

Professional Development Plan

Mission Statement

The Professional Development program at Crafton Hills College seeks to facilitate and involve the entire campus and community in learning activities that enhance one's ability to serve, engage and promote success in our students, promote one's academic and/or career advancement and provide personal growth and development. In addition, the program promotes and supports learning opportunities with other institutions, organizations, and professional networks.

Who We Serve:

1. Faculty (full and part-time)
2. Classified Staff/Professional Staff
3. Administration

Who We Welcome:

1. Everyone, including students , alumni and the community

What We Currently Do:

1. Offer workshops, training, and seminars for all employees to improve their skills, knowledge, and abilities to improve the individual, the institution and student success.
2. Plan and implement campus FLEX days.
3. Collect faculty FLEX activities and report information to the appropriate sources.
4. Plan and implement Part-Time In-Service.
5. Facilitate and fund off campus conferences and trainings.
6. Survey the needs of the campus and its constituents.

Areas of Focus for PD Workshops:

- Discipline or Job Specific Content Area/Subject Development
- Pedagogy/Instructional Development
- Career, Leadership and Organizational Development
- Personal Development

Who We Are:

Professional Development Committee comprised of faculty, classified staff and administration

Professional Development Coordinator (50% release)

Guidance and Direction:

In accordance with the District and Campus Strategic Plan, Educational Master Plan, Student Equity Plan, Professional Development Needs Assessment and Direction of the Professional Development Committee a series of goals have been established for the future of Professional Development at Crafton Hills College.

Parts of the Strategic Plan where Professional Development can help align our campus with our goals:

- Promote Student Success
- Develop Teaching and Learning Practices
- Support Employee Growth
- Expand campus festivals and events
- Build Campus Community
- Align curricular pathways with K-12 and 4-year
- Enhance the public image of the San Bernardino Community College District
- Increase student engagement

Professional Development Needs Assessment Results

- See appendix for Assessment Results

Specific Program Goals:

Continue to Offer and Expand Offerings for Faculty, Classified Staff and Administration

- Expand SLO training via workshops, e-mails and videos
- Expand Part-time faculty training
 - Create mandatory training for new faculty (part and full time)
- Expand Equity Related Trainings
- Expand Discipline Specific Workshops
- Expand Offerings for Classified Staff and Administration
- Expand Personal Growth Offerings

Increase Visibility, Attendance, Utilization

- Improve marketing and communication of offerings
 - Create a program booklet/calendar to be delivered at the beginning of each semester
 - Invest in a display board for advertising
 - Create a weekly or bi-weekly newsletter updates
 - Work with marketing on campus to advertise on campus website and social media
- Offer incentives for attendance
 - Work to develop "passport" competition

- Work to find funds or donations for awarding the winner
 - Work to find funds for monetary incentives
- Create workshop champions
 - Ask our faculty and staff to offer workshops and promote them
- Create and implement a college wide employee survey to determine wants and needs
- Determine best times to offer workshops
- Explore Different Forms of PD
 - Investigate and begin to offer more video based workshops.
 - Invest in a video camera to create PD videos
- Invite students and the community to participate in all events
- Improve our Website
 - Include more resources
 - Expand video offerings
- Pursue funding to offer food at trainings
- Offer random, shocking and fun workshops to encourage otherwise non-interested individuals
- Change the view of FLEX days from a “day off” to a “day of needed training.”
- Work to advertise and reach out to our part-time faculty
 - Target activities that interest them
 - Offer activities in the evenings
 - Make sure all flyers and announcements emphasis that we encourage their participation.
- Work to ensure that classified staff and administration feel included and welcomed
 - Offer trainings that focus on their needs
 - Offer trainings at times that work for them
 - Make them feel valued since they play a huge role in the success of the institution and our students.

Streamline Trainings from Various sources

- Work with district entities to create more offerings on our campus
- Streamline the information so that all trainings are announced through PD and not multiple entities across and off campus.
- Create a universal calendar for Professional Development activities.
- Work to bring Classified Training back under one PD umbrella

Collaborate with local campuses and organizations

- Work together with District and Valley College to strengthen and connect professional development

- Work together with local universities and colleges such as University of Redlands, CSU San Bernardino, Riverside Community Colleges, University of Riverside, in order to create more opportunities for employees.

