Professional Development Plan

2013-2016

COLLEGE OF MARIN

College of Marin

Professional Development Plan

2013-2016

Originated from the work of the Professional Development Committee (PDC)

Contributed to by the Professional Development Advisory Group

Prepared by the Professional Development Operational Team

August 2013

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Mission, Vision, and Values

Mission Statement

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement/English as a Second Language;
- intellectual and physical development and lifelong learning; and cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students. *(Discussed at the Sept. 8, 2012 Board Retreat; Approved at the Sept. 18, 2012 Board Meeting)*

Our Vision

College of Marin will be a premier educational and cultural center that provides programs of the highest caliber to meet the needs of an increasingly interconnected global society. Our vision will be guided by our values.

Statement of Values

Student and Community Centered Education

We promote student success by providing programs and services that are learner centered and reflect the changing needs of our students and surrounding community.

Academic Excellence and Innovation

We are dedicated to academic excellence and encourage innovation. We foster intellectual inquiry by encouraging critical thinking, information literacy and technical competence. We continually evaluate the effectiveness of our programs.

Collaboration and Open Communication

We cultivate a culture of mutual respect, open communication, collaborative working relationships and participation in decision making among students, faculty, staff and the communities we serve.

Diversity

We cherish a learning environment that celebrates diverse backgrounds and recognizes the knowledge and experiences among its students, faculty and staff. We will provide open access and strive to remove barriers to student success.

Sustainability

We will apply environmentally sustainable and green principles in our college community to ensure the future of our planet.

Accountability

We will be accountable for our decisions and actions on behalf of the students, college and community. Our decisions will be academically, fiscally and environmentally responsible.

Process for the Development of the Professional Development Plan 2013-2016

After College of Marin (COM) developed various plans which were approved by the Board of Trustees in 2012, these plans have become the priorities for the College.

These plans are:

- COM Strategic Plan 2012-2015
- COM Assessment Plan 2012
- COM Distance Education Plan 2012-2015
- COM 2012-2017 Technology Plan
- COM Revised Integrated Planning Manual
- COM Facilities Plan 2012

The Professional Development Committee (PDC) started the process of revising the previous draft Professional Development Plan in spring 2013.

During summer 2013, the Professional Development Operational Team (PDOT):

- embraced what PDC did;
- incorporated all College plans which have tasks related to professional development needs into the revised Professional Development Plan;
- included professional development functions which are defined by the College;
- integrated accreditation and Chancellor's Office's requirements;
- collaborated and discussed with the Cabinet members and the professional development advisory group regarding their areas' professional development needs in order to complete the Professional Development Plan 2013-2016.

Therefore, this plan will systematically support College's priorities and accreditation efforts.

Other professional development functions include but are not limited to:

- Chancellor's Office's Requirements
- California Education Code and Title 5
- Accreditation Standards
- Professional Development Needs Assessment and Evaluation
- Flex/Professional Development Program Guidelines
- Student Success Act
- Research Plan 2013-2016

Overview of Professional Development

Professional Development Mission Statement

The goal of the professional development program is to provide resources, training and opportunities that support the professional development needs of college employees; create a cohesive and supportive environment that recognizes and celebrates achievement; and improve institutional effectiveness with the ultimate goal of supporting student success.

Organizational Structure

The Office of Planning, Research and Institutional Effectiveness provides the coordinating function for professional development activities for employees at College of Marin.

The unit provides coordination and support for the Flex program, technology training, institutional initiatives, activities that support teaching and learning, workplace safety and disaster preparedness training and activities designed to improve communication and increase collegiality.

The Flex program continues to be the major avenue for professional development activities related to improving teaching and learning. Workshops are scheduled during the scheduled Flex days and throughout the semester.

Professional development activities are also offered through other units such as Human Resources, Campus Police, College Operations, the Office of Student Learning, Student Services, and through special programs such as the Basic Skills Initiative.

The Professional Development web page provides information about professional development opportunities, the Flex program, funding information for conferences and training and a variety of professional development resources that are available to employees. An online Professional Development activities calendar provides information about in-house training opportunities and workshops.

