Professional Development Plan – DRAFT

2011-2012

Revised by Professional Development Committee 5/24/11

Priority One: Identified Institutional Needs

SLOs Implementation (Student Learning Outcomes)
To meet WASC Recommendation #2 and Accreditation Standards to be at the proficiency level in SLO implementation by fall 2012, information and training will be provided by SLO coordinators and others in developing and fully implementing SLOs at the course, program and institutional level.

- Activities
  - Faculty
    - Schedule Fall 2011 & January 2012 SLO Flex workshops
    - SLO coordinator’s continue to work with faculty to provide training and support.
    - PRIE Office work with SLO coordinators to provide other training activities as necessary.
  - Administrators (As identified in Spring 2011 Professional Development Survey)
    - Training planned for summer 2011 for administrators to provide global picture, current implementation status and how administrators can support efforts to fully implement SLOs. (Identified as training need by administrators in Spring 2011 PD Needs Assessment)

- Funding Source:
  - Funding provided by Office of Student Learning for Instructional Areas SLO Coordinators and Student Services SLO Coordinator

Distance Education
To meet WASC Recommendation #3 and COM Strategic Plan objectives to create infrastructure that supports Distance Education training will be provided to faculty and others in support roles in Moodle 2.0 the new online courseware management system.

- Activities: Moodle Online Courseware Learning System Training
  - Spring/Summer 2011. Online courses in Moodle provided by @One offered to faculty. Funding provided by Office of Student Learning.
  - June and July 2011: Remote Learner Moodle 2.0 online training provided to faculty currently teaching in Blackboard who are transitioning courses to Moodle 2.0. and to appropriate support staff.
- Onsite workshops: Summer 2011 workshops TBA on selected topics in Moodle provided by Distance Ed. Coordinator.
  - Fall Flex workshops
    - Schedule onsite workshops August Flex week &/or during semester.
    - Training provided by D.E. Coordinator
  - Provide Moodle training fall 2011 and spring 2012 – online &/or onsite
    - Training provided by D.E. Coordinator
    - If available, online training via @One.

- Funding Source:
  - D.E. Coordinator, @One and Remote Learner training funded by the Office of Student Learning
  - Flex activities funded by Staff Development

**Planning/Research – Argos Dashboard**
To meet WASC Recommendation #4 to strengthen the role of research in institutional planning and COM Strategic Plan objectives develop user-friendly access to data via the Data Dashboard being developed in Argos and provide training to faculty and staff to access the Dashboard.

- Activities
  - Spring/summer 2011 – Pilot testing & individual training
  - Fall 2011 – College-wide implementation & training (Flex and other workshops to be scheduled)

- Funding Source:
  - Staff Development and President’s Office

**Disaster Preparedness Training**
Work with Chief of Police to identify appropriate training to meet federal guidelines and mandates.

- Activities
  - Mandated Management Disaster Preparedness Training
    - Incident Command System – ICS 300 & 400 -- On-site training to managers and others identified in Disaster Plan. (4-day workshop. 1st workshop completed April 2011. Training provided by Homeland Security)
    - Schedule additional training as appropriate.
  - Faculty and Staff Training
    - Incident Command System Training 100 (ICS)
      - Plan and support launch of online and other training as appropriate.

- Funding Source
  - Police Department
  - Homeland Security (ICS 300 & 400)
  - Other?
**Priority Two: Individual Professional Development Needs Based on PD Survey Results**

- Professional Development Committee will analyze and prioritize professional development needs as indicated in the Spring 2011 PD Needs Assessment.
  - Plan training activities as appropriate based on priorities and availability of funds via Flex program and during the year.

**Priority Three: Other Professional Development Needs**

- Mandated Employee Safety Training – Confirm needs with Police Department &/or HR
  - Hazardous Materials
  - Blood Borne Pathogens
  - Other

- Employee Orientations:
  - Administrator
    - Develop training &/or create online resource/guide for new administrators
  - Faculty Orientation
    - Faculty orientation workshops currently offered during fall and spring Flex
    - Faculty Handbook (online)
  - Staff
    - Work with HR to develop staff orientation – may be “live” presentation or possibly online.

- Board Policies and Procedures
  - Develop process to inform employees about revised BP/APs.
  - Provide annual updates on BP/APs once initial revision project is completed.

- Resource 25
  - Determine any training needed for implementation of Resource 25

- Management Training
  - Work with President’s Office and Cabinet to identify and support management training and professional development activities. (e.g. Conflict resolution, Management retreat, employee evaluations)

- Other activities as needed

- Funding Sources for above:
  - To be determined