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
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