



# Three-Year Staff Development Plan

## *An initiative for Professional Engagement*

2012 – 2015

This document outlines the three-year Staff Development Plan for Columbia College. The plan represents a combination of existing professional development and engagement activities as well as processes to provide new opportunities for the campus community.

### **Statement of Purpose**

The purpose of staff development at Columbia College is to engage the campus community in a culture of improvement in order to deliver the highest quality education.

### **Goals**

The Staff Development Committee, as an initiative for professional engagement, will work to:

1. Foster innovation and exploration of new ideas and strategies for institutional growth and enrichment of education.
2. Develop tools and processes to effectively assess professional development activities integrated with college resource planning.
3. Support and develop innovations in instructional and administrative techniques and program effectiveness.
4. Promote and provide increased visibility for professional engagement opportunities and activities for the purposes of professional enrichment.

### **Committee Structure**

The Staff Development Team functions as an oversight committee relative to the planning, promoting, and allocating of expenditures for staff development resources. The committee consists of the following:

- Two representatives of academic senate;
- One representative of classified senate;
- One representative of CSEA;
- Two representatives of leadership team;
- Up to two student representatives;
- Up to two adjunct representatives;
- The Staff Development Coordinator/Chair.

### **Professional Development Evaluation and Assessment**

For the purposes of staff development evaluation and assessment, all recognized and/or funded professional development activities will be evaluated via the *Professional Development Activity/Evaluation* Form used for flex activities. The assessment tool will be used to track and report the effectiveness of professional development activities.

Goals	Objectives	Activities	Timelines	Evidence/Outcomes
<b>Goal 1: Foster innovation and exploration of new ideas and strategies for institutional growth and enrichment of education integrated with other college resource planning.</b>	1.1 Schedule regular Staff Development Committee meetings and reports of professional development activities from college-wide committees and/or constituencies.	1.1.1 Staff Development Committee and all committees and/or constituencies continue to hold regular meetings and develop/implement projects, programs, and activities for professional development.	Ongoing	Staff Development Committee Meeting minutes and from other committee reports.  Constituent groups will report out at/to Staff Development Committee.
	1.2 Continue to direct and provide leadership through sponsoring and evaluating a diverse range of professional development activities.	1.2.1 Visit other colleges to review and learn professional development best practices	Annually	Report from site visits
		1.2.2 Identify needs and provide a college-wide forum to discuss professional development initiatives.	Fall	Agenda and report posted on website
		1.2.3 Host on-campus professional development workshops, seminars, and/or activities.	Ongoing	Participant evaluations; Activities and supplemental materials posted on the website
		1.2.4 Coordinate with Academic Wellness Educator (AWE) plan for professional development.	Ongoing	Participant evaluations; Meeting minutes and reports
	1.3 Advocate for resources and/or funding for staff development initiatives.	1.3.1 Dedicate time at Staff Development Committee and other constituency group meetings to discuss and explore resources, including grants for professional development initiatives.	Ongoing	Meeting minutes and reports; Attainment of resources

Goals	Objectives	Activities	Timelines	Evidence/Outcomes
<b>Goal 2: Develop tools and processes to effectively assess professional development activities integrated with college resource planning.</b>	2.1 Utilize college resource planning tools for the assessment of professional development activities	2.1.1 Program Review, Unit Planning Tools, AWE Planning, and Educational Master Plan will all be used as resource planning tools.	Ongoing	Planning reports will reflect assessment
	2.2 Ensure that evaluation procedures are carried out for all campus community staff development activities.	2.2.1 Every professional development activity funded by the Staff Development Committee requires participant feedback and/or reporting.	Ongoing	Assessment reports and evaluation feedback
	2.3 Develop and coordinate a process for continually assessing professional development needs.	2.3.1 Conduct college-wide survey to assess professional development needs.	Semi-Annually	Survey feedback and analysis report
<b>Goal 3: Support and develop innovations in instructional and administrative techniques and program effectiveness.</b>	3.1 Provide ongoing programs and activities to further faculty professional development.	3.1.1 Collaborate with and engage in an ongoing dialogue with the Academic Senate regarding faculty professional development activities and initiatives.	Ongoing	Academic Senate meeting agendas and reports; Collaborative initiatives and develop activities.
		3.1.2 Continue to provide professional development opportunities through the Instructional Technology Center, AWE, FLEX, state and	Ongoing	Professional development activities, agendas, minutes, and reports; Participant

