Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2020-2021

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.

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:

* Co-Chair: Kristin Conner, Dean of Counseling
* Co-Char: Michelle Smith, Professional Development Coordinator
* Sheila Gorospe-Kaushal, CSEA representative
* Janet Leary, CSEA representative
* Inga Bourdon, Fall 2020 – Spring 2022
* Nick Cittadino, Spring 2020 – Fall 2021
* Maureen Powers – Spring 2018 – Fall 2020
* Heather Watson-Perez – Fall 2019 – Spring 2021

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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	External Professional Development Opportunities	• Identify and evaluate free, online professional development opportunities for administration, faculty, and staff • Provide a list of self-paced offerings and a calendar of scheduled events
2	External Professional Development Funding	• Identify grants for Professional Development • Consider partnerships for PD support
#	**Ongoing Initiatives**	
3	PDFC Website	• Continue maintaining website.
4	Professional Development Program	• Continue to offer events that are available and accessible for all Solano employees including administrators, faculty, and staff. • Continue to refine procedure for development of Flexible Calendar program each semester.
5	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 opportunities 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**	

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

Mid-Year Committee Evaluation Report for Academic Year: December 2020/January 2021

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	External Professional Development Opportunities	IP	• Calendar of internal and external events embedded into PD homepage
2	PDFC Website	C	• Statement of Professional Development for staff added to PD "About" page
3	PD Program	C	• Academic Senate approved recordings of PD sessions for Flex credit • Created SharePoint site for sharing files, e.g. powerpoints, handouts, etc. • Created Stream site for sharing videos of PD sessions from August and October
4	PD System	IP	• PDFC committee approved Vision Resource Center/Cornerstone Integration Process • Plan to submit Readiness form by December 15, 2020 (Cohort 5) or February 1, 2021 (Cohort 6)
5	Boost Morale of College	IP	• Creating a video of college-wide accomplishments during lockdown

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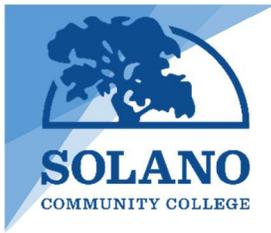## Committee Goals and Self-Assessment for Academic Year 2020-2021

Year End Committee Evaluation Report for Academic Year: April 2021

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.

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| #	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1	External Professional Development Opportunities	IP	• Calendar of internal and external events embedded into PD website and updated with professional development opportunities available throughout the year
2	PDFC Website	C	• Statement of Professional Development for staff added to PD "About" page
3	Professional Development Program	IP	• Continue to offer events that are available and accessible for all Solano employees with increasing numbers of participants
4	PD System: Vision Resource Center and Cornerstone Integration	IP	• Student-created artwork complete; • Automatic emails setup; • External Training Request form to Academic Senate as action item; • Evaluation survey revisions by PDFC ongoing; • Waiting for Keenan training files (HR); and • Inbound Data Feed (IT) to test system prior to district-wide launch
5	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	• Fall keynote speaker on Bridging Differences • Longevity recognition of faculty and staff in Fall 2021 • Fall cohort for "Dismantling Anti-Blackness on your Campus" by CORA

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2020 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: Vision Resource Center and Cornerstone Integration	Technical work incomplete	Need support from District Lead (Administration)
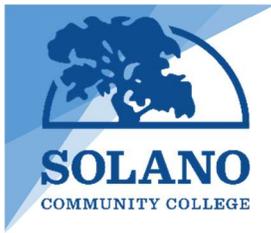
Part 3: Complete Self-Assessment Narrative:

Self-Assessment

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

  The PDFC committee promotes professional development activities that contribute to staff, student, and instructional improvement. Professional development offerings continue to increase as do the number of participants. The number of applications decreased dramatically due to the ongoing 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., VPAA, IT, HR).

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

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

- How effective was the committee in impacting student success?

  The PDFC committee promotes professional development activities that contribute to staff, student, and instructional improvement. In this regard, the PDFC supports student success indirectly.

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

  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. This work requires tremendous time and effort on the part of committee members as well as administrative support.
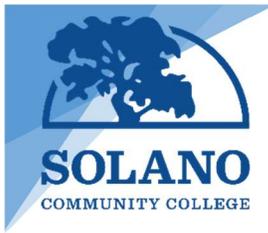
Recommendations

- 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 is absolutely necessary to accomplish the objectives of the committee. Administrative support is also paramount to success of this committee.

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

  The committee plans to launch our custom Professional Development System (Vision Resource Center with Cornerstone On Demand) shortly. We will provide user guides as well as training for administration, faculty, and staff on how to use this system. The PDFC committee will continue promoting equity sessions offered by the Student Equity & Success Council. The committee may also consider collaborating with Teachers 4 Equity (T4E). Lastly, the committee recognizes the need to hold sessions that facilitate a safe and healthy return to campus.

- 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?

  While equity is always a significant consideration in education, the ongoing situation has highlighted and indeed exacerbated preexistent opportunity gaps. The PDFC is committed to equity work in partnership with other campus groups including, but not limited to, the Student Equity & Success Council. Accordingly, the PDFC committee recommends ongoing funding in support of T4E. The PDFC committee also looks forward to the restoration of the Guided Pathways Program in support of our students. Lastly, the committee urges the District to hold sessions that prepare faculty and staff for a safe and healthy return to campus.