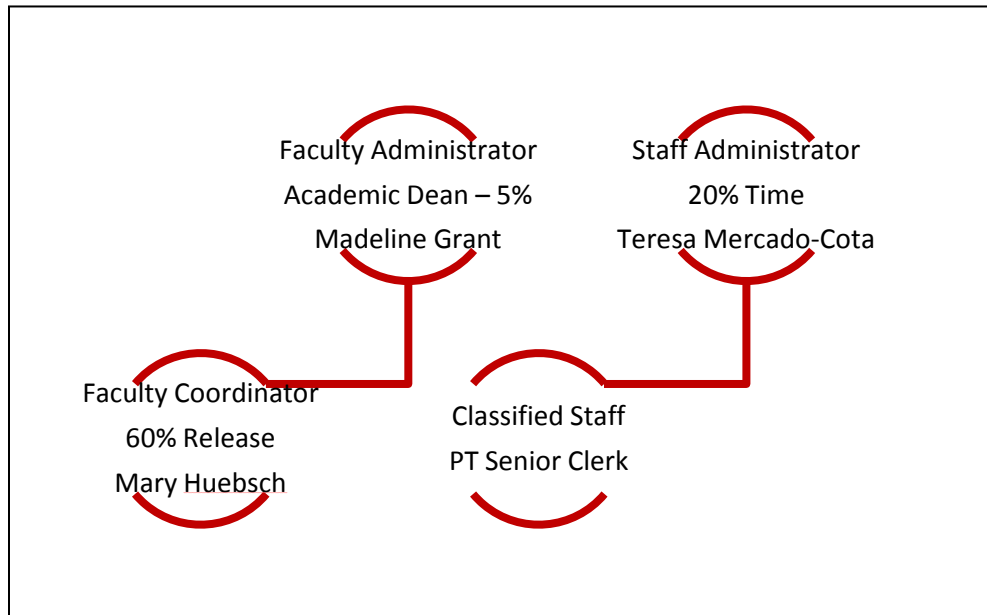


Reimagining SAC Professional Development/Learning

Reimagining SAC Professional Development/Learning is needed at SAC in order to create a Campus Culture of Innovation, Collaboration and Engagement. To do so will allow us to achieve equitable outcomes and student success.

Professional development is included in many college and district strategic plans. Also, it is required by ACCJC Accreditation Standard III.A.14. (The institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as a basis for improvement.) Through the accreditation evaluation process, it became evident that SAC Professional Development needed to once again be viewed as a priority at Santa Ana College. In addition, faculty flex obligations needed to be supported. This college-wide effort would include an expanded offering of activities during flex week as well as targeted activities throughout the school year. Categorical funding (Equity, BSI, SSSP) was identified to support efforts in developing a structure, plan and programming for both faculty and staff.

Beginning in the spring 2015 semester, the following structure was created to support the research, development and delivery of SAC Professional Development Activities:



