

PROFESSIONAL DEVELOPMENT

References: Title 5, Sections 55700-55732;
WASC Accreditation Standard III.A.5

The Southwestern Community College District promotes professional development of all personnel through its support for the Flex program; Opening Day activities; Classified Professionals Development Days; Administrator Retreats; "Hurdle" and Educational Incentive programs; and attendance at professional meetings and conferences.

A. Staff Development Program

The mission of the Staff Development Program is to provide progressive activities that promote lifelong learning, professional growth and development of all employees, and in support of the College's Mission, Vision, and Strategic Plan. The Staff Development Program provides an integrated and comprehensive collection of activities that enable classified staff, faculty, and administrators to achieve the College's Strategic Plan's goals:

1. Student Access
2. Student Success
3. Economic, Workforce and Community Development
4. Fiscal Resources and Development
5. Organizational Effectiveness
6. Human Resources
7. Teaching and Learning

B. Staff Development Committee

The Staff Development Committee plans and approves professional development activities for the college. The membership includes representatives from all constituent groups, including ASO. This committee is chaired by the Staff Development Coordinator. Subcommittees of the Staff Development Committee address specific issues, including Opening Day, Budget, Flex Advisory Committee, and planning of activities for specific constituent groups. The composition and functions of the Staff Development Committee are outlined in detail in the Shared Planning and Decision-Making Handbook.

C. Staff Development Program Staff

- The Staff Development Coordinator is a 100% faculty position, reporting to the Vice President for Human Resources, who is responsible for the overall planning, implementation, and evaluation of the Staff Development program. This person also serves as the Faculty Flex Coordinator, responsible for the coordination and implementation of the college Flexible Calendar Program. The detailed responsibilities of this position are outlined in the District job description.

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- The Staff Development Program Assistant is a 100% 12-month classified position, reporting to the Vice President for Human Resources, who is responsible for coordinating the logistics of Staff Development Activities and for providing clerical support for the Staff Development program. The specific responsibilities of this position are outlined in the District job description.
- The Training Services Coordinator is a 100% 12-month classified position, reporting to the Vice President for Human Resources, who coordinates and facilitates all training on institutionally-supported software. The specific responsibilities of this position are outlined in the District job description.

D. Professional Development Needs Assessments

Each Spring semester, a comprehensive Needs Assessment Survey is provided to each constituent group: Full-time faculty, part-time faculty, Classified Professionals, and Administrators. The Needs Assessment Surveys are developed by the Staff Development Coordinator, with input from members of the Staff Development Committee for each constituent survey. The Staff Development Coordinator tallies and analyzes the results and provides them in a report to the Staff Development Committee. The results of these four Needs Assessment surveys are used to plan professional development priorities and activities for the next academic year.

E. Professional Development Planning

One Year Plan: This plan shows the priorities for the coming year based upon the Needs Assessment results, and linked to the College Mission, Vision, and Strategic Priorities developed through an integrated planning process. The plan for the next academic year drives the budget planning process for the Staff Development Program.

Five Year Plan: This long-range plan includes priorities that go beyond the annual Needs Assessment and includes longer-range goals and desired outcomes for the Staff Development Program. The Five-Year Plan is developed through an integrated planning process to support the College Mission, Vision, and Strategic Priorities.

F. Professional Development Evaluation

The Staff Development Program is evaluated using the four levels of evaluation recommended in *Evaluating Staff and Organizational Development (2003)*:

- 1) Participant Reaction: feedback about what participants think and feel about a staff development activity, usually immediately following an activity.

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- 2) Perceived Learning: feedback from participants regarding their own changes in knowledge, skills or performance resulting from participation in a staff development activity.
- 3) Behavior and Attitude Change: measurement of whether participants' on-the-job behavior and/or attitudes have changed related to the desired learning outcomes for the staff development activity.
- 4) Impact on the Institution and Achievement of College Goals: measurement of a variety of outcomes to determine whether behavior and attitude changes have had a positive impact on the institution and the achievement of its goals.

All workshops and events are evaluated routinely at Levels 1 and 2. Evaluation at Levels 3 and 4 are included within the Staff Development Plan.

G. Professional Development for Faculty

Full-time Faculty participate in professional development activities as part of their Flex requirement of 28 hours per year: 4 hours for Opening Day at the start of each semester, and 20 additional flexible hours to be completed throughout the academic year through participation in group or individual activities that have been approved for Flex credit through the processes outlined in the Southwestern College Flex Guidelines. These guidelines are reviewed and revised by the Flex Advisory Committee each Spring, and are approved by Academic Senate at the start of the academic year. The composition and functions of the Flex Advisory Committee is described in the Flex Guidelines and in the Shared Planning and Decision-Making Handbook. The Flex Advisory Committee is a subcommittee of the Staff Development Committee which reports to Academic Senate.

Full-time faculty who meet eligibility criteria are encouraged and supported to take Sabbatical leaves for their professional development. Sabbatical processes are outlined in the SCEA Contract and in the Sabbatical forms.

Part-time Faculty are invited to participate in all professional development activities provided at Southwestern College, including workshops throughout the year and Opening Day at the start of each semester. A subcommittee of the Staff Development Committee works in collaboration with the Staff Development Coordinator to plan workshops and activities specifically for part-time faculty.

All full-time and part-time faculty may apply for Staff Development funds to attend professional conferences.

All full-time and part-time faculty have the opportunity to earn "hurdle" credits toward salary advancement by participating in appropriate professional development activities as per

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language outlined in the S.C.E.A. contract for faculty.

H. Professional Development for Classified Professionals

Classified Professionals are invited to all professional development activities and events provided through Staff Development. Two Classified Staff Development Days are scheduled for each academic year at times outside of the regular semester. Planning for these two days is done by a Classified Staff subcommittee of the Staff Development Committee.

Classified Professionals have the opportunity to earn educational incentive credits toward salary advancement by participating in appropriate professional development activities as per language outlined in the C.S.E.A. contract for classified professionals.

Classified Professionals may apply for Staff Development funds to attend professional conferences. Professional Growth funds for tuition reimbursement are available per CSEA contract.

I. Professional Development for Administrators and Managers

Administrators and Managers are invited to all Staff Development programs throughout the year. The College Management Team (CMT) and the Southwestern Community College Administrators Association (SCCDAA) holds an annual retreat after the end of Spring semester. This event is planned by the CMT and SCCDAA in collaboration with the Staff Development Coordinator.

Additional References:

- *Southwestern College Flex Guidelines*
- *Flex Advisory Committee Template, Shared Planning and Decision-Making Handbook*
- *Staff Development Committee Template, Shared Planning and Decision-Making Handbook*
- *Staff Development Plan*
- *Needs Assessment Surveys*