



## 2019-2020 PROFESSIONAL DEVELOPMENT SURVEY

*The PD Committee would love to hear some concrete ways and ideas we can make professional development more meaningful and relevant for you. Thank you for your time!*

### **Primary Employee Group Classification** (pick one)

- Administrator/Administrative Leadership Group
- Classified/Local 39 Staff
- Confidential
- Full-time Faculty
- Part-time Faculty
- Student/Temporary Employee

### **Professional Development Needs** (please choose all potential training you would like offered)

#### Fiscal

- Budget Training: preparation, account codes, process, budget management, budget Transfers
- Travel Process: forms, rules, approval
- Purchasing/requisition process
- Payroll: rules, process, deadlines, things to watch for
- Other: \_\_\_\_\_

#### Human Resources

- Performance Evaluation – Faculty

- Performance Evaluation – Staff
- Confidentiality of student & employee data (FERPA, HIPPA)
- Conflict resolution
- EEO/Equity/Diversity/Cultural Competence/Implicit Bias
- Employee Discipline
- CalPERS/CalSTRS Retirement Workshops
- Hiring Process: Start to Finish
- New Employee Orientation
- Leadership Training
- Benefits: understanding of employee benefits
- Other: \_\_\_\_\_

#### Instruction

- Academic Success Workshops (e.g. OnCourse)
- Instructor Use of Early Alert System
- Curriculum Processes: Course Outline of Record, eLumen, etc.
- Handling Student Conduct Issues and Disruptive Behavior
- Banner for Instructors: Dropping Students; Waitlists, Census Date; Posting Grades
- Innovative Teaching Strategies and Active Learning
- Classroom Management Techniques for Today's Students
- Implementing Guided Pathways
- Assessment: SLOs, PLOs, GELOs, Closing the Loop
- Culturally Responsive Teaching Practices
- Other: \_\_\_\_\_

#### Student Services

- Overview of Student Support Programs, e.g. Veterans, Disabled Student Program, ASTC, etc.
- Overview of Student Financial Aid Program, including College Promise Grants

- Training on Student Enrollment Process
- Financial Aid Training
- Student Mental Health/Wellness
- Incident Reporting, e.g. Title IX Reporting
- Other: \_\_\_\_\_

#### Campus Safety

- Active Shooter training
- Injury & Accident Protocols
- When should I call Campus Police?
- Campus Emergency Plans and Procedures
- Other: \_\_\_\_\_

#### Technology

- How to use Canvas
- Excel: basics to high level functions
- How to use Google Drive & Google Docs
- How to create online forms
- How to use Microsoft 365
- How to use Outlook
- Successful Online Classes: Best practices, tips
- Useful technology for face-to-face classes
- How to conduct Zoom meetings
- Other: \_\_\_\_\_

#### Preferred Types of Guest Speakers or Topic

- Intellectual/Educational
- Professional
- Motivational/Inspirational

Skill-based Trainer

Other: \_\_\_\_\_

**Suggestions for Specific Guest Speakers**

Answer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preferred Time for Flex Activities:**

Morning

Afternoon

Evening

**Have you applied for Professional Development funding through the Professional Development Committee?**

Yes

No - Why not? \_\_\_\_\_

**How often do you attend Optional Flex Activities?**

Frequently

Occasionally

Rarely

Never

**If you answered “Rarely” or “Never,” what is the major reason?**

- Inconvenient day and time
- I was not aware of Optional Flex activities
- There were no activities that met my needs or interest
- I do not travel to campus on non-instructional days
- Other: \_\_\_\_\_

**Overall, how would you rate the Professional Development Program at Solano Community College?**

- Poor
- Fair
- Good
- Excellent

**How would you rate the methods of communication from the PD Committee and/or College such as email announcements and workshop reminders?**

- Poor
- Fair
- Good
- Excellent

Suggestions for Improvement: \_\_\_\_\_

**How can our Professional Development Program improve?**

Answer: \_\_\_\_\_

**Do you have any additional thoughts, questions, or suggestions about Professional Development that you would like to share?**

Answer: \_\_\_\_\_

THANK YOU for completing this survey!

Don't forget to check out the Professional Development webpage at:

[http://www.solano.edu/professional\\_development/](http://www.solano.edu/professional_development/)

***Your 2019-20 PD Committee***

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