

FLEX Day Professional Development Workshop Evaluations – Spring 2018

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Purpose of Brief

The purpose of this brief is to illustrate findings from the Spring 2018 FLEX Day workshop evaluations administered to faculty, staff, and administrators. 72 evaluations were submitted.

Summary of Findings

- 31% of respondents attended ADP Training workshops. Other highly attended workshops included Career Paths (11%), Employee Relations (11%), and the Tech Combo: Canvas Cram/Starfish workshops (11%)
- 33% of attendees were part-time faculty and another 33% were classified or confidential staff.
- At least 91% of respondents **agreed** or **strongly agreed** with the following statements:
 - The presentation met my expectations (93%)
 - The presenter(s) were well informed (93%)
 - The presenter(s) were prepared (93%)
 - The presentation style and techniques used by the presenter(s) were appropriate for the topic being presented (91%)
 - I would recommend this workshop/event to my colleagues (91%)
- 97% of respondents indicated that they would like to see the workshop that they attended be repeated in the future.

Overview

Crafton Hills College (CHC) full-time and part-time faculty, staff, and administrators voluntarily participated in FLEX Day activities at institutionally planned professional development workshops on April 10, 2018. The following 11 workshops were offered: ADP Training, CHC New Tech Center, CSEA: You Have Questions, We Got Answers, Campus as a Teaching Resource, Career Paths, Conflict Resolution, Employee Relations, Exploring Non Credit, FERPA, Go2Knowledge & Lingo, Tech Combo: Canvas Cram/Starfish Q&A. Respondents were asked to provide their opinions on the content and quality of the workshop by completing a three-page evaluation. 72 evaluations were completed by workshop attendees. This brief presents the results from these evaluations.

Methodology

Respondents were asked about the workshop that they had attended as well as their own employee classification. Afterwards, respondents were asked to rate their level of agreement with eight statements regarding their experience in the workshop. The following four-point Likert scale was utilized: 4 = Strongly Agree, 3 = Agree, 2 = Disagree, and 1 = Strongly Disagree. A follow up open-ended question asked respondents what other types of workshops they would like to see through the Student Success Office. Question 6 asked respondents whether the workshop should be repeated. Questions 7-10 asked respondents to answer open ended questions about the workshop as well as provide suggestions regarding the workshop or professional development. To organize feedback received, responses were categorized by topic. A limitation to grouping any open-ended responses into categories is that other researchers may group them differently.

Findings

Describe in detail using professional but readable vernacular the findings from the research. Include sufficient tables and graphs to illustrate the findings.

Table 1 lists the FLEX Day workshops attended by respondents in Spring 2018. Thirty-one percent of respondents specified that they attended the ADP Training workshops followed by the Career Paths workshop (11%), Employee Relations workshop (11%), and the Tech Combo: Canvas Cram/Starfish workshop (11%).

Name of Workshop	#	%
ADP Training	22	30.6
CHC New Tech Center	4	5.6
CSEA: You Have Questions, We Got Answers	1	1.4
Campus as a Teaching Resource	1	1.4
Career Paths	8	11.1
Conflict Resolution	5	6.9
Employee Relations	8	11.1
Exploring Non Credit	5	6.9
FERPA	7	9.7
Go2Knowledge & Lingo	3	4.2
Tech Combo: Canvas Cram/Starfish Q&A	8	11.1
Total	72	100.0

Table 2 lists the respondents by employee type. Thirty-three percent of respondents were part-time faculty. Another 33% were also identified as classified or confidential staff.

Table 2.

Employee Type	#	%
Full-Time Faculty	20	29.0
Part-Time Faculty	23	33.3
Classified or Confidential Staff	23	33.3
Manager/Administrator	3	4.3
Total	69	100.0

Note: Missing responses were not included

Table 3 illustrates respondents' level of agreement with statements regarding their experience in the FLEX Day workshop they attended. Over 91% of respondents either agreed or strongly agreed with the following statements:

- The presentation met my expectations
- The presenter(s) were well informed
- The presenter(s) were prepared
- The presentation style and techniques used by the presenter(s) were appropriate for the topic being presented
- I would recommend this workshop/event to my colleagues

Table 3. Respondents' level of agreement with statements regarding their experience in the FLEX Day workshops.

