

Santa Ana College

Two-Year Professional Development Plan (2021/2022 through 2022/2023)

Overview

The Professional Development Committee is the participatory governance committee responsible for planning, developing, offering, and evaluating professional development activities for the entire college community (including faculty, classified staff, administrators, and students from Credit & Non-Credit). The Professional Development Committee began its work as an advisory committee and has subsequently become part of the Santa Ana College participatory governance structure, reporting directly to College Council. Membership includes:

- 4 Faculty (1 SAC, 1 SCE, 1 Adjunct & 1 Student Services) (appointed by the Academic Senate)
- 2 Classified Representatives (1 SAC & 1 SCE) (appointed by CSEA)
- 2 Administrators (1 SAC & 1 SCE)
- 2 Student Representatives (1 SAC & 1 SCE) (appointed by ASG)
- 2 Faculty Professional Development Coordinators (1 SAC & 1 SCE)
- Professional Development Coordinator
- Distance Education Coordinator

This work is supported by the office of Public Affairs and Government Relations, the Faculty Professional Development Coordinator, and a senior clerk.

To serve students effectively in a rapidly changing, global environment, SAC employees must have opportunities for professional growth throughout their careers. Professional development opportunities are vital for college employees to have productive and satisfying careers and for them to engage in innovative efforts that address students' evolving needs. The institution as a whole benefits when the achievements of individuals are acknowledged and celebrated.

Priorities

The two-year plan for professional development aligns with the college mission of inspiring, transforming and empowering a diverse community of learners placing its values and priorities on:

- A. Inspiring colleagues to grow professionally by building community and removing departmental barriers and silos including providing space and time for thoughtful discussion.
- B. Providing training and opportunities to anticipate and meet the ever-changing needs of our students and community.
- C. Collaborating with all college departments to support the development and implementation of Guided Pathways while increasing equity minded attitudes and practices.
- D. Supporting employees in their career and academic advancement.
- E. Promoting an environment of learning, research, teamwork, communication and positive employee morale.
- F. Maintaining compliance with federal, state, local requirements and accrediting body, Professional Development policies and procedures
- G. Adhering to California Community College Chancellor's Office guidelines for flexible calendar program.

Goals

SAC Professional Development fosters an enhanced, effective pedagogy and a supportive learning environment. Its values and priorities are embedded, promoted and pursued as all employees focus on achieving the vision and strategic goals established by Santa Ana College:

- (I) Vision Goal #1: Completion
 - 1) Strategic Goal #1: Santa Ana College will provide support services that remove barriers for timely completion of educational goals of students.
 - 2) Strategic Goal #2: Santa Ana College will provide Career and Academic Pathways (CAPs) to all students together with academic and student support services they need to complete their educational goals in a timely manner.
- (II) Vision Goal #2: Transfer
 - 3) Strategic Goal #3: Santa Ana College will increase the number of students transferring annually to 4-year institutions.
- (III) Vision Goal #3: Unit Accumulation
 - 4) Strategic Goal #4: Santa Ana College will provide services that support student integration into college life, retention, and persistence and the accumulation of fewer units that will result in the efficient achievement of a chosen educational goal by 50% of our students within 5 years.
- (IV) Vision Goal #4: Workforce
 - 5) Strategic Goal #5: Santa Ana College will prepare students for successful, livable-wage employment closely related to their field of study.
 - 6) Strategic Goal #6: Santa Ana College will develop a comprehensive career education marketing, outreach and recruitment plan.

- 7) Strategic Goal #7: Santa Ana College will develop and offer innovative, high quality, workforce-ready, industry-driven career and technical programs.
- (V) Vision Goal #5: Equity
 - 8) Strategic Goal #8 In order to reduce achievement gaps in all areas by 40% by 2022, Santa Ana College, within the context of its diverse community, will systematically equitize its practices leading to culturally responsive programs and services.

Guided Pathway Pillars

The Guided Pathways Pillars provide all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success, as well as integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience. SAC Professional Development utilizes research in education and learning science to offer training that guides behavioral change in employees across campus, ultimately, impacting the learning experiences of all Santa Ana College students and ensuring the four pillars are being addressed, expanded upon, and implemented. Professional Development training supports initiatives that:

1. Clarify the path.
2. Enter the path.
3. Stay on the path.
4. Ensure students are learning.

Professional Development Plan Evaluation

The two-year plan has been developed to establish a foundation for activity and membership. The plan and budget will be evaluated each year during the final committee meeting of the fall semester with the goal of identifying successes, opportunities for growth, issues and budget needs that may need to be addressed and included in either an update or generation of the next two-year plan.