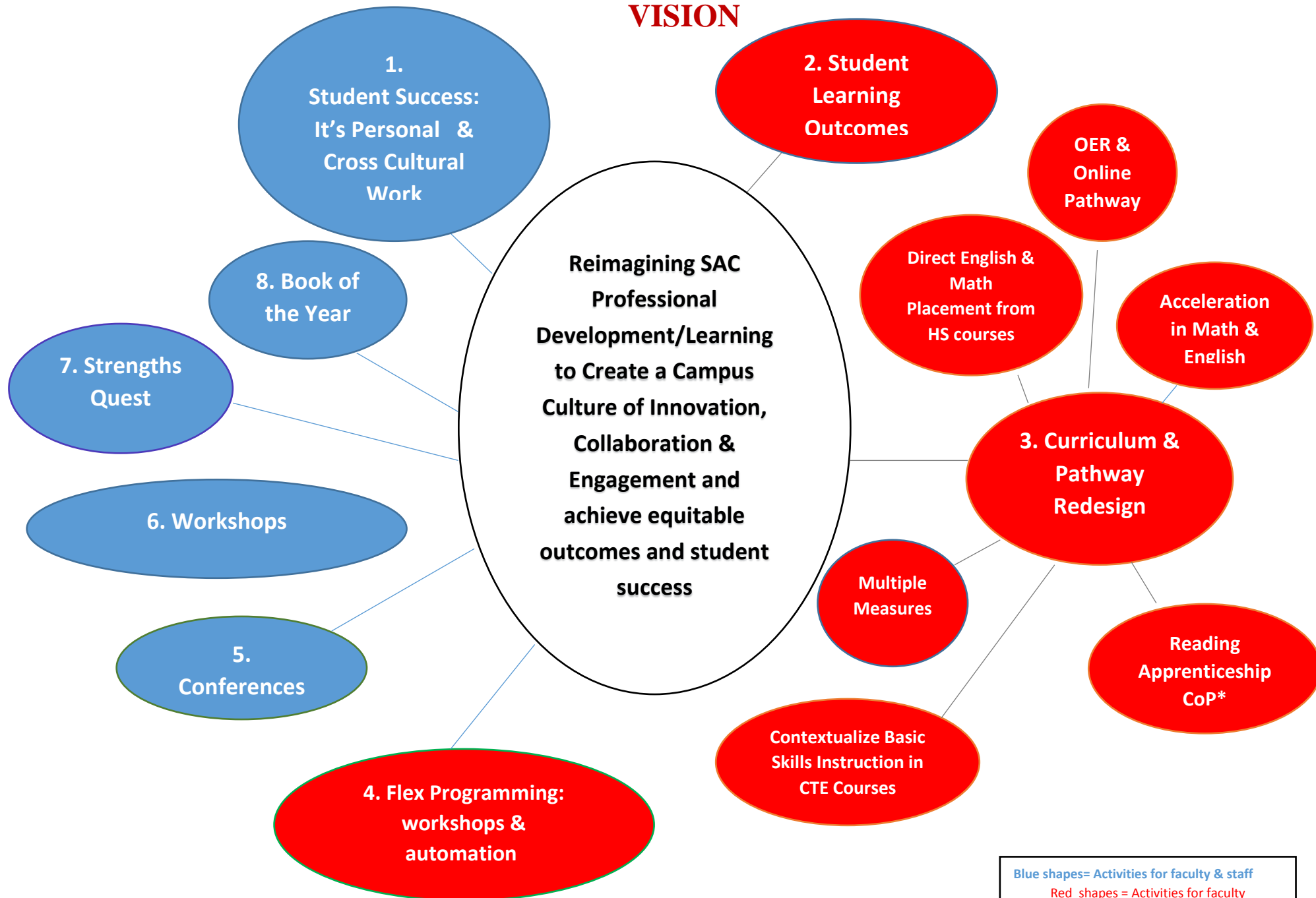
Over the course of the following three semesters, research has been conducted to explore the structures, funding streams and activities offered at campuses across the state. A more robust flex week calendar of events has been offered since spring 2015, conference opportunities for faculty and staff have been expanded, and workshops have been held on campus throughout the year.

To successfully build a Professional Development program a Vision, Needs and Budget are required. Planning began when a three person team from SAC attended the Basic Skills Initiative Leadership Institute (BSILI) for Curricular & Institutional Transformation Learning Hub in summer of 2015. This one-week “boot camp” became the foundation for the vision and plan. Thereafter further research and information was gathered from nine community colleges across the state including Cerritos, Chaffey, Coast & North OC Districts to name a few. Each has a different structure, funding model, focus and is at a different phase in terms of campus infusion.

The **VISION** for Professional Development/Learning includes the following components (see page 3):

1. **Student Success: It’s Personal** is a college-wide effort spearheaded by Professional Development to create an equity-centered campus culture through professional learning focused on six student success factors that RP Group research has determined lead to success for California’s community college students: directed, focused, nurtured, engaged, connected, valued. Since spring 2015, SAC has delivered a range of professional development to introduce and engage faculty, staff, and students with the success factors. In addition to this initiative, SAC’s Leadership Development and **Cross-Cultural Work** focus on engaging the SAC community in dialog and action planning that will help us transform into an inclusive institution with equitable outcomes.
2. Professional Development supports institutional efforts to implement best practices for **Student Learning Outcomes** at SAC.
3. Professional Development supports **Curriculum and Pathway Redesign** through on-campus presentations, conferences, retreats and other opportunities where faculty can learn about, discuss, create, pilot and refine curricula and pathways for expediting successful student completion.
4. Professional Development supports development of a robust **Flex Week program of workshops**. Development of an automated system for sign up and tracking of attendance and flex obligations is in development and will pilot the automated flex tracking system in 2016-17. This new system will assist us with capturing and reporting participation of SAC credit faculty in professional development.
5. Professional Development funding supports faculty and staff attendance at **Conferences** that provide faculty and staff development training in discipline fields, enhancement of teaching, and student success and equity.

