



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2022-2023

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 2022 – Spring 2024
- Nick Cittadino, Spring 2022 – Fall 2023
- Jason Edmonds, CSEA Representative
- Sarah McKinnon – Spring 2022 – Fall 2023
- Andrew Wesley – Fall 2023 – Spring 2025

Identify the initiatives/goals this committee will undertake.

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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 • Create guides, FAQs as necessary • Integrate Keenan Safety Trainings
2	Update Professional Development Handbook	<ul style="list-style-type: none"> • Incorporate guidelines for the new PD system • Clarify activities that are considered Flex with task force
#	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 sessions that are available and accessible for all Solano employees including administrators, faculty, and staff • Offer sessions on cultural competency and implicit bias (2021 AB 132)
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. <ul style="list-style-type: none"> ○ Provide additional support to Distance Education, e.g. @ONE Coupon Codes, hyflex training • Continue to sponsor sessions to support equity for all (Academic Senate Resolution 12.12.2016) • Continue promoting PD opportunities via emails, newsletters, workshops, etc.
#	Long-Term Initiatives	
6.	Develop Comprehensive Equity Professional Development Program	<ul style="list-style-type: none"> • Establish 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 2022/January 2023

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 Division Admins with ILT Administrator permissions including creating/editing/deleting local events, sessions, and instructors • Created four (4) FAQs for ILT Administrators stored in SharePoint site • Refined system reports to better facilitate the reimbursement of part-time faculty for participation in professional development • Posted over two dozen announcements in the SCCD community providing information on system-wide and local professional development opportunities
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"> • Uploaded agendas and minutes to website on ongoing basis • Added Professional Development Programs to Events page on ongoing basis • Created an online form for Professional Development applications
4	Professional Development Program	IP	<ul style="list-style-type: none"> • Offered over 40 professional development sessions to Solano employees
5	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	<ul style="list-style-type: none"> • Purchased @ONE coupon codes to support faculty seeking online teaching certification • Provided keynote and follow-up session to explore hyflex as a teaching modality • Offered supportive sessions on health and well-being including yoga, meditation, and mindfulness
# Long-Term Initiatives			
6.	Develop Comprehensive Equity Professional Development Program	IP	<ul style="list-style-type: none"> • Participation in SEA planning and implementation



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Year End Committee Evaluation Report for Academic Year: April 2023

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
			•
			•
			•
			•
			•



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Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2022 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?