

CLASSIFIED SENATE AGENDA

October 21, 2015

L-151

11:30 a.m. - 1:00 p.m.

Classified Senate Council

Scott Heiden, President
Lesley Agostino, Vice-President
VACANT, Secretary
Jessica Martin, Treasurer
Allison Albright
Chris Meadors
Gilbert Rocha
Lisa Martin
Rafiqul Bhuiyan
Sonia Nilsen

1. Approval of the October 21, 2015 agenda	11:30 – 11:32
2. Public Comment – This time is reserved for members of the public to address the Senate regarding items not on the agenda. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced.	11:32 – 11:45
3. Council Announcements & President’s Report	11:45 – 12:00
4. College Council Preview - What will be discussed?	12:00 – 12:10
5. Professional Development Strategic Plan* - Overview	12:10 – 12:25
6. 15-16 3SP Plan and Budget – Beth Hauscarriague	12:30 - 12:40
7. Facilities Planning	12:40 – 1:00

***attached**

Next Meeting: Wednesday, November 4, 2015

Diablo Valley College

Professional Development Plan

(DRAFT)

May 6, 2015

<need to write preamble>

This plan is a response to the DVC Strategic Plan Goal 4, Objective 3 to offer a professional development program that supports best practices, stimulates innovative practices and develops the skills, knowledge, and abilities of our employees.

Goals and objectives

Goal 1: DVC will integrate best practices in professional development to promote inclusive excellence, increase student learning, student success, and institutional effectiveness

Objective 1: Increase trainings and learning opportunities to increase student course completion and retention rates through inclusive excellence

Strategies:

- a. Collaborate with experts to train faculty and staff on best practices and methods to equitably increase completion and retention rates
- b. Create informational resource page to identify relevant conferences and trainings and funding sources
- c. Use academic research and data to adapt and develop trainings and instructional tools
- d. Develop and use assessments and benchmarks to measure impact of professional development activities on course completion and retention rates

Objective 2: Expand learning opportunities aimed at increasing students achievement of degrees or certificates and/or transfer rates to four-year institutions

Strategies:

- a. Increase faculty and staff knowledge of DVC certificate and degree programs

- b. Develop and provide trainings on best practices to enhance educational pathways to facilitate transfer preparation and transitions between CTE and transfer programs
- c. Provide trainings to faculty and staff to encourage greater use by students of relevant Student Services
- d. Create and implement assessment measures to evaluate effectiveness of trainings and knowledge sharing on student certificate/degree completion and transfer rates
- e. Use academic research/data to inform strategies, tools, and activities

Objective 3: Leverage professional development to inform, train, and enhance equity on-campus to increase student success

Strategies:

- a. Collaborate with Equity Committee and other appropriate college entities to promote and fund activities related to issues of equity, such as conferences, workshops, or training programs
- b. Offer trainings on best practices and approaches to eliminate institutional educational achievement gaps
- c. Implement trainings to deepen the college's multicultural competencies and to enhance a supportive, student-friendly culture
- d. Use academic research and data, both external and internal, to inform equity related best practices and training strategies
- e. Address and mitigate institutional barriers to inclusive excellence

Objective 4: Inform and train employees on methods, strategies, and technologies necessary to improve students' ability to successfully navigate the college system

Strategies:

- a. Train employees on student academic planning tools
- b. Provide customer service training to promote a student-centric, friendly, and helpful environment
- c. Offer trainings and presentations to share best practices on enhancing the matriculation processes

d. Train employees to assess and improve technology platforms and interfaces, such as the college website, so that employees can identify and be informed by users' needs and expectations

Objective 5: Promote and expand activities and knowledge sharing that enhance excellence, creativity, and innovation in the college to increase student success and institutional effectiveness

Strategies:

- a. Provide forums to share best practices and research on creativity and innovation
- b. Invite internal and external experts to relay recent research, methods, and strategies that enhance creativity and innovation
- c. Provide innovators with the capacity to share knowledge and encourage the diffusion of innovation across the college
- d. Formally acknowledge innovative ideas, work, and new approaches by employees to increasing students' success and institutional effectiveness

Goal 2: Professional Development will align with governance, operational and planning processes in order to increase institutional effectiveness

Objective 1: Use evidence-based inquiry and decision-making in professional development planning and implementation

Strategies:

- a. Create and develop data collection instruments and metrics to measure the impact of professional development activities
- b. Collect qualitative and quantitative data and feedback from employees on the effectiveness of professional development programming
- c. Review academic research for successful activities, ideas, models, and assessments