SAC Professional Development/Learning VISION



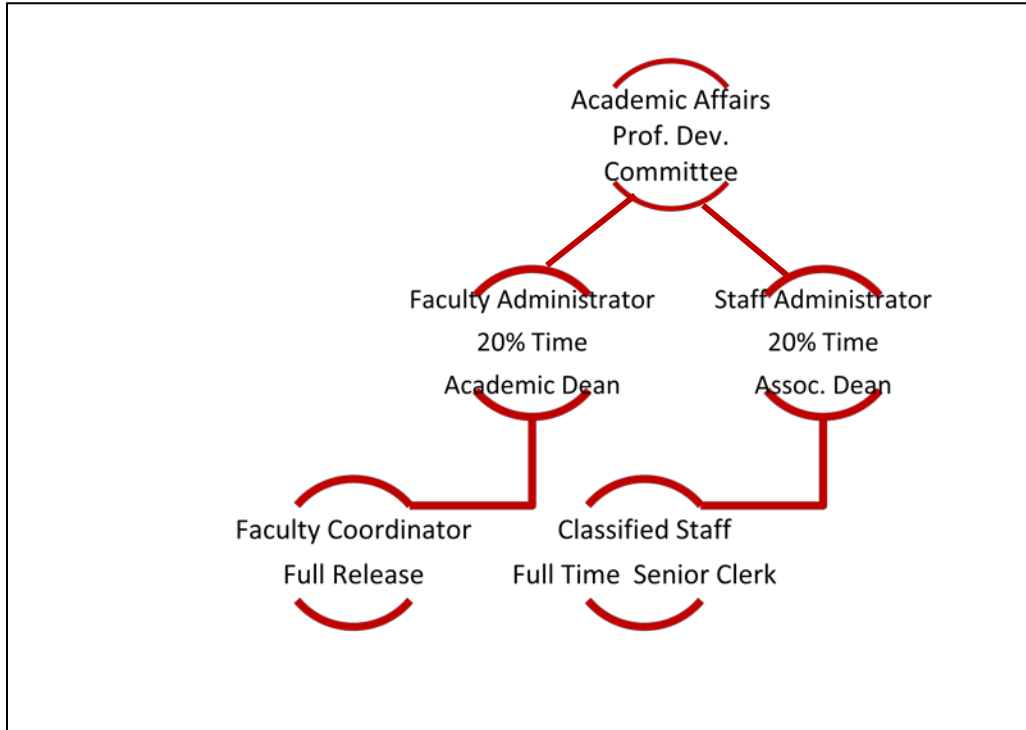
Blue shapes= Activities for faculty & staff
Red shapes = Activities for faculty
*CoP = 3CSN (California Community Colleges Success Network) Community of Practice

6. Professional Development offers a robust calendar of **Workshops** for fall and spring flex. Additional workshops and activities are offered throughout the year for faculty and staff including SAC's Staff Leadership Workshop Series, new employee orientations, Resources Fairs, skills development workshops (Adobe, Microsoft Outlook, etc.) Stipends for participants and workshop developers will increase participation.
7. Professional Development continues to support the use of **Strengths Quest** with various campus groups and departments These include the Human Development Department, Freshman Experience, the Counseling Department, the Communication Studies Club.
8. Professional Development works with the **Book of the Year** Committee, the Teaching & Learning Committee and the Nealley Library to offer and instructional packet, discussion groups, forums, panels and other activities for the SAC community for SAC's Book of the Year.

The **NEEDS** for SAC Professional Development/Learning

1. To support the structure and activities of Professional Development a more permanent **Funding** source needs to be identified. This can be a combination of general and categorical funding. (see budget)
2. To support the ongoing development, delivery and assessment of SAC Professional Development activities a **Committee** is required. A joint faculty-staff-management advisory committee and a faculty planning/flex committee are recommended. (AB-2558 Community colleges: faculty and staff development (2013-2014) California legislative requirements for professional development funding include an advisory committee and reporting requirements.) https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB2558
3. To develop, promote and deliver a robust Professional Development program a full release **Faculty Coordinator** is required.
4. To develop, promote and deliver a robust Professional Development program **Clerical Support** is required. At least one on-going employee, a full time Administrative Clerk is needed. (see clerical duties)
5. Ongoing support of the **Flex Automation System** is needed, which will improve flex obligation tracking, data gathering, and the evaluation process.
6. To develop and deliver a robust Professional Develop program, **Facilities** are needed. This could be a share space for faculty and staff and would include office space as well as space for development and delivery of workshops.
7. To permanently embed Professional Development/Learning as a permanent and ongoing part of SAC Professional Life, a **Cultural Shift** needs to take place. While the seeds have been planted with the new faculty and staff, a commitment to Professional Development across campus is required.

