

# 2010 Professional Development Survey

*SBCCD is planning a wide range of professional development activities for the coming 2010-2011 academic year. The district is currently developing a long-range plan based on a comprehensive needs assessment. Your input is important to this effort. We are interested in your opinions about how we can best help you achieve your professional development goals.*

*This survey will take approximately 20 minutes to complete. You can save your answers and return to the survey from the same computer following the link in your email. This survey will be distributed every three years with much shorter surveys the two following years. Thank you for taking part in this survey. We value your opinion.*

**1. How would you prefer to learn about professional development activities? (Check all that apply.)**

- Email
- Website
- Flyer
- Other

Please specify:



**2. Please indicate which formats you prefer for professional development activities. (Check all that apply.)**

- Independent Study
- Workshop/Seminar
- Discussion Group
- Keynote address followed by related breakout sessions
- Teleconference/Video
- Field Trip
- Lecture
- Webinar/Internet-Based
- Other

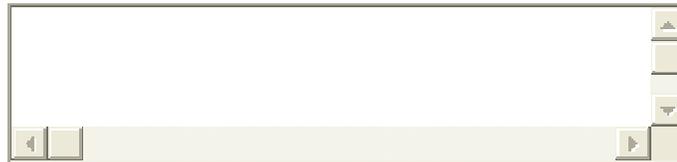
Please specify:



**3. Please indicate which scheduling options work for you. (Check all that apply.)**

- Full-Day Workshops
- 1-2 Hour Workshops
- Half-Day Workshops
- Evening Sessions
- Short Courses
- Multi-Day Retreats/Seminars
- Semester-Length Courses
- Other

Please specify:



**4. What day(s) of the week are best for you to participate in professional development activities? (Check all that apply.)**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**5. What location would you prefer to participate in professional development activities (Check all that apply)?**

- SBVC
- CHC
- EDTC/PDC
- District
- KVCR

**6. What time of day is best for you to participate in professional development activities?**

- Morning (8 a.m. - 12 p.m.)*
- Afternoon (12p.m.- 4 p.m.)*
- Evening (4p.m. - 8 p.m.)*

**7. What is your current work status?**

- Classified*
- Confidential*
- Manager*
- Faculty (Part-Time)*
- Faculty (Full-Time)*

**8. Personal and Professional Growth Training: Please identify the areas that you are interested in receiving introductory or advanced training or areas that you are willing to train others. If you are not interested in a topic, please leave the statement blank.**

		<i>I am interested in training for myself</i>	<i>I would suggest training for my supervisor or the staff I work with</i>	<i>I am willing to train others</i>
<b>a</b>	Assertive communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b>	Coping with job burnout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b>	Dressing for success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d</b>	Ethics: professional, institutional, and personal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e</b>	Conducting effective meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>f</b>	Discipline specific training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>g</b>	Evaluation methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>h</b>	Grant writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>i</b>	First aid and CPR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>j</b>	Health and wellness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>k</b>	Dealing with difficult students, faculty, and managers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>l</b>	Best practices for teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>m</b>	Legal rights, responsibilities and protections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>n</b>	Stress management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>o</b>	Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>p</b>	Faculty chairs institute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>q</b>	Supervision and new managers clinic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>r</b>	Managing change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>s</b>	Marketing your programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>t</b>	Skills for making presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>u</b>	Motivating others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>v</b>	Personal goal setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>w</b>	Personnel evaluation methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>x</b>	Program review process and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>y</b>	Finding job opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>z</b>	Increasing confidence and self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>aa</b>	Personal safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ab</b>	Retirement planning and early retirement programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ac</b>	Team building techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ad</b>	Meal ideas--healthy and quick dinners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ae</b>	Resume writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>af</b>	Interviewing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ag</b>	Personal finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ah</b>	Telephone etiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ai</b>	Debt counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>aj</b>	Coping with negativity in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ak</b>	How to develop and manage budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>al</b>	Group dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>am</b>	Assessing and developing emotional intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>an</b>	Mastering self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ao</b>	Living a well-balanced life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: (Please specify)

**9. Technology Skills: Please identify the areas that you are interested in receiving introductory or advanced training or areas that you are willing to train others. If you are not interested in a topic, please leave the statement blank.**

*I am interested in introductory level training*     
 *I am interested in advanced level training*     
 *I would suggest training for my supervisor or the staff I work with*     
 *I am willing to train others*

<b>a</b>	MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b>	MS-Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b>	MS-Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d	MS-Publisher	<input type="checkbox"/>				
e	MS-Powerpoint	<input type="checkbox"/>				
f	MS-Access	<input type="checkbox"/>				
g	MS-Project Manager	<input type="checkbox"/>				
h	MS-Visio	<input type="checkbox"/>				
i	MS-Groove	<input type="checkbox"/>				
j	MS-Infopath	<input type="checkbox"/>				
k	MS-OneNote	<input type="checkbox"/>				
l	MS-Media Player	<input type="checkbox"/>				
m	eLumen	<input type="checkbox"/>				
n	Survey tools (SNAP, SurveyMonkey, etc.)	<input type="checkbox"/>				
o	Datatel	<input type="checkbox"/>				
p	CurricuNet	<input type="checkbox"/>				
q	Creating and maintaining your webpage	<input type="checkbox"/>				
r	Developing effective web searching techniques	<input type="checkbox"/>				
s	Adobe Professional	<input type="checkbox"/>				
t	Photoshop	<input type="checkbox"/>				
u	Digital video creation and editing	<input type="checkbox"/>				
v	Financial 2000	<input type="checkbox"/>				
w	Data analysis software	<input type="checkbox"/>				
x	People Admin--Online application	<input type="checkbox"/>				
y	SafeColleges--Online training	<input type="checkbox"/>				

**Other: (Please specify)**

**10. Instructional Skills:** Please identify the instructional skills that you are interested in receiving introductory or advanced training or areas that you are willing to train other on instructional skills. If you are not interested in a topic, please leave the statement blank.

