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 (Fall 2017)

               Michelle Smith, (Spring 2018)

               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	January 18, 2018
September 7, 2017	February 1, 2018
September 21, 2017	February 15, 2018
October 5, 2017	March 1, 2018
October 19, 2017	March 22, 2018
November 9, 2017	April 12, 2018
November 30, 2017	April 19, 2018
December 7, 2017	May 3, 2018
	May 17, 2018

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: Inga Bourdon (Health Sciences), Dani Gonzalez (CSEA Representative), Kitty Luce (Library/Counseling), Maureen Powers (Social & Behavioral Sciences), and Jack Schouten (Liberal Arts)

Academic Senate & Subcommittee

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

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

Academic Senate & Subcommittee

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

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	Seek Coordinator position with release time	IP	Pending job posting from HR
2	PDFC space in new Learning Resource Center	IP	Space for PDFC included in 50% plan; Michael Wyly continues to represent PDFC at building meetings
3	PDFC Website	IP	Template site generated in OmniUpdate; PDFC waiting for access from IT
4	Flexible Calendar Plan	IP	Continue to update forms to clarify the procedures and processes for FlexCal
5	Professional Development Applications	IP	Resume development of staff PD funds process in Fall, 2018; Offer workshop on "how-to-apply" each semester
6	Boost Morale of College via Professional Development	IP	PDFC sponsored events on campus as well as off-campus ; Offerings continue to increase
7	Support Academic Senate Resolution 12.12.2016	IP	Equity Summit (Fall 2017) Reducing Implicit Bias (Fall 2018)
8			
9			
10			

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2016 semester that were not accomplished, 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	Flex FAQ	Time	Coordinator with release time
2	Handbook	Time	Coordinator with release time
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?

  The PDFC committee promotes professional development activities for faculty and staff. Professional development offerings continue to increase both in quantity and quality while the number of applications for professional development funds is rising steadily.

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

  The committee continues to refine the processes and procedures regarding the flexible calendar planning as well as professional developing funds requests.

- How effective was the committee in completing its initiatives?

  The committee is capable of completing initiatives within its purview. Some initiatives require coordination and cooperation with other campus groups (e.g., HR, IT).

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

  Continued communication with other campus groups may facilitate completion of initiatives in a timely manner.

- How effective was the committee in impacting student success?

  The PDFC committee promotes professional development activities for faculty and staff. In this regard, the PDFC supports student success indirectly.

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

  The PDFC committee encourages individuals to present on their professional development opportunities. The committee is considering ways to motivate more individuals to share their professional development experiences with colleagues. This would benefit more faculty and staff, potentially benefitting more students.

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

The committee continues to increase the number of professional development/flex cal offerings throughout the academic year. Likewise, the committee is reviewing more applications for professional development funding requests. This work requires tremendous time and effort on the part of committee members as well as the Academic Senate Administrative Assistant, Sheila Kaushal.

Recommendations

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

  The description of the committee and its composition are appropriate for its roles and responsibilities. In order to continue supporting the professional development the faculty and staff, the committee requires more support. A coordinator position with release time is absolutely necessary for this committee. Administrative support is also crucial for success of this committee.

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

  The committee plans to promote awareness of Universal Design for Learning with emphasis on accessibility in classes.

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

  Not at this time.

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

  The committee requested a list of mandatory trainings for employees from HR. It is important for the committee to know about these requirements so we may offer the trainings as necessary.