Academic Senate & Subcommittee

Committee Goals for Academic Year 2016-2017

Committee Name: 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
    - Vett faculty professional development fund requests

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: LaNae Jaimez (Committee Co-Chair), Dean Dwayne Hunt (Committee Co-Chair), Ingeborg Bourdon (Faculty representative), Michelle Smith (Faculty representative), Shelia Smith (Faculty representative), Salvatore Abbate (CSEA representative)

Identify the initiatives/goals this committee will undertake.

	Initiative / Goal	Description for this Initiative / Goal
1	Formation of new PDFC Committee	-composition of committee -purpose/mission

2	Boost the Morale of the College and develop a stronger sense of community via Professional Development/Flex Cal activities	- Assess PD needs of the college faculty, staff and administration
		    -Create/administer survey to the campus community
		    -Use input to guide PD/Flex offerings

3	Create more options and opportunities for PD/Flex Credit	- Assess PD needs of the college faculty, staff and administration
		    -Create/administer survey to the campus community
		    -Use input to guide PD/Flex offerings

4	Develop procedure for PD funds	-Create a Policy -Creates Procedure to ensure standards/guidelines are met -rubric for evaluation of faculty PD requests -review and standardize Request for PD Funds Form

5	Create a Flex Cal Plan	-Procedure for development of Flex Calendar/activities
		    -Increase awareness of the importance of PD
		    -Promote upcoming events

6	Website	-simple site for updated info/form -check for options regarding current site -consider blog as a temporary option
7	Handbook	-spring 2017

Mid-Year Committee Evaluation Report for Academic Year __Feb. 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.	Formation of new PDFC Committee	C	Committee has been created and all members have been appointed.

2.	Boost the Morale of the College and develop a stronger sense of community via Professional Development and Flex Cal activities	IP	-Positive feedback regarding the Keynote speaker and the program
			-Senate Lunch & Learns
			-PDFC _____ in a Nutshell
			-PDFC sponsored
			  -Web based training by Greater Good Science Center, Berkeley, CA
			  -Great Teacher Conference in Portland/Santa Barbara
			-Survey of faculty and campus community

3.	Create more options and opportunities for PD/Flex Credit	IP	-21 events on optional Flex in January 17 -Resolution supporting Professional Learning Network trainings eligible optional flex credit
4.	Develop procedure for PD funds	IP	-rubric -20 requests for funds/19 approved -review of current application/update for Fall 2017 -review of request for travel/reimbursement form
5.	Create a Flex Cal Plan/timeline/process	IP	-Survey -Fillable PDF -timeline -procedure -acquired a PDFC email address -New evaluation form
6.	Website	IP	-requested a blog (similar to the sustainability committee)
7.	SCC Academic Senate Resolution 12.12.2016	IP	-Teach in -immigration attorney -speakers
8.	Handbook	NP	

Year End _Committee Evaluation Report_ for Academic Year __2016-2017_____

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	Boost the Morale of the College and develop a stronger sense of community via Professional Development and Flex Cal activities	IP	-Positive feedback regarding the Keynote speaker and the program
			-Senate Lunch & Learns
			  2 L&Ls were held, 1 with good attendance the 2nd had fewer attendees but was well received. Committee plans to schedule 2 or 3 per semester for AY 17-18
			-PDFC _____ in a Nutshell (2 successful events, one scheduled on a Wednesday failed to draw a crowd, will consider putting all talks on Friday.) Committee plans to schedule 4 or more per semester for AY 17 - 18
			-PDFC sponsored
			  -Web based training by Greater Good Science Center, Berkeley, CA. Event was a success with 12 attendees who provided positive feedback. Committee plans to schedule 1 Special Event per semester for AY 17 -18
			  -Great Teacher Conference in Portland/Santa Barbara Committee plans to sponsor 1 faculty member.
			-Survey of faculty and campus community
			  Survey was conducted, results were reviewed by the committee and feedback was used to guide planning for AY 17 -18.