Statement	Strongly Agree		Agree		Disagree		Strongly Disagree		Total
	#	%	#	%	#	%	#	%	
The presentation met my expectations	45	67.2	17	25.4	0	0.0	5	7.5	67
The presentation was interactive and dynamic	45	66.2	16	23.5	2	2.9	5	7.4	68
The presenter(s) were well informed	50	72.5	14	20.3	0	0.0	5	7.2	69
The presenter(s) were prepared	52	77.6	10	14.9	0	0.0	5	7.5	67
The presentation style and techniques used by the presenter(s) were appropriate for the topic being presented	48	69.6	15	21.7	1	1.4	5	7.2	69
The handouts and materials were useful	36	64.3	12	21.4	3	5.4	5	8.9	56
The information presented was useful for my professional development	47	68.1	15	21.7	2	2.9	5	7.2	69
I would recommend this workshop/event to my colleagues	48	70.6	14	20.6	1	1.5	5	7.4	68

Note: Missing responses were not included

Respondents were asked if the workshop should be repeated in the future. Table 4 illustrates these results. 100% of respondents stated that they would recommend the workshop. 97% of respondents indicated that they would like to see the workshop that they had attended be repeated in the future.

Table 4. Whether the workshop should be repeated.

Response	#	%
Yes	64	97.0
No	2	3.0
Total	66	100.0

Note: Missing responses were not included

Table 5 displays responses to an open-ended question in which respondents were asked about the most valuable information they learned from the workshop. Of the 52 respondents who answered this question, 16 (31%) were for the ADP training workshop. Twelve (23%) responses were related to the time card or the logging of work hours in ADP. Three (6%) respondents stated that the most valuable information they learned was steps to resolve conflicts.

Table 5. The most valuable information learned from the workshop attended

ADP Training (n=16)
Classified only needs to log exceptions in time card
Help with registration
How to log on
How to request time off and what to use the time card for
How to submit timesheets
How to submit vacation and vacation by hours
How to turn in my time card
I learned how to use ADP
I learned how to use the timecard
I learned that there was a different way to log in work hours
OT to comp hours
Personal necessity time versus sick vacation time
Reviewing the dashboard. Recording time off in timecard. Clarifying how we accumulate from regular contract and overload
The intent of the rollout period
The way we will be reporting time off, not time in
Time off hour and work report
CHC New Tech Center (n=4)
Everything!
Tech use in classroom
Technology software is available to all students
The apps shown that the students can use independently
CSEA: You Have Questions, We Got Answers (n=1)
Unity
Campus as a Teaching Resource (n=1)
Diversity of grounds and integration with course material
Career Paths (n=5)
Everything she said was informative and came from a genuine place
Hiring committees; job announcements
How to prepare to move up to a new position
Interview information
Suggestions for application and interview
Conflict Resolution (n=5)
Being open to the other's perspective
Explanation of steps to resolve conflict communication is key
Personal need versus solution
Steps to resolve conflict
Steps to resolve conflict and mindset needed

(Table 5 continues)

(Table 5 continued)

Employee Relations (n=5)
Details about the process
Filing formal and informal complaints. Nurse injury hotline
How to process student paperwork
Process information
Understanding workers' compensation and the nurse hotline for our students, professional experts, and etc.
Exploring Non Credit (n=2)
All information was important and relevant
I am currently placing 3 courses in curriculum, so I learned a way to simplify the process
FERPA (n=4)
Campus FERPA policies
Everything was very helpful. I learned a lot!
Getting my specific questions/scenarios answered
The may/must issues
Go2Knowledge & Lingo (n=1)
The videos are easily accessible for students, and on the teaching side it can be used for professional development
Tech Combo: Canvas Cram/Starfish Q&A (n=8)
Course exportation and grading
How Canvas works with Starfish. Also, the difference between them
How to set up grade notifications when students drop below a preset threshold
How to use Canvas and Starfish to communicate and work with my students
I was very pleased with the one on one Q&A. It gave me an opportunity to address specific issues with Canvas
Learned that I could see student grades on Starfish
What happens to my Starfish flag?
[Name] and [Name] were both very patient, excellent teachers

Table 6 lists open-ended answers from respondents to a question in which they were asked about how best their professional development needs can be addressed. Seventeen respondents provided feedback. Respondents in the ADP Training, CHC New Tech Center, Career Paths, and FERPA stated that they would like to see more workshops being offered in these areas.