Objective 2: Provide training to increase employees' use of evidence-based inquiry and decision making techniques

Strategies:

- a. Provide trainings on techniques and technologies to collect and analyze data to facilitate better decision-making across the college
- b. Offer learning opportunities on research methods, critical thinking, questioning, and evaluation of information

Objective 3: Train employees to be increasingly transparent, collaborative, and efficient

Strategies:

- a. Provide training and development opportunities on methods and strategies to increase transparency, collaboration, and efficiency
- b. Develop and deliver relevant activities and programs for all new employees to understand DVC's priorities, structures, and processes
- c. Train employees on college decision-making processes and internal system
- d. Identify and provide trainings related to institutional effectiveness, leadership development, workplace skills, and college best practices
- e. Provide safety and emergency training to employees to understand their roles and responsibilities at the college

Objective 3: Professional Development will promote a culture of collaboration to achieve DVC's strategic directive

Strategies:

- a. Develop strategies to strengthen employee relationships to achieve the strategic directive
- b. Support and develop initiatives that foster an inclusive community
- c. Support and develop activities that cross constituencies between classified, faculty, and management
- d. Educate employees about the DVC strategic plan

Goal 3: Professional Development will effectively direct its resources to increase student learning and success through inclusive excellence

Objective 1: PD will use an evaluative process of measure the impact of its activities that inform the college budget allocation process

Strategies:

- a. Measure and report on return on investment (ROI) for PD activities
- b. PD will recommend activities that maximize the college's ROI

Objective 2: PD will use its budget responsibly, flexibly, and sustainably to support activities that will enhance the Strategic Plan's directives

Strategies:

- a. Partner with college governance committees to identify and support innovation that works to achieve the Strategic Plan's directives
- b. Ensure that funds support activities that promote innovation to positively impact student success and institutional effectiveness
- c. Ensure that professional development funds support activities that promote equity
- d. Evaluate and prioritize activities based on their impact on the strategic directives
- e. Support specific needs for training and professional development in a timely manner

Objective 2: Support implementation of the College's Technology Plan

Strategies:

- a. Assess all employees' needs for technology training
- b. Offer consistent, ongoing technology training and support that focuses on equitable student learning and institutional effectiveness
- c. Provide both online, on-demand, asynchronous and in-person, synchronous technology trainings to increase institutional effectiveness
- d. Provide training and support on technologies for data analysis and reporting needed to increase institutional effectiveness

Objective 3: PD will support employees in increasing and diversifying funding sources

Strategies:

- a. Provide training and learning opportunities in grant writing to aid employees in pursuing other funding sources
- b. Work with the college to develop a plan to integrate processes for funding allocation for Professional Development

Goal 4: PD will support and integrate with the college Human Resources plan to maximize employees' talent, skills, interests, and expertise to further the institution's commitment to inclusive excellence and equity

Objective 1: Create, develop, and assess an organizational structure for professional development that can successfully implement multi-year and annual action plans

Strategies:

- a. Form a Coordinating Committee composed of the PD workgroup chairs of the Faculty Classified, and Administrative groups to develop and evaluate learning activities, review and implement the Flex calendar, and review PD priorities
- b. Expand the role of each workgroup to include outreach to constituencies, needs assessments, policy recommendations, activities development, certification development, and more
- c. The Coordinating Committee provides a forum for each PD workgroup to collaborate and share learning strategies, learning opportunities, needs assessment strategies, and learning outcomes

Objective 2: Develop and write annual action plans that align to the college's strategic plan

Strategies:

- a. The PD Coordinating Committee, based on the recommendations of the workgroups, will be responsible to identify and prioritize annual PD activities

- b. Develop and plan themes or strands of flexible calendar activities that promote a continuum of learning throughout the academic year to build employee expertise aligned towards achieving the College's strategic directives
- c. Create incentives that recognize PD achievements and accomplishments
- d. Gather approval for annual or multi-year action plans from appropriate college entities

Objective 3: Provide annual report, program review, and compliance documentation

- a. Prepare and submit annual reports, program reviews, and other compliance documentation as necessary
- b. Maintain awareness of all reporting and compliance changes
- c. Evaluate, recommend, and implement a Professional Development Management Software that allows for the creation and accurate reporting of employee's personalized training plans, cataloging of internal and external PD activities, and content delivery

Appendix A. Proposed Professional Development Organizational Structure

