



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2023-2024

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: TBD
- Co-Chair: Michelle Smith, Faculty Coordinator, Spring 2018 – Spring 2024
- Inga Bourdon, Faculty, Fall 2022 – Spring 2024
- Jason Edmonds, CSEA, Fall 2022 – Spring 2024
- Sheila Kaushal, CSEA, Spring 2023 – Fall 2025
- Andrew Wesley, Faculty, Fall 2022 – Spring 2024
- TBD, Faculty, Fall 2023 – Spring 2025
- TBD, Faculty, Fall 2023 – Spring 2025



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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 <i>staff</i> • Update 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"> • Complete webpage conversion to new style • 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
5	Boost the Morale of the College and develop a stronger sense of community via Professional Development	<ul style="list-style-type: none"> • 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"> • Collaborate with Center for Educational Excellence and T4E to establish a comprehensive series of diversity, equity, and inclusion sessions for administration, faculty, and staff from start to end of their time at Solano

Mid-Year Committee Evaluation Report for Academic Year: December 2023/January 2024



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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			•
2			•
3			•
4			•
5			•



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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.

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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 2023 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?