

Diablo Valley College

Professional Development Plan

(Approved by College Council December 16, 2015)

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. In addition, this plan outlines the responsible, flexible, and sustainable use of the budget to support PD activities that enhance the College's Strategic Plan Directives.

The term "inclusive excellence" is used throughout this plan and is an institutional priority. Inclusive excellence is defined as an intentional and active process through which the college addresses diversity, inclusion, and equity while achieving excellence in learning, teaching, student development, institutional functioning, and engagement in local and global communities. Inclusive excellence in practice expands the circle of excellence to all students.

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. Identify and collaborate with internal and external 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 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

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

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 opportunities for faculty to maintain and enhance discipline knowledge that serves to promote curriculum and program development and enrichment
- b. Provide forums to:
 - share best practices and research on creativity and innovation
 - allow internal and external experts to address recent research, methods, and strategies that enhance creativity and innovation
 - encourage innovators to share knowledge that promotes the diffusion of innovation across the college
- c. 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 planning and implementation

Strategies:

- a. Create and develop data collection instruments and metrics to measure the effectiveness of PD programming
- b. Collect data and feedback from employees on PD 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 methods, techniques, and technologies that facilitate enhanced decision-making
- b. Offer learning opportunities on research methods, critical thinking, questioning, and evaluation of information

Objective 3: Train employees to be increasingly transparent, communicative, and efficient to promote a culture of collaboration and knowledge sharing

Strategies:

- a. Educate employees about the DVC strategic plan and offer programs to help employees to understand DVC's priorities, organization and governance structures, and decision-making processes
- b. Identify and provide trainings related to institutional effectiveness, leadership development, workplace skills, and best practices in higher education
- c. Support and develop opportunities that foster an inclusive community and strengthen employee relationships, including cross constituency activities
- d. Provide safety and emergency training for employees to understand their roles and responsibilities at the college

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 to measure the impact of its activities to inform the college budget allocation process

Strategies:

- a. Ensure that funds support activities that promote innovation and equity to positively impact student success and institutional effectiveness
- b. Evaluate and prioritize activities based on their impact on DVC's strategic directives and return on investment (ROI)
- c. Measure and report on ROI for PD activities

- d. Collaborate with college entities, such as the Equity Committee, 3SP leadership, and the DVC Foundation, to maximize funding opportunities for PD

Objective 2: Offer PD that aligns with and supports the needs and goals identified in the Technology Master Plan

Strategies:

- a. Collaborate with the Information & Instructional Technology Committee to assess employees' technology training needs
- b. Offer consistent, ongoing technology training and support that focuses on equitable student learning and institutional effectiveness
- c. Provide online, on-demand, asynchronous and in-person, synchronous technology learning opportunities

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 a sustainable 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 Committee 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 PD Committee 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 Committee to collaborate and share learning strategies, learning opportunities, needs assessment strategies, and learning outcomes

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

Strategies:

- a. Each PD Committee will be responsible to identify and prioritize multi-year PD activities, including annual Flexible Calendar activities (which must be approved by DVC's Local Planning Group (LPG)^{1,2})
- b. Plan and develop themes of Flexible Calendar activities that promote a continuum of learning to build employee expertise aligned towards achieving the College's strategic directives
- c. Create incentives that recognize PD achievements and accomplishments
- d. Obtain approval for annual or multi-year action plans from each Committee's governing body and College Council

Objective 3: Complete required compliance documentation and program review information

- a. Complete required California Community Colleges Flexible Calendar Program Report for State Chancellor's Office
- b. Maintain awareness of changes to reporting and compliance documents
- c. Create and maintain a central database for all PD activities regardless of funding source

¹ 2011-14 Collective Bargaining Agreement between Contra Costa Community College District and United Faculty, Appendix A, p. 104.

² Cal. Educ. Code §84890.