



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
- Shanan Danley, CSEA representative
- Sarah McKinnon – Spring 2022 – Spring 2023
- Part-time faculty rep – Open



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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 |
| # | Long-Term 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.

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 | Professional Development System Implementation | IP | <ul style="list-style-type: none"> • Provided sessions to administration (1), faculty (6), and staff (2) as well as 7 sessions for Schools/Programs/Depts • Created 14 custom reports, 6 automatic emails, 15 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"> • Offered supportive sessions to help employees process conflated stressors from ongoing situation |
| # Long-Term 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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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 | Professional Development System Implementation | Lack of time | Keenan Training integration could be completed over the summer |
| 2 | Update Professional Development Handbook | Lack of time | Prioritize for AY2022-2023 |
| 6 | Develop Comprehensive Equity Professional Development Program | Lack of time | Explore options available from USC |



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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?

The PDFC committee promotes professional development activities that contribute to staff, student, and instructional improvement. Professional development offerings remain steady, as does participation, despite the ongoing pandemic. The number of professional development applications is slowly starting to increase. The PDFC committee continues to meet twice monthly via Zoom to accomplish its roles and responsibilities.

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

The PDFC committee continues to refine the processes and procedures regarding the flexible calendar planning as well as professional developing funds requests. PDFC continues to seek feedback on offerings for faculty and staff as well as the new Professional Development System. Cooperation and collaboration with other campus committees and offices is essential for meeting the committee roles and responsibilities.

- How effective was the committee in completing its initiatives?

Integration of the Solano portal to the Vision Resource Center with Cornerstone OnDemand (a.k.a. the Professional Development System) was a tremendous undertaking. That the integration was largely completed within a year is nothing short of amazing. This initiative could not have been accomplished without the constructive feedback of the committee members as well as the incredible support of its administrators, Sheila Gorospe-Kaushal (former) and Christina Taliaferro (current).

- How might the committee improve its effectiveness in regard to completing initiatives?

The committee is considering training more individuals on how to use the Professional Development System. These “ambassadors” could help Solano employees use the system successfully.

Solano College would also benefit from a cultural shift in thinking about professional development. Often the focus is on compliance but it should be about continued learning and growth as professionals.

- How effective was the committee in impacting student success?

The PDFC committee promotes professional development activities that contribute to staff, student, and instructional improvement. In this regard, the PDFC supports student success indirectly.



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- How might the committee improve its effectiveness in regard to impacting student success?

The PDFC continues to seek presenters to hold sessions on teaching techniques and strategies that improve student success. Suggestions for presenters are greatly appreciated.

- What resources are needed to assist the committee in meeting its initiatives?

Administrative/Union support for classified staff to participate in standing committees on a regular basis is an absolute necessity. Staff representation is essential to ensure their voices are heard and their interests are met. California Code of Regulations (§ 55720) states that the flexible calendar is intended to provide time for all employees to conduct staff, student, and instructional improvement. While professional development activities often focus on instructional improvement, it is essential to provide opportunities for staff improvement as well.

Given the need to support professional development for administration, faculty, and staff, the committee recommends a coordinator position at 50% release time. The new Professional Development System has launched Solano College into the 21st century and the coordinator is responsible for the development and maintenance of this robust system. Administrative assistants no longer track down paperwork for Flex hours at the end of each semester/year. And Solano is more environmentally friendly in that we are saving paper. Increasing the release time for the coordinator position will allow the committee to continue to meet its goals and initiatives.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

The description of the committee and its composition are appropriate for its roles and responsibilities. The coordinator position with release time is absolutely necessary to accomplish the objectives of the committee. Administrative support is also paramount to the continued success of this committee.

- What topics should be addressed by the committee next year?

The PDFC committee will continue implementation of the Professional Development System with additional resources and trainings. The PDFC committee also will continue promoting equity sessions offered by the Student Equity & Success Council as well as Equity Connect through USC. Lastly, the committee recognizes the need to hold sessions on the future of education as we transition to a new normal.

- Are there additional roles or responsibilities this committee should be addressing?

Not at this time.



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- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?

While equity is always a significant consideration in education, the ongoing situation has highlighted and indeed exacerbated preexistent opportunity gaps. The PDFC is committed to equity work in partnership with other campus groups. The Professional Development Coordinator is also collaborating with the Distance Education Coordinator and the instructional designers to develop and implement a more robust onboarding training shell for new faculty.