Increase the Ease of Flex Form Submission and Delivery

- Change to a dynamic form
- Improve communication with faculty so they know what counts for FLEX
- Provide additional details of the activities allowed and expand it to include peer observations.
- Provide more frequent reminders of due dates for FLEX forms

Change position to a Full time coordinator instead of 50%

- Create an Annual Plan and participate in Program Review and Planning
- Establish other sources of funding for the position
- Demonstrate the need for a robust program which needs a full-time coordinator

Increase the Budget to Support Conferences, Speakers, Supplies and Staff

- Create an Annual Plan and participate in Program Review and Planning
- Work with Equity, Basic Skills and Instruction to help fund workshops and conferences
- Speak with the President about the importance of professional development
- Speak with entities around campus such as academic senate in order to show need

Create plans to better use the Professional Development facilities

- Create an Annual Plan and participate in Program Review and Planning
- Work with the PD committee to establish goals for the space
- As funds become available, work to design a friendlier, easier to access and use environment for activities.
 - Provide a relaxed and welcoming space for all employees to utilize
 - Have full-time support to answer questions and facilitate workshops
 - House all workshops in the facility
 - Offer the latest technology for workshops and employee use
 - Provide better direction and signage on maps and around campus so people can find us
 - Offer drinks and snacks
 - Encourage the community to offer workshops in this space as well that employees can attend.

Improve Evaluation of Workshops and Trainings

- Create an online survey to administer after trainings for the participant
- Create an online survey to administer after trainings for the presenter/facilitator
- Assign committee members/advocates to explain the process and ensure it is completed
- Work with Research and Planning on campus to analyze the results of surveys and adjust as necessary
- Administer a yearly survey across campus to determine the needs of all employees.

House all forms in one location

- Work to bring part-time faculty professional development forms back under the control of PD.
- Offer all forms for full-time and part-time faculty on the PD website
- Offer all forms in a dynamic form which can be saved and submitted later
- Develop and implement a plan to provide instruction feedback on PT-form submission so they can pay part-time faculty for their hours

Provide Certifications

- Work to develop and offer workshops or series that award attendees with a certificate to show their growth and to be used for career advancement.

Reestablish a Mentorship Program and Broaden Its Reach

- Once funds and human resources are in place, reestablish a mentorship program
- Increase the scope of the program to not only include faculty, but classified and administration as well.
- Work towards a mentorship program which also extends to students and alumni

Offer More Training in an Online or Video Format:

- Complete series of videos on Best Practices
- Package and Market Best Practices Videos
- Update website to include more videos and make them easier to find
- Assign a Research ambassador who will research and find good videos, websites, organizations, conferences or other sources which can be shared with our campus.

Establish a Social Network Link

- Work with marketing on campus and at the district to develop a method for social networking for employees as well as the whole district, students included, as well as the community in order to advertise and drive up attendance at workshops and events.

Establish Roles Amongst PD Committee Members

- Each member will have a specific role(s) on the committee in order to ensure the growth and success of the program.

Provide Equity Focused Workshops:

- Work to establish a strong program which helps to address the specific equity issues we face as a college.
- Offer an Equity Certificate for completion of a series of workshops
- Stay up to date with the latest equity data and adjust trainings as needed
- Provide funding for employees to attend conferences and trainings focused on equity
- Become a leader in equity training and work to offer training to employees from other campuses

Improve Reporting and Understanding of SLO's

- Offer workshops which focus on developing SLO's, aligning them with content and institutional outcomes, instruction on how to report them and why they are valuable
- Use newsletters, videos and other sources to improve awareness and understanding

Become a Model Professional Development Program

- Reframe Professional Development to not only include employees, but to include students and the community.
 - Let's grow together and be as transparent as possible.
 - Let's be good role models and show the value of continued education

Pay for Employees to receive advanced degrees, trainings and certifications

- Establish a pool of money which can be awarded to successful applicants to be used for tuition for advancing the individuals knowledge basis, skill set and helping to advance our students.

Establish Trainings which lead to a clear path for Advancement

- Work with human resources at the district to create a series of trainings which will clearly delineate a path towards advancement for current employees.
- Offer more certificates or specific trainings which are useful on an employees resume.