



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

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.

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:

- Co-Chair: Kristin Conner, Dean of Counseling
- Co-Chair: Michelle Smith, Professional Development Coordinator
- Inga Bourdon, Fall 2020 – Spring 2022
- Nick Cittadino, Spring 2020 – Fall 2021
- Sheila Gorospe-Kaushal, CSEA representative
- Janet Leary, CSEA representative
- Maureen Powers – Spring 2021 – Fall 2022
- Heather Watson-Perez – Fall 2021 – Spring 2023



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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	Professional Development System Implementation	<ul style="list-style-type: none"> • Provide sessions to administration, faculty, and staff • Adjust system settings as necessary
2	Update Professional Development Handbook	<ul style="list-style-type: none"> • Incorporate guidelines for the new PD system • Clarify activities that are considered Flex
#	Ongoing Initiatives	
3	PDFC Website	<ul style="list-style-type: none"> • Continue maintaining website.
4	Professional Development Program	<ul style="list-style-type: none"> • Continue to offer events that are available and accessible for all Solano employees including administrators, faculty, and staff. • Continue to refine procedure for development of Flexible Calendar program each semester.
5	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) <ul style="list-style-type: none"> ○ Equity Extravaganza (Spring 2022) • Continue promoting PD opportunities via emails, newsletters, workshops, etc. • Obtain a list of mandatory/required trainings from HR. • Develop a list of approved professional development activities.
#	Long-Term Initiatives	
6.	Develop Comprehensive Equity Professional Development Program	<ul style="list-style-type: none"> • Create a series of equity sessions for administration, faculty, staff, and students from start to end of their time at Solano



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Mid-Year Committee Evaluation Report for Academic Year: December 2021/January 2022

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	Professional Development System Implementation	IP	<ul style="list-style-type: none"> • Provided sessions to administration (1), faculty (4), and staff (1) as well as 7 sessions for Schools/Programs/Depts • Created 14 custom reports, 6 automatic emails, 8 FAQ sheets, and 2 system guides • Updated the process to reimburse PT faculty for Flex hours • MOU stating that faculty document Flex in PD system; supervisor signatures no longer required
2	Update Professional Development Handbook	NP	<ul style="list-style-type: none"> • Insufficient time for handbook updates
#	Ongoing Initiatives		
3	PDFC Website	IP	<ul style="list-style-type: none"> • Agendas and minutes continue to be uploaded to website
4	Professional Development Program	IP	<ul style="list-style-type: none"> • Offered over 40 professional development sessions to Solano employees • Provided ASCCC training on equitable job descriptions
5	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	<ul style="list-style-type: none"> • Offer supportive sessions to help employees process conflated stressors from ongoing situation
#	Ongoing Initiatives		
6.	Develop Comprehensive Equity Professional Development Program	NP	<ul style="list-style-type: none"> • Insufficient time for comprehensive equity plan of professional development



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Year End Committee Evaluation Report for Academic Year: April 2022

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.

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#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
			•
			•
			•
			•
			•



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Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2021 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			



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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?