Professional Development Committees

There are several committees that play a role in various aspects of professional development at College of Marin. The Professional Development Committee (PDC) is the participatory governance group that oversees professional development planning and evaluation. There are also three union/district committees that have a role in professional development opportunities related to faculty.

- **Professional Development Committee (PDC)**
  The PDC is the participatory governance group that oversees professional development planning. It is comprised of representatives of each of the college constituencies, faculty, staff, administrators and students. The PDC operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC). The PDC is responsible for monitoring professional development planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The committee utilizes the resources and expertise of the Office of Planning, Research and Institutional Effectiveness; Human Resources; Office of Student Learning, Campus Police and other departments as appropriate. Information about the PDC including the committee's charge, current members, agendas and minutes are posted on the [Professional Development Committee web page.](#)

- **Professional Affairs Committee (PAC)**
  The Professional Affairs Committee is a UPM/district committee that recommends and approves funding for faculty to attend conferences, workshops and other training. The committee is composed of two administrators and two faculty union representatives. Information about how to apply for PAC funds is posted on the Professional Development web page and in the Faculty Handbook.

- **Sabbatical Leave Committee**
  The Sabbatical Leave Committee is a UPM/district committee that recommends and approves sabbatical requests from faculty using the process outlined in the MCCD/UPM Collective Bargaining Agreement. The committee is composed of one administrator and three faculty union representatives.

- **Union-District Workload Committee (UDWC)**
  The UDWC oversees funding for Institutional Research and Development project grants and other college-funded grants and initiatives designed to support institutional needs. The committee is composed of two administrators and two faculty union representatives.

Professional Development Activity Planning Process

The PDC provides guidance and direction to plan professional development activities based on (a) the PD Plan 2013-2016 and items identified as College priorities in college planning documents and (b) feedback from the Professional Development Needs Assessment.

Employees may submit a PD/Flex Workshop Request Form to propose other training activities. The form is available for download on the Professional Development web page and can be submitted at any time.

Professional development opportunities and resources are publicized via College email and posted on the Professional Development web page. On-campus professional development activities are posted on the online Professional Development calendar.

Professional Development Needs Assessment and Evaluation

The PDC conducts an annual Professional Development Needs Assessment and Evaluation. The results are reviewed by the PDC and used to plan professional development activities. The needs assessment fulfills Title 5 regulations for the implementation of the Flexible Calendar Program. Evaluative questions are also included. Results of the PD Needs Assessment and Evaluation Survey are posted on the Professional Development web page.

Professional development activities are evaluated through online evaluation surveys and in the evaluation section of the annual Professional Development Needs Assessment and Evaluation Survey.

Professional Development Themes

The PDC has identified five broad professional development themes based on priorities identified in College planning documents, statewide initiatives, and the results of the Professional Development Needs Assessment and Evaluation Survey. The five themes are: Teaching and Learning, Student Success, Technology Training, Institutional Effectiveness and Employee Excellence. These themes may be revised as new needs and priorities emerge through College planning processes.

Teaching and Learning (TL)

Faculty members are given opportunities to continue to learn about and apply new curriculum, instruction and assessment strategies to enhance learning and support student success. By participating in on and off-campus workshops, courses, discussion groups, online training or other professional development activities, faculty gain a deeper understanding of curriculum, assessment, student learning outcomes, learning theories and effective practices as they apply to the community college setting. Training opportunities are planned to meet Objectives 6 and 7 in the Strategic Plan 2012-2015 and others.

Student Success (SS)

Professional Development opportunities are provided that support student success initiatives and meet the needs of our students. Training opportunities are planned to meet, Objectives 5 and 7 in the Strategic Plan 2012-2015 and others.

Technology Training (TT)

Employees are provided with appropriate training to use College software and technology resources effectively. Training opportunities are planned to meet the objectives in the Strategic Plan 2012-2015, Technology Plan 2012-2017, and the Distance Education Plan 2012-2015.

Institutional Effectiveness (IE)

Professional development activities are planned to support institutional effectiveness and meet goals and objectives identified in College plans. These may include (a) activities that contribute to a positive working environment, (b) information and training about college-wide issues and initiatives, (c) safety and disaster preparedness training, (d) mandatory professional development training by Chancellor's Office, Accreditation, or other agencies, and (e) employee position-specific skill development.

