



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2019-20

Committee Name: Professional Development Flexible Calendar (PDFC) Committee

Committee Roles and Responsibilities: To promote professional development opportunities for faculty and staff to broaden their knowledge, expand their skills, and enhance their abilities to benefit the students, the college as well as the greater community.

Co-Chairs: Shirley Lewis, Dean of Vallejo Center
Michelle Smith, Professional Development Coordinator

Charge: To promote professional development opportunities for faculty and staff to broaden their knowledge, expand their skills, and enhance their abilities to benefit the students, the college, as well as the greater community including developing and implementing the Flexible Calendar plan.

Meeting Times: 1st and 3rd Thursdays of the month

August 15, 2019	November 7, 2019
September 5, 2019	November 21, 2019
September 19, 2019	December 5, 2019
October 3, 2019	
October 17, 2019	

ACCJC Standard(s) Addressed:

- Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
- Standard II: Student Learning Programs and Support Services
- Standard III: Resources (Human, Physical, Technology, Financial)
- Standard IV: Leadership and Governance

Committee Members:

- Danielle Gonzalez, CSEA representative
- Inga Bourdon, Fall 2017 – Spring 2020
- Oanh Lam, Fall 2019 – Spring 2021
- Maureen Powers – Spring 2018 – Fall 2020
- Heather Watson-Perez – Fall 2019 – Spring 2021



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Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Handbook	<ul style="list-style-type: none"> Description of the PDFC committee including its roles and responsibilities, policies and procedures, etc.; Target by end of AY 2019-20.
2	Professional Development Surveys	<ul style="list-style-type: none"> Conduct surveys of faculty and staff regarding professional development needs and interests Target by end of AY 2019-20.
# Ongoing Initiatives		
3	PDFC Website	<ul style="list-style-type: none"> Continue maintaining website, including FAQ.
4	PDFC Center	<ul style="list-style-type: none"> Continue advocating for PDFC space in new Learning Resource Center through discussions with Academic Senate, administration, etc.
5	PD Application Process	<ul style="list-style-type: none"> Present on application process as well as the reimbursement procedure. Continue to refine procedure for vetting of PD funds.
6	Flexible Calendar Program	<ul style="list-style-type: none"> Continue to offer events that are available and accessible for all Solano employees. Continue to refine procedure for development of Flexible Calendar program each semester.
7	Boost the Morale of the College and develop a stronger sense of community via Professional Development	<ul style="list-style-type: none"> Collaborate with other committees to support their initiatives as related to professional development. Continue to sponsor events to support equity for all (Academic Senate Resolution 12.12.2016) Continue promoting PD funds via emails, newsletters, workshops, etc. Obtain a list of mandatory/required trainings from HR. Develop a list a pre-approved professional development activities.
# Long-Term Initiatives		
8	PD System	<ul style="list-style-type: none"> Banner 9 launch allows for possible integration with PD System Next steps: <ul style="list-style-type: none"> Generate list of essential/preferable tasks Investigate potential systems Arrange demonstrations with select vendors



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Mid-Year Committee Evaluation Report for Academic Year 2019-20, Dec. 2019

Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Handbook	IP	<ul style="list-style-type: none"> • First draft near completion
2	Professional Development Surveys	IP	<ul style="list-style-type: none"> • Draft version created • Submitted to Academic Senate
# Ongoing Initiatives			
3	PDFC Website	IP	<ul style="list-style-type: none"> • Updated to include Spring 2020 professional development events
4	PDFC Center	IP	<ul style="list-style-type: none"> • Groundbreaking on new LRC
5	PD Application Process	IP	<ul style="list-style-type: none"> • Updated application rubric submitted to Academic Senate
6	Flexible Calendar Program	IP	<ul style="list-style-type: none"> • January events complete • Mid-semester professional development planning in progress
7	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	<ul style="list-style-type: none"> • Added a second CSEA representative to gain perspective, increase engagement • Launching survey in Spring 2020 to solicit ideas from all employee groups
# Long-Term Initiatives			
8	PD System	IP	<ul style="list-style-type: none"> • Item on agenda for January 2020



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Year End Committee Evaluation Report for Academic Year _2019-2020_

Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1			
2			
3			
4			
#	Ongoing Initiatives		
5			
6			
7			
8			
9			



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Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2016 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

See details in the chart above

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?
- How can the committee improve its effectiveness in meeting these roles and responsibilities?
- How effective was the committee in completing its initiatives?
- How might the committee improve its effectiveness in regard to completing initiatives?
- How effective was the committee in impacting student success?
- How might the committee improve its effectiveness in regard to impacting student success?
- What resources are needed to assist the committee in meeting its initiatives?

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
- What topics should be addressed by the committee next year?
- Are there additional roles or responsibilities this committee should be addressing?
- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?