



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

Committee Name: Professional Development Flexible Calendar (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.

Co-Chairs: Michelle Smith, Professional Development Coordinator
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 16, 2018	November 1, 2018
September 6, 2018	November 29, 2018 (rescheduled due to closure on 11/15)
September 20, 2018	December 6, 2018
October 4, 2018	
October 18, 2018	

ACCJC Standard(s) Addressed:

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

Committee Members:

- Danielle Gonzalez, CSEA representative
- Inga Bourdon, Fall 2017 – Spring 2021
- Kitty Luce, Spring 2018 – Spring 2020
- Jack Schouten – Spring 2018 – Spring 2019
- Maureen Powers – Spring 2018 – Spring 2019



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

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	Handbook	<ul style="list-style-type: none"> Description of the PDFC committee including its roles and responsibilities, policies and procedures, etc.; Target by end of AY 18-19.
2	Flex FAQ	<ul style="list-style-type: none"> Answers to most commonly asked questions; Target by end of AY 18-19.
3	PDFC Website	<ul style="list-style-type: none"> Finish developing site; Launch by end of AY 18-19. Maintain website thereafter.
4	Flex Attendance Record	<ul style="list-style-type: none"> Update form to explain Flex Obligation and Flex Eligibility policies.
#	Ongoing Initiatives	
5	PDFC Center	<ul style="list-style-type: none"> Continue providing input for PDFC space in new Learning Resource Center through discussions with Academic Senate, administration, etc.
6	PD Application Process	<ul style="list-style-type: none"> Present on application process as well as the reimbursement procedure. Continue to refine procedure for vetting of PD funds.
7	Flexible Calendar Program	<ul style="list-style-type: none"> Continue to offer events that are meaningful and engaging for all employees. Continue to refine procedure for development of Flexible Calendar program each semester.
8	Boost the Morale of the College and develop a stronger sense of community via Professional Development	<ul style="list-style-type: none"> Connect with other committees to support their initiatives as related to professional development. Continue to sponsor events to support equity for all (Academic Senate Resolution 12.12.2016) Continue promoting PD funds and clarifying how to apply and obtain reimbursement. Obtain a list of mandatory/required trainings from HR. Develop a list a pre-approved activities.
#	Long-Term Initiatives	
9	PD System	<ul style="list-style-type: none"> Evaluate potential PD Systems, e.g. Cornerstone OnDemand, MyLearningPlan, etc. Identify PD System that is appropriate for SCCD.



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

Mid-Year Committee Evaluation Report for Academic Year 2018-19, Dec. 2018

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	Handbook	IP	<ul style="list-style-type: none"> Writing and review within committee ongoing Complete draft expected in 2019
2	Flex FAQ	C	<ul style="list-style-type: none"> Published on PDFC website To be updated as necessary
3	PDFC Website	C	<ul style="list-style-type: none"> Published in November, 2018 To be updated as necessary
4	Flex Attendance Record	C	<ul style="list-style-type: none"> Approved by Academic Senate in November, 2018 Requires clarification with administrators <i>immediately</i>
#	Ongoing Initiatives		
5	PDFC Center	IP	<ul style="list-style-type: none"> Meetings on LRC floor plans continue PD has shared space with IT plus conference room but no office space in LRC
6	PD Application Process	IP	<ul style="list-style-type: none"> Faculty application refined Applications for administrators and staff required
7	Flexible Calendar Program	IP	<ul style="list-style-type: none"> Plans for Spring 2019 ongoing; Ideas for Fall 2019 commencing
8	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	<ul style="list-style-type: none"> "Community within the College" project set for launch in January, 2019 Other ideas to be developed
#	Long-Term Initiatives		
9	PD System	NP	<ul style="list-style-type: none"> Banner 9 launch allows for possible integration with PD System Next steps: <ul style="list-style-type: none"> Establish timeline with IT Investigate potential systems Arrange demonstrations with vendors



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

Year End Committee Evaluation Report for Academic Year _2018-2019__

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	Handbook	IP	<ul style="list-style-type: none"> Writing and review within committee ongoing Complete draft expected in 2019
2	Flex FAQ	C	<ul style="list-style-type: none"> Published on PDFC website Continues to be updated as necessary
3	PDFC Website	C	<ul style="list-style-type: none"> Published in November, 2018 Continues to be updated as necessary
4	Flex Attendance Record	IP	<ul style="list-style-type: none"> Approved by Academic Senate in November, 2018 Requires claim by Administrative authority
#	Ongoing Initiatives		
5	PDFC Center	IP	<ul style="list-style-type: none"> Meetings on LRC floor plans continue PD has shared training space with IT plus conference room but no office space in LRC
6	PD Application Process	IP	<ul style="list-style-type: none"> Faculty/staff application updated Rubric modifications in progress Clarification of application process and inclusion of staff as well as faculty
7	Flexible Calendar Program	IP	<ul style="list-style-type: none"> Plans for Fall 2019 ongoing
8	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	<ul style="list-style-type: none"> "Community within the College" notes collected for consideration Faculty and staff surveys planned for Fall 2019 Continue brainstorming ideas for PD opportunities
9	PD System	IP	<ul style="list-style-type: none"> IT provided tentative timeline of Fall 2019 Next steps: <ul style="list-style-type: none"> Generate list of essential/preferable tasks Investigate potential systems Arrange demonstrations with select vendors



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

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	Handbook	Time	Complete draft over summer break
2			
3			
4			
5			
6			
7			
8			
9			
10			



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

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 development funds requests. Professional development surveys for faculty and staff are planned for Fall of 2019.

- 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., IT, VPAA).

- 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 Administrative Assistant, Melissa Pegg.



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

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. The coordinator position with release time has been paramount in the development and maintenance of the website. Administrative support is also crucial for success of this committee.

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

Several campus groups have expressed interest in “breaking down silos.” To that end, the committee is dedicated to providing opportunities that promote collaboration and cooperation within the campus community.

- 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.