Employee Excellence (EE)

Professional development opportunities are provided that support individuals to continually improve to perform at a higher level. Training opportunities are planned to meet, but are not limited to (a) the accreditation standard III and (b) objective 6 in the Strategic Plan 2012-2015.

Flex/Professional Development Program Guidelines

College of Marin participates in the Flexible Calendar program administered by the Chancellor's Office to meet Title 5 regulations. Currently up to six days per year may be designated as Professional Development/Flex Days at College of Marin and are set aside for professional development activities in lieu of classroom instruction. All full and part-time credit faculty members are obligated to complete a designated number of Flex hours based on the number of units they teach. PD/Flex activities are also open to all employees.

According to the UPM contract (Article 9, Calendar), each semester will include one 4-hour Mandatory Flex day scheduled the day preceding the first day of instruction. The Mandatory Flex day consists of a college-wide Convocation planned by the District and department meetings planned by Department Chairs and Coordinators. Attendance is mandatory for full-time instructors. Additional Independent Flex days may also be scheduled in lieu of instruction within the 175 academic calendar year. The PDC provides guidance and planning for Independent Flex day activities.

To meet Title 5 regulations for the implementation of the Flexible Calendar, the college must certify that the following requirements has been met each year:

To fulfill flex hours of obligation, faculty must:
- Attend College Convocation & the scheduled Department Meeting on the Mandatory Flex Day. (Mandatory for full-time instructors).
- Attend professional development activities scheduled on Independent Flex days or during the semester if such days are scheduled.
- Perform Individual Activities on Independent Flex days or during the semester if Independent Flex Days are scheduled.

Individual Flex Activities include but are not limited to:
- Program, course curriculum or learning resources development and evaluation
- Professional Development Activities (conferences or other professional development activities in your field or related to teaching.)
- Instructional materials preparation
- Visits to instructional programs
- In-service training and other instructional improvement
- Library research and other research

Flex Verification Forms

- Each faculty member completes a Flex Verification Form that documents how they have fulfilled their Flex obligation and submits it to human resources by the last day of finals each semester.
- Forms can be downloaded from the Professional Development web page.

Conference Attendance and Off-site Training

Administrators

Administrators may have department travel accounts or access to other funds. Requests may be directed to the appropriate manager.

Classified Professionals

A limited amount of funding is available through the Office of Planning, Research and Institutional Effectiveness Professional Development fund to support job-related training and professional development activities for classified professionals. Funds are distributed during the fiscal year on a first-come, first-served basis. In general, funding is not available for activities that are more than $500. However, Staff Development funds may be combined with other department, institutional or grant funds to cover training, conferences or other professional development activities approved by the classified staff member's supervisor or manager. Requests for funding must have final approval from the Director of Planning, Research and Institutional Effectiveness. Information about how to request funds is posted on the Professional Development web page along with the Classified Staff Development Request for Funding Form.

Faculty

Funding for faculty to attend conferences and other professional development activities is available through the UPM/District Professional Affairs Committee (PAC). Information about how to request PAC funds is posted in the online faculty handbook on the PAC Information Page. A link to this information is also posted on the Professional Development web page. The Basic Skills Initiative also offers funding for projects related to basic skills and student success. More detailed information is available on the BSI web page.

Professional Development Activities and Resources

Professional Development activities and workshops are planned throughout the year by various departments. Information about on-campus workshops is posted on the Professional Development Calendar that is accessible in the Calendar of Events section of the College Homepage and on the Professional Development web page . Workshops are also advertised through global emails to the campus community and in the President's Weekly Briefing.

A variety of self-paced workshops and online resources are also posted on the Professional Development web page. A direct link to the PD web page can be found under the Faculty and Staff tab that appears on the College Website.

Professional Development Plan 2013-2016

Strategic Plan 2012-2015

Objective 3: Distance Education Plan (DE Plan Item 3.1; Tech Plan II.B.1; Action Step 4.3)

    Action Step 3.8

        Improve and expand student and faculty usage of Moodle to ensure effectiveness.