	Create more options and opportunities for PD/Flex Credit	C	-21 events on optional Flex in January 2017 -Resolution supporting Professional Learning Network trainings eligible optional flex credit (not completed) -17 events on optional Flex in March 2017 -29 events planned for optional Flex in August/October 2017
	Develop procedure for PD funds	C	-rubric was completed and is in use -20 requests for funds/19 approved during Fall 2016 semester. 27 requests for funds/26 approved during Spring 2017 semester. -review of current application/update for Fall 2017 - done -review of request for travel/reimbursement form- done

	Create a Flex Cal Plan/timeline/process	C	-Survey - done -Fillable PDF - done -timeline - done -procedure - done -acquired a PDFC email address - done -New evaluation form/process - done
	Website	IP	-requested a blog (similar to the sustainability committee). Request was made 10/6/16 and IT has been slow to respond to our needs. Currently, we submitted a reminder/request for a blog. We would like a dynamic website and has again requested that IT set up a blog.
	Sponsored activities in response to SCC Academic Senate Resolution 12.12.2016	IP	-Teach in -immigration attorney -speakers

Part 2 Unaccomplished Initiatives: Identify the initiatives this Committee has undertaken in the Fall 2015 semester <u>that were not accomplished</u>, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Handbook	There is no release time for this position and committee members did not have time to work on a HB	Allocate release time position for Coordinator of PDFC
2	Website	Request was made 10/6/16 and IT has been slow to respond to our needs.	S-P is supportive of the PDFC committee having a dynamic website. She would like us to continue working with IT to develop a suitable website.
3	Sponsored activities in response to SCC Academic Senate Resolution 12.12.2016	Time and resources/optional flex schedule has numerous activities. PDFC sponsored activities in support of the resolution, but not the specified events.	Consider scheduling another day to host activities in support of Resolution 12.12.2016. College/faculty should consider the addition of another required Flex day.
4	Boost the Morale of the College and develop a stronger sense of community via Professional Development and Flex Cal activities	No barriers, this is an ongoing objective/goal	

Part 3: Complete the self-assessment narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?
  -AY 2016-17 was the first year of a new approach/process for the PDFC committee. The committee did a good job of creating and implementing the Flexible Calendar schedule. In addition, the committee worked to refine the processing of award faculty professional development funds. Furthermore, the committee assessed the needs of the campus community and used the data to develop the Fall 2018 Flex Cal schedule.

- How can the committee improve its effectiveness in meeting these roles and responsibilities?
  -There is no release time for a PDFC chair or coordinator. The basic roles and responsibilities consume all of the committees' time which allows little time for the development/implementation of other initiatives.

- How effective was the committee in completing its initiatives?
  -We completed most of our initiatives or they are in process. The initiatives where there was no progress were due to the fact that committee members did not have time to commit to additional project/activities.

- How might the committee improve its effectiveness in regard to completing initiatives?
  -Allocation of release time for a PDFC coordinator.

- How effective was the committee in impacting student success?
  -It is difficult to directly measure the impact of the PDFC committee's activities on student success; however, the committee offered more than 50 different optional flex professional development events and sponsored 45 individual faculty professional development activities. Many, if not most, of the activities directly or indirectly impact student success.

- How might the committee improve its effectiveness in regard to impacting student success?
  -The campus community indicated (via survey) that they would like professional development activities that help them develop specific skills, abilities and tools for working with students. The PDFC committee is committed to providing such trainings in AY 17-18.

- What resources are needed to assist the committee in meeting its initiatives?
  -The PDFC committee has a budget that meets its needs and support from the S-P of SCC. The greatest needs of the committee are a funded coordinator position and a dynamic website.

Recommendations

- A release time funded PDFC coordinator
- Develop a handbook (procedure, timeline for development of Flex schedule/how to apply for PD funds)?
- Discuss professional development for campus community and how that will or will not be integrated with the work of the PDFC committee (faculty professional development)