



## 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"> <li>• Provide sessions to administration, faculty, and staff</li> <li>• Create guides, FAQs as necessary</li> <li>• Integrate Keenan Safety Trainings</li> </ul>
2	Update Professional Development Handbook	<ul style="list-style-type: none"> <li>• Incorporate guidelines for the new PD system</li> <li>• Clarify activities that are considered Flex with task force</li> </ul>
#	<b>Ongoing Initiatives</b>	
3	PDFC Website	<ul style="list-style-type: none"> <li>• Continue maintaining website</li> </ul>
4	Professional Development Program	<ul style="list-style-type: none"> <li>• Continue to offer sessions that are available and accessible for all Solano employees including administrators, faculty, and staff</li> <li>• Offer sessions on cultural competency and implicit bias (2021 AB 132)</li> </ul>
5	Boost the Morale of the College and develop a stronger sense of community via Professional Development	<ul style="list-style-type: none"> <li>• Collaborate with other committees to support their initiatives as related to professional development.               <ul style="list-style-type: none"> <li>○ Provide additional support to Distance Education, e.g. @ONE Coupon Codes, hyflex training</li> </ul> </li> <li>• Continue to sponsor sessions to support equity for all (Academic Senate Resolution 12.12.2016)</li> <li>• Continue promoting PD opportunities via emails, newsletters, workshops, etc.</li> </ul>
#	<b>Long-Term Initiatives</b>	
6.	Develop Comprehensive Equity Professional Development Program	<ul style="list-style-type: none"> <li>• Establish a series of equity sessions for administration, faculty, staff, and students from start to end of their time at Solano</li> </ul>



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



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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 for this initiative
1	Professional Development System Implementation	IP	<ul style="list-style-type: none"> <li>• Provided Division Admins with ILT Administrator permissions including creating/editing/deleting local events, sessions, and instructors</li> <li>• Created four (4) FAQs for ILT Administrators stored in SharePoint site</li> <li>• Refined system reports to better facilitate the reimbursement of part-time faculty for participation in professional development</li> <li>• Posted over 130 announcements in the SCCD community providing information on system-wide and local professional development opportunities</li> <li>• Added temporary employees to the data feed, providing these employees with professional development opportunities</li> </ul>
<b>Ongoing Initiatives</b>			
2	PDFC Website	IP	<ul style="list-style-type: none"> <li>• Streamlined the online form for Professional Development applications</li> <li>• Uploaded agendas and minutes to website on ongoing basis</li> <li>• Added Professional Development Programs to Events page on ongoing basis</li> </ul>
3	Professional Development Program	IP	<ul style="list-style-type: none"> <li>• Offered over 80 professional development sessions to Solano employees including online, in-person, and hyflex sessions</li> <li>• Organized task force to envision Center for Educational Excellence (CEE)</li> <li>• Created job description and hired coordinator for CEE</li> </ul>



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4	Boost the Morale of the College and develop a stronger sense of community via Professional Development	IP	<ul style="list-style-type: none"> <li>• Purchased @ONE coupon codes to support faculty seeking online teaching certification</li> <li>• Provided keynote and follow-up session to explore hyflex as a teaching modality</li> <li>• Offered supportive sessions on health and well-being including yoga, meditation, and mindfulness</li> </ul>
#	<b>Long-Term Initiatives</b>		
5	Develop Comprehensive Equity Professional Development Program	IP	<ul style="list-style-type: none"> <li>• Participated in SEA plan</li> </ul>

### 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	Professional Development System Implementation	Permission to proceed	Keenan Training integration could be completed over the summer
2	Update Professional Development Handbook	Lack of time	Prioritize for AY2023-2024
6	Develop Comprehensive Equity Professional Development Program	Lack of time	Collaborate with Center for Educational Excellence to develop and implement equity program



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

### 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 increased with videoconferencing as a popular option for presenters and participants alike. The number of professional development applications is returning to pre-pandemic levels. The PDFC committee meets twice monthly 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 funding requests. PDFC regularly seeds feedback on sessions 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?

*The PDFC committee steadily offers more professional development sessions to more participants, especially through the online modality. Professional Development funding requests are now online which helps to expedite this process.*

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

*A cultural shift in thinking about professional development would greatly benefit Solano College. Often the focus is on compliance but it should be about continued learning 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.*

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

*The PDFC regularly asks presenters to hold sessions on teaching techniques and strategies that improve student success. Suggestions for presenters are always appreciated.*

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



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*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 21<sup>st</sup> century and the coordinator is responsible for the development and maintenance of this robust system. Division 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 meet all 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 long-term success of this committee.*

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

*The PDFC committee will support and maintain the Professional Development System with additional resources and trainings. As Solano transitions to a “new normal”, it will be necessary to provide further technology training for faculty and staff to maintain standards and relevancy.*

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

*Not at this time.*

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

*The PDFC is committed to equity work in partnership with other campus groups to implement the SEA 2022-2025 plan. The PDFC is also interested in promoting integrated planning to ensure that resources are available for strategic efforts to increase student success.*