        Conduct and evaluate training and workshops for faculty and students in the usage of Moodle

    PD Theme: TL, SS

    Timeline: Ongoing; Starting 2012-2013

    Work Team: Moodle Production Team, Director of PRIE, DEC, VPSL

    Action Step 3.11 (DE Plan Item 8a; Action Step 4.4)

        Provide online pedagogy and technical support for faculty who wish to offer courses in a DE format.

    PD Theme: TL, TT

    Timeline: Ongoing; Starting 2012-2013

    Work Team: Director of PRIE, DEC, VPSL, Academic Senate

Objective 4: Professional Development for Instructional Technology (DE Plan Item 4 and 5; Tech Plan II.B.1; Action Step 3.3)

    Action Step 4.1

        Develop and implement a tool for all faculty (and students) to self-evaluate their online skills and make self-training more accessible.

    PD Theme: TL, TT

    Timeline: Annually; starting 2012-2013 or 2013-2014

    Work Team: Director of PRIE, DEC, VPSL

Action Step 4.2 (DE Plan Item 8d; Action Step 3.6)

> Provide ADA training and assessment to faculty and staff to ensure students' accessibility to their course materials in Moodle

PD Theme: TL & TT

Timeline: Annually. Starting 2012-2013

Work Team: DSPS, Director of PRIE, VPSL

Status: Flex workshop presented 1/10/13. More workshops planned

Action Step 4.3 (DE Plan item 3.a; Tech Plan II.B.1; Action Step 3.8)

> Improve and expand student and faculty use of Moodle to ensure efficiency. Conduct and evaluate training and workshop for faculty (and students) in use of Moodle.

PD Theme: TL, TT

Timeline: Ongoing. Starting 2012-2013

Work Team: Moodle Production Team, Director of PRIE, DEC, VPSL

Progress: Moodle ABCs workshops provided Fall 2012, 1/10/13 Flex, and spring 2013.

Action Step 4.4 (DE Plan Item 8a; Action Step 3.11)

> Provide online pedagogy and technical support for faculty who wish to offer course(s) in DE Format

PD Theme: TL, TT

Timeline: Starting 2012-2013

Work Team: Director of PRIE, DEC, VPSL, Academic Senate

Progress: Planning (Two multiple day hands-on workshops were offered in Spring 2012 by @One presenters)

Action Step 4.5 (Tech Plan II.C.3)

> Provide instructional technology training to faculty and staff for improving their technology skills.

PD Theme: TT

Timeline: Annually starting 2012-2013

Work Team: Director of PRIE, Director of IT, VPSL

Progress: 5 Office 2010 workshops presented Nov. 2012-Jan. 2013 as well as spring 2013.

Objective 5: Student Success Initiative

Action Step 5.6

> Implement Degree Works – Training will be provided to IT Staff, counselors as front-line users and program advisors.

PD Theme: TT, SS

Timeline: Starting 2012-2013, fully functional 2014-15

Work Team: Representatives from Ellucian, Dean of Enrollment Services, Counseling, Director of IT

Progress: Consultant currently scribing current year catalog and will train OIM staff. Identify who will train end users.

Objective 6: Teaching and Learning Strategies

Action Step 6.2

> The faculty senate members, SLO facilitators, department chairs, and program coordinators, in consultation with the VP student learning, will develop, implement, and evaluate teaching and learning strategies based on the results of program review that improve student success by creating and sustaining a faculty Teaching and Learning Center (TLC).

PD Theme: TL, EE

Timeline: Ongoing starting 2013-2014

Work Team: VPSL, VPSS, PDOT, Academic Senate, department chairs, program coordinators, SLO facilitators

Progress: Begins 2013-2014

Action Step 6.3

> Faculty Senate members, SLO facilitators, and department chairs in consultation with VPSL will develop, implement and evaluate teaching and learning strategies based on the results of program review that improve student success by creating three (3) Faculty Inquiry Groups (FIGS) in 3 areas – Transfer, CTE, and ESL/Basic Skills

PD Theme: TL, EE

Timeline: Ongoing starting 2013-2014

Work Team: Academic Senate, PDC, Program Coordinators, Dept. Chairs in consultation with VPSL

Progress: Begins 2013-2014

Action Step 6.4

> The Student Access and Success Committee in consultation with SLO facilitators, VPSL and VPSS, will create a College Success Academy for classified professionals, particularly front-line staff, in order to learn and implement strategies and positive communication techniques to empower students to take personal responsibility, effectively use student services, and maintain their success as students.