Based on the above needs, the Professional Development structure would be changed to be structured as identified below. Please add Academic Affairs above Professional Development Committee



To support the vision and needs of a SAC Professional Development program he a proposed three (3) year **BUDGET** is attached.

20-Sep-16

Budgeting Category/Description	Year 1		Year 2		Year 3	
	Required	Source	Required	Source	Required	Source
1000 – Faculty salaries						
Faculty Coordinator (100% Reassigned Full time + 5 LHE 3 Su/2 Int @ \$50/hr)	\$130,000	Equity	\$133,900	Equity	\$137,917	Equity
Classified Coordination - Assoc Dean (20%)	\$27,400	Gen. Fund (GF)	\$28,222	Gen. Fund	\$29,069	Gen. Fund
Faculty Admin - Acad. Dean (20%)			\$30,000	GF	\$30,900	GF
Faculty Participant Stipends			\$25,000	TBD	\$25,000	TBD
Sub total	\$157,400		\$217,122		\$222,886	
2000 – Classified salaries						
PT Perm Senior Clerk	\$23,829	Equity				
FT Senior Clerk			\$39,000	Equity	\$40,170	Equity
Sub total	\$23,829		\$39,000		\$40,170	
3000 – Benefits (based on 2015/16 benefits)*						
Faculty Coordinator	\$27,300	Equity	\$28,119	Equity/BSI, GF	\$28,963	Equity/BSI, GF
Classified Coordinator	\$5,754	GF	\$5,927	GF	\$6,104	GF
Faculty Administrator			\$6,300	GF	\$6,489	GF
Faculty Stipends			\$3,908	TBD	\$3,908	TBD
Classified PT Senior Clerk	\$5,481	Equity				
Classified FT Senior Clerk			\$28,763	Equity	\$29,026	Equity
Sub total	\$38,535		\$73,016		\$74,490	
4000 – Supplies & Materials						
Office Supplies	\$7,500	Equity	\$7,500	TBD	\$7,500	TBD
Sub total	\$7,500		\$7,500		\$7,500	
5000 – Other Operating Expenses & Services						
Conferences	\$45,000.00	Equity/BSI/Other	\$50,000.00	Equity/BSI/Other	\$50,000.00	Equity/BSI/Other
Resource Books	\$5,000.00	Equity	\$5,000.00	TBD	\$2,500.00	TBD
Web Development	\$5,000.00	Equity	\$2,500.00	TBD	\$2,500.00	TBD
Automated Flex System	\$5,000.00	Equity	\$5,000.00	Equity	\$5,000.00	Equity
Other Software	\$5,000.00	Equity	\$5,000.00	Equity	\$5,000.00	Equity
Marketing Materials	\$1,000.00	Equity	\$1,000.00	Equity	\$1,500.00	Equity
Hospitality	\$5,000.00	Equity	\$5,000.00	Equity	\$5,000.00	Equity
Sub total	\$71,000		\$73,500		\$71,500	
6000 – Capital Outlay						
Notebook Computers(3)	\$4,500.00	TBD				
Contracted Services - Workshop Facilitators	\$4,000.00	3SP	\$4,000.00	3SP	\$5,000.00	3SP
Contracted Services - Speakers	\$20,000.00	BSI/Equity	\$20,000.00	BSI/Equity	\$20,000.00	BSI/Equity
Sub total	\$28,500		\$24,000		\$25,000	
Total Funding Requested	\$ 326,764		\$ 434,138		\$ 441,545	

*Benefits:

F/T Faculty & Admin (21%)

Part-time faculty & beyond contract (15.63%)

P/T short-term classified (6.2% of wages)

P/T ongoing classified (22.947%)

Full-time classified (22.947% of wages + health & life insurance (maximum \$25,517.64.12) & fringe ben.\$1,486.36)