well as the greater community including developing and implementing the Flexible Calendar plan.

Meeting Times: 1st and 3rd Thursdays of the month

August 24, 2017	September 7, 2017
September 21, 2017	October 5, 2017
October 19, 2017	November 9, 2017
November 30, 2017	December 7, 2017

ACCJC Standard(s) Addressed:

 X Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
___ Standard II: Student Learning Programs and Support Services
 X Standard III: Resources (Human, Physical, Technology, Financial)
___ Standard IV: Leadership and Governance

Committee Members:

- Sal Abbate
- Inga Bourdon, Fall 2016 – Spring 2018
- Michelle Smith, Fall 2016 – Spring 2019
- Faculty – Open, Fall 17 – Spring 2020
- Adjunct Faculty – Open, Fall 17 – Spring 18
- Human Resources – Open

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Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Flex Committee	Seek Release time position/Coordinator of PDFC -Explore options for paid position for PDFC -Develop plan to fund the position -New faculty co-chair needed for Spring 2018
2	PDFC Center	-advocate for creation of space for PDFC Center in New Learning Resource Center -discuss in Senate -discuss with administration
3	Flex FAQ	- by end of AY 17-18
4	Handbook	- by end of AY 17-18
	On-going Initiatives	
5	Website	-simple site for updated info/form -gain support for obtaining site -obtain site -develop site -maintain site
6	Flex Cal Plan	-Continue to refine procedure for development of Flex Calendar/activities
7	Professional Development	- Continue to refine procedure for vetting of Professional development funds
8	Boost the Morale of the College and develop a stronger sense of community via Professional Development and Flex Cal activities	-Advertising for PD funds/how to apply -preapproved activities
9	Sponsored activities in response to SCC Academic Senate Resolution 12.12.2016	- Support ASCCC Diversity/Equity Summit- Civil Discourse (fall) - Speaker for spring Flex - Theme for spring Flex

Mid-Year Committee Evaluation Report for Academic Year 2917-18, Dec. 2017

Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Flex Committee -Seek Release time position/Coordinator Explore options for paid position Develop plan to fund the position -New faculty co-chair for Spring 2018	IP IP	-Applied for SSEIP funds/initiative was approved -Job description in process -Waiting on available funding/Job posting
2	PDFC Center -advocate for creation of space for PDFC Center in new Learning Resource Center -discuss in Senate -discuss with administration	C/IP C C	-Attended Forum for development of LRC -Submitted email detailing specs for PD space -Senate President met with architects detailing specs for PD space in LRC -Discussed PD space in LRC with S/P
3	Flex FAQ	NP	
4	Handbook	NP	
	On-going Initiatives		
5	Website	IP	-Met with head of IT and plans were made
6	Flex Cal Plan -Continue to refine procedure for development of Flex Calendar/activities	IP	-refined request form -develop process for recurring events
7	Professional Development - Continue to refine procedure for vetting of Professional development funds	IP	-updating rubric -development of staff PD funds process
8	Boost the Morale of the College and develop a stronger sense of community via Professional Development and Flex Cal activities -Advertising for PD funds/how to apply -preapproved activities	IP C IP	-ongoing -email sent at beginning of fall semester -email sent with PDFC sponsored events 3 people attended/prepaid
9	Sponsored activities in response to SCC Academic Senate Resolution 12.12.2016 -Support ASCCC Diversity/Equity Summit- Civil Discourse (fall) -Speaker for spring Flex -Theme for spring Flex	C C NP NP	-Summit was held

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Year End Committee Evaluation Report for Academic Year _2017-2018__

Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2016 semester <u>that were not accomplished</u>, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

See details in the chart above

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

- How effective was the committee in completing its initiatives?

- How might the committee improve its effectiveness in regard to completing initiatives?

- How effective was the committee in impacting student success?

- How might the committee improve its effectiveness in regard to impacting student success?

- What resources are needed to assist the committee in meeting its initiatives?

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

- What topics should be addressed by the committee next year?

- Are there additional roles or responsibilities this committee should be addressing?

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?