Goals	Objectives	Activities	Timelines	Evidence/Outcomes
		national conferences, and discipline specific seminars/workshops.		feedback evaluation/assessments.
		3.1.3 Support Academic Senate Faculty mentor effort.	Ongoing	All new faculty assigned a mentor; Assignment rosters
		3.1.4 Provide funding support for individual and/or group professional development projects, conferences, and activities through the proposal request process.	Ongoing	Participant feedback evaluation/assessments
	3.2 Provide ongoing programs and activities to further classified staff professional development.	3.1.5 Support the exploration and expansion of opportunities for staff development of adjunct faculty.	Ongoing	Professional development activities, agendas, minutes, and reports; Participant feedback evaluation/assessments
		3.2.1 Collaborate with and engage in an ongoing dialogue with the Classified Senate and CSEA regarding staff professional development activities and initiatives.	Ongoing	Classified Senate and CSEA meeting agendas and reports; Collaborative initiatives and activities developed.
		3.2.2 Provide funding support for individual and/or group professional development projects, conferences, and activities through the proposal request process.	Ongoing	Participant feedback evaluation/assessments
		3.2.3 Recommend and support the planning of a campus-wide	Annually	Participant feedback evaluation/assessments.

Goals	Objectives	Activities	Timelines	Evidence/Outcomes
	3.3 Provide ongoing programs and activities to further management and leadership professional development.	Classified Staff Development Day with workshops geared to the needs of classified staff.		
		3.3.1 Collaborate with and engage in an ongoing dialogue with the Leadership Team regarding professional development activities and initiatives.	Ongoing	Leadership Team meeting agendas and reports; Collaborative initiatives and activities.
		3.3.2 Provide funding support for individual and/or group professional development projects, conferences, and activities through the proposal request process.	Ongoing	Management remain current and experience growth in their specific areas of expertise; Participant feedback evaluation/assessments.
		3.3.3 Support workshops during Leadership Team meetings geared to the needs of management.	Monthly	Participant feedback evaluation/assessments.
<b>Goal 4: Promote and provide increased visibility for professional enrichment and engagement activities and opportunities.</b>	4.1 Communicate with faculty, staff, and leadership the diverse professional development opportunities available to the campus community.	4.1.1 Host a dedicated website with staff development activities and opportunities for the campus community.	Ongoing	Website link with activities posted and updated.
		4.1.2 Include professional development opportunities in existing college-wide newsletters and publications.	Ongoing	Increased visibility of professional development opportunities; Newsletters and publications.

Goals	Objectives	Activities	Timelines	Evidence/Outcomes
	4.2 Support increased employee engagement and participation in professional development activities.	4.2.1 Recognize staff, faculty, and leadership through annual awards for outstanding leadership of each constituent group.	Annually	Staff recognition and awards

**Staff Development Plan Comprehensive Evaluation:**

The Staff Development Committee will conduct a mid-term and final self-evaluation and assessment report based on the evidence and outcomes in the three-year plan. These reports will be submitted to College Council for review, evaluation, and feedback.

**Authorized uses of Staff Development funds:**

Funds will be allocated for those activities directly correlating with one or more of the goals of the Staff Development Plan.

**Examples of usage:**

- Travel to conferences or training
- In-house training sessions
- Guest speakers
- Special supplies/media
- Retreats/hospitality

**Process for requesting Staff Development funds:**

- Staff Development Activity Request form must be completed.
- If travel is requested, then a Travel Request Form must be completed.
- Form(s) with accompanying documentation must be submitted to the Dean or Manager at least one week prior to the next Staff Development meeting (table below).
- Staff development plans should be discussed with the Dean or Manager before submitting the appropriate form(s) to the Staff Development Committee. Staff Development Forms will be submitted by the Dean or Manager.

Timelines for new requests	Forms Submitted for Consideration	Committee Meeting Date
Summer	Last week in March	1st or 2nd week of April
Fall	2nd week of Fall Classes	3rd week of Fall Classes
Spring	1st week of December	2nd week of December

Staff Development Requests must be submitted by the appropriate manager to the **Staff Development Committee**, (Career Technical Education) phone ext. 5142.

- Original Travel Request forms will be maintained by the Dean's or Manager's office; only copies will be forwarded to the Staff Development Committee.
- Request will be presented to the committee at the next regularly scheduled meeting.
- Staff/faculty members will be notified of the request approval status following committee action.
- Please note: The Staff Development Committee can only approve the funding for staff development activities. Approval for travel (or other activities) must go through traditional college channels.

Please note: If out-of-state travel is requested, extra time for processing is needed as the Chancellor's approval is required on travel requests. Preferred procedure is to obtain all approvals on travel request forms prior to submitting to Staff Development Coordinator.