PD Theme: IE, EE

Timeline: Ongoing annually starting Year 3: 2014-2015

Work Team: SAS Committee, PDC, Student Services SLO Facilitators in consultation with VPSS and VPSL

Progress: Begins 2014-2015. Student Access and Success Committee to identify subcommittee to research and report back on best practices for structure of College Success Academy.

Participatory Governance System

Professional development for all managers on participatory governance system (PGS) is conducted at the beginning of each fall semester and as needed when new managers are hired. PGS training is conducted for PGS chairs after they are elected in the fall. Chairs will train their committee members.

PD Theme: IE, EE

Timeline: Each semester as needed

Work Team: PRIE and Senates

Staffing/Human Resources

Professional development in this section includes Education Code requirements, accreditation standards, human resources information, key policy, procedures and collective bargaining points, contract obligations, and human resources and mandatory safety trainings.

New Faculty Orientation during Flex week

- workplace safety, parking and campus police services,
- human resources overview regarding such things as new hire forms, conference and travel leave, mandatory (sexual harassment prevention, FERPA, safety) and optional training,
- the online faculty handbook and the MyCOM portal including "add" codes, dropping, and waitlists,
- classroom management and student conduct,
- professional development opportunities, flex obligations, and participatory governance

PD Theme: IE, EE

Timeline: Each semester

Work Team: VPSL, VPSS, PDOT, Academic Senate, HR

Semester-long New Faculty Academy

Five three–hour workshops covering all of the items mentioned above plus the following threads:

- Logistics
- Teaching and Learning
- The Big Picture
- Student Services
- Participatory Governance
- Sharing teaching strategies

PD Theme: IE, EE

Timeline: Each academic year when appropriate

Work Team: VPSL, VPSS, PDOT, Academic Senate, HR

New Employee Orientation (NEO) (including staff and management)

This program introduces the new employee to the organization and their job.

PD Theme: IE, EE

Work Team: HR and PDOT

Timeline: Monthly

Faculty Performance Evaluation Training

This workshop provides information about contractual requirements for the review and documentation of faculty performance.

PD Theme: IE, EE

Work Team: HR and VPSL

Timeline: Annual

Safety and Emergency Preparedness

This workshop provides information about what to do in an emergency and how best to prepare and respond should there ever be an active shooter on campus.

PD Theme: IE, EE

Work Team: District Police Chief, HR

Timeline: Each semester, (virtual ongoing webinars)

Illness and Injury Prevention

This workshop provides information about every employee's responsibility for a safe and healthy workplace.

PD Theme: IE, EE

Work Team: HR, District Police

Timeline: Annual, (virtual ongoing webinars)

Management/Supervisory Training

These workshops and webinars provide managers and supervisors with skills in interviewing and selection, establishing new employee on-boarding plans, performance management, teamwork, conflict resolution, meeting facilitation, best practices, business process improvement, project management, leadership, and the application of policies, procedures and collective bargaining agreements.

PD Theme: IE, EE

Work Team: HR, PDOT

Timeline: Quarterly workshops, (virtual ongoing webinars)

Retiree Training

Pre-retirement seminars and webinars prepare employees for retirement, and post-retirement seminars and workshops about programs and services that contribute to the well-being of retired faculty and staff.

PD Theme: IE, EE

Work Team: HR

Timeline: Semester, (virtual ongoing webinars)

Benefit Training

Benefit fairs, webinars and on-line information about employee health and welfare benefit plan options.

PD Theme: IE, EE

Work Team: HR, Benefit Vendors

Timeline: Open enrollment, (virtual on-going webinars)

Sexual Harassment Prevention Training

Employees have access to on-line and workshop information to meet regulatory discrimination training requirements and achieve COM goals of creating an environment free of harassment.

PD Theme: IE, EE

Work Team: HR

Timeline: Annually for all new hires; every two years for supervisors; new supervisors within six months

Other HR Training and Professional Development

Professional and career development workshops and webinars promote high performance and prepare the workforce for the future.

