Recommendation 7

Recommendation 7: In order to meet the standard, the team recommends that the college develop a comprehensive professional development program which is linked with the college mission and the strategic plan and which encourages opportunities for leadership growth within the college. The program should be regularly evaluated based on needs assessment data, outcomes, and relationship to mission.

Recommendation 7 Work Group: Kerry Mayer, Mike Richards, Anita Janis, Connie Carlson, in consultation with Ahn Fielding, Interim Director, Human Resources

Work Group Recommendations supported by Cabinet:
1. Cause the District’s Human Resources Department to assume responsibility for the leadership of and coordination among all college entities addressing college professional development.
2. Establish a standing Professional Development Committee, chaired by the Human Resources Director, to assist in the planning, scheduling, and assessment of the District’s professional development activities. The Professional Development Committee will be comprised of members of the three faculty/staff development committees/task forces currently existing.
3. Request professional development funds through the integrated planning process.
4. Establish a coordinated Professional Development Calendar accessible via the College webpage.
5. Ensure that all scheduled Professional Development activities are linked to college mission and strategic plan.

The Professional Development Committee (PDC) was established in an effort to coordinate the District’s varied professional development efforts into a comprehensive collaborative program. The PDC is chaired by the Director of Human Resources and its membership is comprised of representatives from District-wide training and professional development efforts: FLEX committee, Professional Development Task Force, Faculty Professional Development Committee, Community Education, and Distance Education.

The PDC has been working with representatives from this committee as well as the President/Superintendent, VPI, and Senate co-presidents to develop the convocation schedule, which for the first time will include training opportunities identified through the needs assessments, as well as professional development opportunities for classified staff. (evidence – minutes of past meetings – some have been provided, Anita Janis compiling some as well)

Professional Development Committee members: Ahn Fielding (Chair), Geisce Ly, Anita Janis, Michelle Hancock, Julia Peterson, Geoff Cain, Teresa Daigneault, Kerry Mayer, Jose Ramirez, Connie Carlson, Roxanne Metz, and Renel Nordeman for committee support.

The Professional Development Committee has been meeting monthly (standing meeting date the Wednesday after the Board meeting). The committee has:
- Established a committee mission linked to college’s mission (evidence – PDC Mission Statement)
- Established coordinated training calendar (evidence – HR Website)
- Updating pre-existing professional development webpages (evidence – HR Website)
- Assessed and revised training needs assessment (administered April 2011, revised and re-administered May 2012) (evidence – results of needs assessment surveys- copies of May 2012 surveys submitted to Dave Bazard)
- Conducted assessment of committee for 2011-12 (evidence – committee assessment - below)
- Established a uniform training assessment tool to be administered after each training (evidence – course/training evaluation form- submitted to Dave Bazard)
- A “Professional Development Series” is being developed (formal program name still being considered) – an opportunity for employees to garner leadership, technical, and supervisory skills to strengthen their opportunities to be successful in upward mobility. Program outline being finalized with expected program for classified employees to begin Fall, 2012 and Managers/Directors Spring 2013. Those employees attending at least 5 of the 6 trainings during the 2012-13 school year will receive a certificate of completion, special recognition from the Board of Trustees, and opportunities for further professional development.
  o Training topics to include:

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<tr>
<td>Getting to Know Yourself Better</td>
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<td>Working Through Conflict with Co-Workers &amp; Supervisors</td>
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<td>Customer Service</td>
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<td>Interview for Success</td>
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<td>Stress Management</td>
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  o **PDC MISSION:** In support of the College’s mission and strategic plan, the professional development committee provides a comprehensive professional development program to include assessment of needs, planning and evaluation of activities.
  o Calendar and Webpages can be found at: [http://www.redwoods.edu/HumanResources/StaffDevelopment/](http://www.redwoods.edu/HumanResources/StaffDevelopment/)

College of the Redwoods
Committee Group Assessment Form
Committee Assessment Conducted June 6, 2012

**Committee Group-Assessment Form**
Submit to the Institutional Effectiveness Committee

Committee name:
Professional Development Committee

1) What were the primary goals of the committee this year?
2) How do they link to CR’s Mission and Strategic Planning goals?
   - Mission statement of committee was established, linking to Mission
   - Strategic Plan identifies need for professional development opportunities

3) To what extent were those goals met?
   b) Become institutionalized from Task Force to Committee
      o Professional Development Committee, recognized through Cabinet structuring, has
         been meeting monthly, chaired by Director of HR
   c) Establish Mission Statement: Approved by committee on April 4, 2012
      o In support of the College’s mission and strategic plan, the professional development
         committee provides a comprehensive professional development program to include
         assessment of needs, planning and evaluation of activities.
   d) Include all levels of the organization as representatives on the Committee
      o Committee includes:
        ▪ Ahn Fielding, Interim Director of HR
        ▪ Connie Carlson, Associate Faculty Coordinator
        ▪ Geoff Cain, Distance Education
        ▪ Julia Peterson, Community Education
        ▪ Kerry Mayer, Faculty Development Committee & Rec. 7 Committee
        ▪ Roxanne Metz, Institutional Effectiveness & FLEX Committee
        ▪ Anita Janis, Dean & Rec. 7 Committee
        ▪ Teresa Daigneault, HR & Confidential
        ▪ Michelle Daigneault, Managers
        ▪ Jose Ramirez, Classified
        ▪ Renel Nordeman, calendar coordinator, meeting note-taker
   e) Develop a centralized function – communication, calendar, website
      o Google Calendar has been established and Beta tested. Training opportunities will be
        identified & posted on calendar & announced to CR community when it goes live
        (timeframe summer 2012)
      o Communication steps are being improved by cross-representation on professional
        development committees serving on PDC.
   f) Assess training needs of District
      o Survey was distributed August 2011, assessed, revised, and re-distributed in May of
        2012. Results are currently under review & data will be used to establish training
        opportunities for 2012-2013.
   g) Implement a professional development program
PDC is starting with coordination of existing professional development efforts, such as FLEX committee, associate faculty trainings, DE, Community Ed., and specific trainings based on needs survey.

- Funding has been requested through HR program review to help support 2012-13 activities.
- Membership to National Institute for Staff & Organizational Development (NISOD) has been obtained to expand professional development opportunities.

4) Describe any changes/improvements that have been made to better meet these goals. Refer to insights from other self-evaluation work (e.g., surveys, structured group discussions) as appropriate.

- HR Director has been appointed as Chair of Committee, establishing placement of program within Human Resources

5) Describe the primary committee goals for next year.

- Establish Professional Development Series – outline currently under review, goal to launch Fall, 2012
- Establish annual update to college community at convocation & create training opportunities during convocation days for staff and managers as well
- Update and maintain professional development website
- Operationalize Professional Development Calendar online – will include District-wide professional development activities and those activities which would satisfy FLEX obligation would be noted so
- Continue to assess training needs and assess committee functions
- Utilize Keenan Safe Colleges online training resources & tracking system