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: Shirley Lewis, Dean of Vallejo Center
                Michelle Smith, Professional Development Coordinator

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 15, 2019	November 7, 2019
September 5, 2019	November 21, 2019
September 19, 2019	December 5, 2019
October 3, 2019	
October 17, 2019	

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:
- Danielle Gonzalez, CSEA representative
- Inga Bourdon, Fall 2017 – Spring 2020
- Nick Cittadino, Spring 2020 – Fall 2022
- Maureen Powers – Spring 2018 – Fall 2020
- Heather Watson-Perez – Fall 2019 – Spring 2021

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	• Description of the PDFC committee including its roles and responsibilities, policies and procedures, etc.; • Target by end of AY 2019-20.
2	Professional Development Surveys	• Conduct surveys of faculty and staff regarding professional development needs and interests • Target by end of AY 2019-20.
#	Ongoing Initiatives	
3	PDFC Website	• Continue maintaining website, including FAQ.
4	PDFC Center	• Continue advocating for PDFC space in new Learning Resource Center through discussions with Academic Senate, administration, etc.
5	PD Application Process	• Present on application process as well as the reimbursement procedure. • Continue to refine procedure for vetting of PD funds.
6	Flexible Calendar Program	• Continue to offer events that are available and accessible for all Solano employees. • Continue to refine procedure for development of Flexible Calendar program each semester.
7	Boost the Morale of the College and develop a stronger sense of community via Professional Development	• Collaborate 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 via emails, newsletters, workshops, etc. • Obtain a list of mandatory/required trainings from HR. • Develop a list a pre-approved professional development activities.
#	Long-Term Initiatives	

8	PD System	• Banner 9 launch allows for possible integration with PD System
		• Next steps:
		    ○ Generate list of essential/preferable tasks
		    ○ Investigate potential systems
		    ○ Arrange demonstrations with select vendors

Mid-Year Committee Evaluation Report for Academic Year 2019-20, Dec. 2019

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	• First draft near completion
2	Professional Development Surveys	IP	• Draft version created • Submitted to Academic Senate
#	**Ongoing Initiatives**		
3	PDFC Website	IP	• Updated to include Spring 2020 professional development events
4	PDFC Center	IP	• Groundbreaking on new LRC
5	PD Application Process	IP	• Updated application rubric submitted to Academic Senate
6	Flexible Calendar Program	IP	• January events complete • Mid-semester professional development planning in progress
7	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	• Added a second CSEA representative to gain perspective, increase engagement • Launching survey in Spring 2020 to solicit ideas from all employee groups
#	**Long-Term Initiatives**		
8	PD System	IP	• Item on agenda for January 2020

Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2019-20

Year End Committee Evaluation Report for Academic Year _2019-2020_

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 for this initiative
1	Handbook	C	• Approved by Academic Senate on Apr 20, 2020
2	Professional Development Surveys	C	• Conducted Spring 2020
#	**Ongoing Initiatives**		
3	PDFC Website	IP	• Updated to include approved rubric; Added deadlines for applications
4	PDFC Center	IP	• Construction continues on new LRC
5	PD Application Process	IP	• Updated application rubric approved by Academic Senate on Feb 24, 2020
6	Flexible Calendar Program	IP	• Fall 2020 professional development planning in progress
7	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	• Added a second CSEA representative to gain perspective, increase engagement • Soliciting feedback for events to be held on Friday, January 15, 2021
#	**Long-Term Initiatives**		
8	PD System	IP	• Committee generated list of essential/preferable tasks

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	PD System	Communication	Meet with CTO, VPAA, HR
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?

  The PDFC committee promotes professional development activities for faculty and staff. Professional development offerings continue to increase both in quantity and quality. The number of applications did decrease in part by the change in district policy (out-of-state essential only) as well as numerous cancellations due to the pandemic.

- 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. Professional development continues to seek feedback on offerings for faculty and staff.

- 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, HR).

- 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 continues to review applications for professional development funding requests. This work requires tremendous time and effort on the part of committee members as well as administrative support.

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?

  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.