Table 6. How professional development needs can be best addressed.

ADP Training (n=6)
A phone number we can call to ask questions, like a help desk
Continue to have well-informed workshops
Keep workshops like these. ADP Training is helpful especially on any updates
Not enough staff to help during this training if you had a question
Send updates as soon as system full functions are available: overload reporting, accurate sick day balance, accurate pay rate
Similar workshops to other HR-related events
CHC New Tech Center (n=3)
Have the workshops mandatory to new instructors (such as me)
Offer similar workshop opportunities
Offer this many times throughout the year
CSEA: You Have Questions, We Got Answers (n=1)
Unity

(Table 6 continues)

(Table 6 continued)

Career Paths (n=1)
Provide more trainings like this!
Employee Relations (n=1)
Need more options, may overlap each other
Exploring Non Credit (n=1)
My PD needs are currently being addressed with my outside CTE training seminars
FERPA (n=2)
More in-depth FERPA lectures!
Would like to see: Ceramics, photography - important for brochure making
Tech Combo: Canvas Cram/Starfish Q&A (n=2)
Have a mandatory day for new instructors (such as me) where we are walked through the basics of the online systems
Please be sure if a workshop is advertised to take place within a particular time, the instructor fulfills the time or change in [program?] - Conflict Resolution workshop is an example

Table 7 lists the open-ended comments that respondents had regarding their workshops. Out of the 29 comments provided, 20 (69%) of them were compliments for the workshop or the presenter.

Table 7. Additional comments about the workshop

ADP Training (n=6)
ADP still seems to have many inaccuracies
Add 10 minutes on ADP APP
As ADP gets more involved, perhaps we can have a quarterly training on it
Great job! Thank you!
I really appreciated the pacing of the presentation and the clarity with which the information was provided
[Name] answered every question extremely well
CHC New Tech Center (n=2)
Great presenter and information
This is helpful to all struggling students
CSEA: You Have Questions, We Got Answers (n=1)
Unite
Career Paths (n=4)
A refreshing bottle of spunk!
Good job!
I would like more interactive activities or hands on
[Name] was very knowledgeable & personable
Conflict Resolution (n=2)
Nice job
Use more examples
Employee Relations (n=1)
Solid workshop
Exploring Non Credit (n=3)
Should be repeated
Very interesting topic
[Name] was easy to follow. She gave a great presentation on Non Credit, a subject that was recently approved by the Senate

(Table 7 continues)

(Table 7 continued)

FERPA (n=5)
Great [name]!
Great presenter - I like the scenarios
I would love a FERPA FAQ card!
Would like a fact sheet handout. Would like a faculty-specific FERPA workshop
[Name] was lively, knew the topic very well and had excellent voice animation that engaged the audience. He got everyone involved and I learned a lot.
Tech Combo: Canvas Cram/Starfish Q&A (n=8)
[Name] is always helpful and prepared
Excellent and helpful!
I like how specific questions were directly addressed
Very helpful
[Name] and [Name] were awesome

Respondents' comments about what the Professional Development Committee could do to improve future workshop offerings are displayed in Table 8. 13 respondents provided comments. One respondent noted that "Before or at the beginning of the workshop, we could have everyone write a series of questions to be addressed as a group." Another respondent stated that the Committee should "continue to provide Q&A workshops during Flex."

Table 8. What the Professional Development Committee could do to improve future workshops.

ADP Training (n=5)
Add more
Have everyone do a fake entry
More items for classified
Nothing to improve. Thanks for your hard work
Refresher courses as information is updated
CHC New Tech Center (n=2)
Have a sign-up for instructors to request workshops or class visits
More promotion, the event was great but the crowd was small
CSEA: You Have Questions, We Got Answers (n=1)
Unity
Exploring Non Credit (n=1)
I like the workshops that are offered
FERPA (n=1)
Offer annually
Tech Combo: Canvas Cram/Starfish Q&A (n=3)
Before or at the beginning of the workshop, we could have everyone write a series of questions to be addressed as a group
Continue to provide Q&A workshops during Flex
So far the workshops I have attended have been very helpful