	<i>I would like training for myself</i>	<i>I am interested in training for my supervisor or the staff I work with</i>	<i>I am willing to train others</i>
<b>a</b> Academic freedom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> Developing alternative programming (DE, Learning Communities, Accelerated Courses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b> Building better exams and assessment instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d</b> Classroom assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e</b> Collaborative learning strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>f</b> Curriculum development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>g</b> Detecting and preventing plagiarism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>h</b> How to measure learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>i</b> Writing more effective essay questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>j</b> Motivational strategies for the classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>k</b> Preparing to teach in an online environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>l</b> Recruitment/marketing/outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>m</b> Service learning programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>n</b> Student portfolios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>o</b> Student learning outcomes (SLOs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>p</b> Student retention methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>q</b> Syllabus construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>r</b> Teaching and assessing critical thinking in your discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>s</b> Working with underprepared students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>t</b> Writing across the curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other (Please specify)**

**11. Human Resources:** Please identify the areas that you are interested in receiving training. If you are not interested in a topic, please leave the statement blank.

*I am interested in training for my supervisor or the staff I work with*

	<i>I am interested in training</i>	<i>I am interested in training for my supervisor or the staff I work with</i>
<b>a</b> AB-1725- Sexual harassment- mandatory 2 hour for managers	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> Sexual harassment (Online) - all employees	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b> Unlawful discrimination and harassment	<input type="checkbox"/>	<input type="checkbox"/>
<b>d</b> Illness and injury prevention program (IIPP)	<input type="checkbox"/>	<input type="checkbox"/>
<b>e</b> Diversity awareness	<input type="checkbox"/>	<input type="checkbox"/>
<b>f</b> Equal employment opportunity	<input type="checkbox"/>	<input type="checkbox"/>
<b>g</b> Leaves- Family Medical Leave Act (FMLA)/ California Family Rights Act (CRFA)/ California Pregnancy Disability Leave (CPDL)/ Catastrophic	<input type="checkbox"/>	<input type="checkbox"/>
<b>h</b> Americans with Disabilities Act (ADA) awareness	<input type="checkbox"/>	<input type="checkbox"/>
<b>i</b> Workplace violence	<input type="checkbox"/>	<input type="checkbox"/>
<b>j</b> Workers' compensation- accident injury reporting	<input type="checkbox"/>	<input type="checkbox"/>
<b>k</b> Fair Labor Standards Act (FLSA)	<input type="checkbox"/>	<input type="checkbox"/>
<b>l</b> California Occupational Safety & Health Administration (OSHA) ergonomics training	<input type="checkbox"/>	<input type="checkbox"/>
<b>m</b> California Occupational Safety & Health Administration (OSHA) fire prevention training	<input type="checkbox"/>	<input type="checkbox"/>
<b>n</b> California Occupational Safety & Health Administration (OSHA) slips, trips, and falls training	<input type="checkbox"/>	<input type="checkbox"/>
<b>o</b> California Occupational Safety & Health Administration (OSHA) Materials Safety Data Sheets (MSDS) training	<input type="checkbox"/>	<input type="checkbox"/>
<b>p</b> California Occupational Safety & Health Administration (OSHA) hazard communication training	<input type="checkbox"/>	<input type="checkbox"/>
<b>q</b> California Occupational Safety & Health Administration (OSHA) heat illness training	<input type="checkbox"/>	<input type="checkbox"/>
<b>r</b> California Occupational Safety & Health Administration (OSHA) hearing conservation training	<input type="checkbox"/>	<input type="checkbox"/>
<b>s</b> Emergency Management: Standardized Emergency Management Systems (SEMS)- all employees	<input type="checkbox"/>	<input type="checkbox"/>
<b>t</b> Emergency Management: National Incident Management System (NIMS)- Incident Command System (ICS) 100- all employees	<input type="checkbox"/>	<input type="checkbox"/>
<b>u</b> Emergency Management: National Incident Management System (NIMS)- Incident Command System (ICS) 700- all employees	<input type="checkbox"/>	<input type="checkbox"/>
<b>v</b> Emergency Management: National Incident Management System (NIMS)- Incident Command System (ICS) 200- managers and designated ICS staff	<input type="checkbox"/>	<input type="checkbox"/>

- w Emergency Management: National Incident Management System (NIMS)- Incident Command System (ICS) 300a and 300b- managers and designated ICS staff
- x** How to serve effectively on a hiring committee
- y How to serve effectively on an evaluation committee

**Other (Please specify)**



**12. What recommendations can you make to the Professional Development Committee to help meet your development goals and needs?**



**13. Other Activities: (Please specify any other topics or activities that you are interested in for professional development that were not included in the survey.)**



**Thank you for taking the time to complete the survey.  
All responses are confidential and anonymous.  
Please click on "Submit" to complete the survey.**