Professional Development Committee
Agenda
August 19, 2013, 1:30pm (HR Conference Room)

I. Review/Introduction of new committee members

II. Review of meeting notes from April 11, 2013

III. Update on progress toward Rec. 7
   a. **The Standard:** 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. (IIIA.5.a, IIIA.5.b)
   b. **Feb. 11, 2013 Letter:** With regard to Recommendation 7 above, the College established a comprehensive professional development program based on needs assessments. By linking professional development activities more closely with Strategic Plan goals and objectives, the College can complete the work necessary to fully meet the Standards.

IV. Committee Self-Evaluation for 2012-13

V. Upcoming Convocation Schedule – trainings

VI. Statewide Academic Senate assessment of Chancellor’s Office Professional Dev. Committee

VII. Old Business:
   a. Review evaluation summaries on PDC activities in 2012-13
   b. Manager Professional Development Series
   c. Continued discussion of results from 2013 Training Needs Surveys

VIII. Committee check-in:
   - FLEX: Connie Carlson
   - Associate Faculty: Connie Carlson
   - Faculty Professional Development: Kerry Mayer
   - Distance Ed: Thomas Ehret
   - Community Ed: Julia Peterson
   - Veterans: Crystal Morse
   - DSP&S: Trish Blair

IX. Other updates/comments:

X. Agenda items for next meeting:
Strategic Plan for College of the Redwoods 2013-2016

CR’s Mission Statement: The Redwoods Community College District has a commitment both to our students and to our community. We are committed to maximizing the success of each student with the expectation that each student will meet her or his educational goal, achieve appropriate learning outcomes in his/her courses and programs, and develop an appreciation for life-long learning. In partnership with other local agencies, we are also committed to enriching the economic vitality of the community whom we serve.

Goal 1 - Focus on Learners: Developmental, Career Technical, and Transfer Education. College of the Redwoods will employ programs, services, and organizational structures to meet the needs of learners and ensure student success.

- Objective 1.1 – Match student readiness with educational pathways.
- Objective 1.2 – Continuously assess and evaluate programs to provide effective educational programs and services for all learners.
- Objective 1.3 – Students will be able to complete their desired educational goals.
- Objective 1.4 – Enhance student support and student engagement (see Objective 5.1).
- Objective 1.5 – Improve basic skills success.
- Objective 1.6 - Support faculty development and instructional innovation

Goal 2 - Focus on Learners: Community Partnerships. College of the Redwoods will provide, in partnership with the community, training and education to contribute to the economic vitality and lifelong learning needs of the community.

- Objective 2.1 – Provide workforce development training.
- Objective 2.2 – Respond to business and industry short-term training needs.
- Objective 2.3 – Develop non-credit programs.

Goal 3 - Fiscal and Operational Sustainability. College of the Redwoods will pursue strategies that lead to fiscal and operational sustainability.

- Objective 3.1 – Reduce reliance on apportionment-based funding.
- Objective 3.2 – Improve college operational efficiencies.
- Objective 3.3 – Increase funding available for strategic initiatives
- Objective 3.4 – Increase community support for the college.
- Objective 3.5 – Practice continuous quality improvement
- Objective 3.6 – Practice continuous adherence to accreditation standards.

Goal 4 - Technological Relevance. College of the Redwoods will develop infrastructure, adopt best practices, and conduct data analysis to utilize current and emerging technologies to support the learning environment and enhance institutional effectiveness.

- Objective 4.1 – Improve technology infrastructure to support all college operations
- Objective 4.2 – Improve instructional labs to support effective teaching and learning
- Objective 4.3 – CTE programs will have technology relevant to their disciplines
- Objective 4.4 – Improve efficiency through technology (see Objective 3.2)
Objective 4.5 – Improve data gathering and utilize statistical analysis to support instructional, student service, and administrative decision making.

Goal 5 - Enhance Institutional Profile. College of the Redwoods will engage in activities and initiatives to elevate the college’s profile in the community.

- Objective 5.1 – Enhance support for the college community.
- Objective 5.2 – Support/increase cultural activities at the college
- Objective 5.3 – Develop partnerships for utilization of the available buildings
- Objective 5.4 – Create an alumni association.
- Objective 5.5 – Increase communications and outreach to the community.
- Objective 5.6 – Develop a governmental relations function.
- Objective 5.7 – Increase public support for the college.
Committee name:
Professional Development Committee

1) What were the primary goals of the committee this year?

   a) Become institutionalized from Task Force to Committee
   b) Establish Mission Statement
   c) Include all levels of the organization as representatives on the Committee
   d) Develop a centralized function – communication, calendar, website
   e) Assess training needs of District
   f) Implement a professional development program
   g) Establish course/training evaluation form

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?
   a) Become institutionalized from Task Force to Committee
      o Professional Development Committee, recognized through Cabinet structuring, has been meeting monthly, chaired by Director of HR
   b) 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.
   c) 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 Hancock, Managers
         ▪ Jose Ramirez, Classified
         ▪ Renel Nordeman, calendar coordinator, meeting note-taker
   d) 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)
Communication steps are being improved by cross-representation on professional development committees serving on PDC.

e) Assess training needs of District
   - 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.

f) 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.

Other

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 Leadership Development Institute – 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