PD Theme: IE, EE

Work Team: HR, PDOT

Timeline: Quarterly

Assessment Plan

Student Learning Outcomes Training

SLO Facilitators and Program Review Facilitator conduct training and facilitate discipline or cross-discipline dialog as needed with disciplines or individual faculty regarding SLO assessment, tracking and reporting processes.

PD Theme: IE, EE

Work Team: Academic Senate Program Review and SLO Facilitator(s) and VPSL

Timeline: Annually

Student Services Learning Outcomes Training

The Dean of Student Success leads the ongoing learning outcomes assessment, tracking, and reporting for Student Services. Student Services SLOs are tied to major components of the Student Success Act.

PD Theme: SS

Work Team: Dean of Student Success, Student Services Directors and Coordinators, and VPSS

Timeline: Annually

Program Review

Program Review Training

The instructional program review facilitator trains individuals responsible for completing academic program reviews. The vice president of student services provides assistance to student services personnel completing student services program reviews. PRIE offers assistance to those responsible for administrative services program reviews.

PD Theme: IE, EE

Work Team: VPSL, Academic Senate Program Review and SLO Facilitators, Student Services SLO Facilitator and VPSS

Timeline: Annually

Research Plan

Data Dashboard Training

Data Dashboard training is offered to anyone who is doing program review or who wants to research enrollment trends, student access and success, or do cohort analysis, etc.

PD Theme: IE

Work Team: Director of PRIE, VPSL, VPSS, Program Review Facilitator

Timeline: Annually

Survey Instrument Training

Survey design and survey instrument training offered by PRIE staff.

PD Theme: IE

Work Team: PRIE

Timeline: As needed

Facilities Plan and Maintenance & Operations (M&O)

Under construction

Fiscal and Budget

Fiscal and Budget Training for Managers

Provide the following training to new and existing staff so they can effectively complete personnel action forms, requisitions, budget transfers, annual budgets, quarterly budget reports:

- Banner training for requisitions, budget transfers, account analysis, budget review
- FOAP (Fund-Organization-Account-Program coding for spending)
- Budget Development Tool (for entering budgets annually)
- Quarterly Budget Reporting (for preparing quarterly budget analysis)

PD Theme: IE, EE

Work Team: Director, Fiscal Services; Accounting Supervisors; Purchaser

Timeline: Annually or As Needed

Other Fiscal and Budget Related Training and Professional Development

Fiscal Services Staff attend training sessions or participate in webinars to increase their knowledge in areas that may impact their work, e.g., payroll, regulations, budget meetings, purchasing meetings, IRS, etc.

PD Theme: EE

Work Team: Director, Fiscal Services; Fiscal Services Staff

Timeline: As Offered

Website and Communication Training

Training related to:

1. Adobe InCopy training for class schedule and catalog production
2. Adobe Contribute training for webpage production

Student Success Initiative

Training related to the Student Success Act includes:
1. *Advocate* on-line alert and intervention system—training related to use of software and reporting/follow up/tracking of students experiencing academic and other difficulties;
2. *Comevo* on-line orientation modules—training related to use of software and development of appropriate multimedia content;
3. Various process/procedure changes—training related to myriad changes to enrollment and other process improvements, including expanded use of technology;
4. *DegreeWorks* online degree audit system – training related to use of online tool.

PD Theme: SS

Work Team: VPSS, Dean of Enrollment Services, Dean of Student Success, other staff as appropriate

Timeline: Beginning Fall 2013 and annually

Technology Plan

Strengthening technology support infrastructure includes ongoing training for faculty, staff, students, and help desk. Training will be provided as necessary for each element of the Technology Plan and will be developed as part of each implementation project. For each project, IT leadership will work with all affected constituents to discern training needs, develop a training program, build training costs into implementation budget, and assess training program effectiveness.

PD Theme: IE, EE

Work Team: VPSS, IT, and appropriate stakeholders

Timeline: As needed

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College of Marin is one of 112 public community colleges in California and is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges Western Association of Schools and Colleges. Approximately 10,000 credit and noncredit students enroll annually each fall and spring semester. Classes also are offered during the summer.

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