

## **PD Committee Strategic Plan (Fall 2015 – Spring 2018)**

**Vision:** CRC's Professional Development Committee seeks to actively engage all members of the college community in continuous professional growth that contributes to a culture of inquiry, fosters innovation, and increases the success of all students. Through an environment of collegiality and collaboration, all employees will have diverse opportunities to increase knowledge, achieve higher levels of excellence, and improve their ability to serve students.

**Mission (Committee Charge):** Professional Development is defined as an activity that has as its goals the development of skills, competencies and personal qualities that will enhance student success and employee satisfaction. To that end, the CRC Professional Development Committee plans, coordinates and provides financial support for a variety of activities that engage faculty, staff and administrators in an active and creative intellectual life. The activities of the Professional Development Committee are aligned with the goals of the District and College as well as with the guidelines of external funding agencies.

Most directly, the Professional Development Committee supports the development of skills, knowledge, and attitudes in these areas:

***Teaching and Learning Excellence*** – by providing learning opportunities to support the development and implementation of best practices in the areas of teaching, student services, and assessment of student learning

***Cultural Competence*** – by providing learning opportunities and cultural experiences that enhance participants' value and respect for diversity and their understanding of culture and its impact

***Technological Competence*** – by providing learning opportunities that enhance participants' effectiveness in implementing technology

***Health and Wellness*** - by providing learning opportunities that encourage and promote emotional and physical well-being of faculty, staff and students

***Professional Competence*** – by providing learning opportunities to support collegiality and collaboration and enhance understanding of the college's processes and services

***Community Awareness*** – by providing activities that foster communication and collaboration between the college and greater community

### **Committee Goals and Objectives (Areas of Responsibility expanded by adding specific measureable objectives)**

1. Coordinate and plan activities (including FLEX) that lead to enhanced employee and student success  
***Objectives***

- *Ensure that the fall and spring FLEX days prior to the semester have two or more workshops for faculty and staff in each of the first five areas in the PD mission and one in the last area of the mission (community awareness)*
  - *Ensure that one or more workshops in each of the six areas in the PD mission are offered during each semester*
  - *Conduct an assessment of PD needs in each of the areas in the PD mission at least once every two years*
  - *Support the convocation planning group to ensure that Convocation themes and activities support the PD Mission and enhance employee and student success.*
  - *Ensure that topics and timing of offerings support attendance by all employee groups.*
2. Provide a forum for exploration and open discussion
- Objectives**
- *Encourage all workshop presenters (including convocation as appropriate) to incorporate interactive discussions and activities in their workshops*
  - *Provide two or more PD offerings per semester (including FLEX) devoted to exploration and open discussion*
3. Advise and assist in planning, evaluating and improving the Center for Advancement of Staff & Student Learning (CASSL)
- Objectives**
- *Ensure that the CASSL coordinator is an active member of the PD committee*
  - *Advise CASSL Coordinator in the planning and assessment of CASSL activities*
  - *Support*
  - *Ensure the collaboration between CASSL and the PD committee*
4. Support technology innovation and training
- Objectives**
- *Conduct an assessment to identify PD needs in this area*
  - *Provide two or more technology-related PD offerings each semester (including FLEX) in addition to DEMS workshops*
  - *Support the work of the distance education coordinator by publicizing DEMS workshops*
  - *Increase the use of technology to enhance access to PD offerings by:*
    - i. *Capturing presentations (including convocation) and making them available on demand to faculty/staff in CASSL and/or*
    - ii. *Work with the CASSL coordinator to provide access to one or more relevant webinars per semester.*
5. Disseminate information on workshops, seminars and available resources related to professional development
- Objectives**
- *Assemble and distribute FLEX/Convocation information to all employees*
  - *Assemble and post the PD offerings booklets online*
  - *Disseminate regular reminders regarding PD activities*
  - *Continue to maintain and enhance the PD web site*
  - *Strengthen collaboration with other CRC groups/entities to enhance effectiveness of programs and communication*

6. Support activities that link the college to external entities and organizations  
**Objectives**
  - *Schedule at least two PD offerings per year that support dialog with employers, the K-12 segment, and 4-year institutions*
  - *Offer two or more workshops per semester in collaboration with external entities and organizations*
  - *Maintain and advertise the PD and CASSL Resources webpages*
  
7. Allocate budgeted funds for individual and group proposals  
**Objectives**
  - *Monitor and manage PD budget to ensure alignment with PD and College Strategic Plan*
  - *Assess and refine the PD application and approval process*
  - *Track and assess the individual and group proposal allocations to ensure they support the PD and College Strategic Plan*
  - *Assess (and modify as needed) the FLEX verification process*
  - *Explore options to provide adequate resources for PD events and activities*
  
8. Develop, implement, and evaluate a comprehensive strategic professional development plan  
**Objectives**
  - *Assess the 2015-18 PD strategic plan in Fall 2017.*
  - *Complete a new 3- year PD strategic plan by Spring, 2018*
  - *Integrate the PD strategic plan into the shared governance goal setting and reporting process*
  
9. Fulfill committee obligations to college strategic planning  
**Objectives**
  - *Design and implement a comprehensive formal PD assessment during the Spring 2015 semester to ensure we are meeting the needs of the campus community*
  - *Review the College's Strategic Plan annually*
  - *Use the survey and the audit of the strategic plan to inform the development of PD, CASSL and FLEX offerings*