Plan

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Ongoing community building meetings guided by a faculty lead to discuss and further develop college-wide initiatives (e.g., Coffee w/Colleagues, Equity in Action, Book Club, Cafecito); Unstructured community building meetings responding to and supporting events and needs regarding current social and political movements/climates.	A, B, C, E	1, 5		More non-credit and credit stakeholders participating in college-wide activities, collaborating in cross-disciplinary projects and activities.	Monthly	Facilitators or funding for outside professionals to help lead more meaningful and difficult conversations.	C, F, M, S
Community of Practice – Area specialists meeting monthly to review action research and assess departmental needs in ways of professional development, answering the question: “Is the work being done supporting the students in their learning?”	A, B, E, F	1, 5	2-4	Student retention, completion and transition into credit courses.	Quarterly	Research support to track students' success ratios each semester; funding to pay mentors and mentees.	F

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Implementing the Districtwide Professional Development Gateway across credit and noncredit, integrating all college stakeholders (administration, faculty, and classified employees) to keep abreast with current State initiatives and promising practices.	A-G	1-5	1-4	More non-credit and credit stakeholders participating in college-wide activities, collaborating in cross-disciplinary projects and activities.	1-yr	PD Coordinators, PD Support Staff, PD Advisory Committees, District ITS, Licensing Fees, Training and Support to ensure use of the PD Gateway.	C, F, M
Strategic Professional Development Weeks for Fall and Spring to move the mission and vision of the college forward across credit and non-credit entities.	A-G	1-5	1-4	More non-credit and credit stakeholders participating in college-wide activities, collaborating in cross-disciplinary projects and activities.	1-yr	PD Coordinators, PD Support Staff, PD Advisory Committees, Guest Speakers, Experts and volunteers to support various PD activities to put into practice what is shared at Convocation/Plenary Speakers. Up to \$25,000 in speaker fees.	C, F, M

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Participate in and support Leadership Training, Title IX, Accessibility in partnership with DO – HR.	B	1, 2, 8	3, 4	Encourage and promote SAC management participation in District led activities, while addressing employee morale and/or leadership skills.	Ongoing	Committee and staff engagement; Volunteer Faculty Facilitators /SCE Collaboration. Up to \$10,000 for outside trainers/skilled facilitators.	C, F, M
Procedure training updates - Purchasing, HR, FMR, Payroll, Facilities, ITS, Risk Management, Marketing & Budgets (e.g., PSAs, Contracts, Title IX, etc.)	B	1, 6, 7	1, 3	More participation in RSCCD planned trainings and greater compliance.	Ongoing	Committee and staff engagement; administrative support	C, F, M
Plan, support and participate in Emergency Response Training with District Safety (CPR & First Aid Training)	B, F		4	Ensure the training and Emergency Plans are scheduled and up to date for the safety of all students.	Ongoing	Committee and staff engagement; administrative support and collaboration with District Safety; \$5,000 for yearly licensing and skilled trainers	C, F, M, S

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Personal Growth and Wellness Training (e.g., Resilience Training, Management Retreat)	E		4	Aid employees in maintaining a personal balance so that they can better aid all those around them.	Ongoing	\$10,000 in funding for speakers, locations, etc.	C, F, M
Provide training for managers to understand and support Professional Growth/Development for Classified Staff and for Faculty Flex Obligation.	D, F	1, 2		Develop reference and resources that encourage faculty/classified continue growth and aid in creating stronger leaders.	Ongoing	Administrative and District support	M
Develop an annual speaker's series focused on diversity and equity available to all campus and district employees, as well as community members.	A, B, C	8	2-4	Create individual and community support on important matters affecting employees, students and the surrounding demographic.	Ongoing	\$30,000 in Funding for speakers, locations, etc.	C, F, M

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Solidify the Professional Development Committee and related constituent task force placement and communication channels within the shared governance structure.	A-G			Develop communication channels to College Council, Management Council and CSEA meetings.	1-yr	Committee and staff engagement; administrative support	C, F, M
Access and funding for conferences, webinars and online trainings.	A-F	1, 5-8	1-4	Provide resources for all staff to attend events that will support their professional development goals and needs.	Ongoing	\$45,000 in funding for travel and fees	C, F M
Develop the SAC Professional Development Gateway (Cornerstone) and provide ongoing support	A-G			Provide extensive and limitless Prof. Dev. opportunities for all faculty, staff and managers and collaboration with other campuses statewide.	Ongoing	Prof. Dev. Faculty Coordinator and Classified Staff	C, F, M

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Classified Professional Development Day (Retreat)	D, E	1, 2, 8	1-4	Collaboration with other colleges and collecting of best practices.	Ongoing	Funding: \$ 2,500 Venue, \$1,200 Meals, \$ 2,000 Speaker, \$1,000 Material/ Supplies (Books, activities material, etc.) = \$6,700 Total	C
Participation in organizations that provide training resources and networking opportunities for staff development professionals of the California community colleges. (e.g., 4CSD Conference)	A-G	1, 8	1-4	Collaboration with other colleges and collecting of best practices.	Ongoing	Funding for membership and cost of conference (4 classified members @ \$550 per person) = \$2,200, plus \$175 membership fee = \$2,375 Total	C, F, M
Classified Conference/Webinars/Online Training funds for year-round events	A, B, D	1, 2, 5	1-3	Training to better serve students and improve job performance.	Ongoing	Funding: \$ 10,000	C
Classified Safe Space	A, C, E	4, 5	1, 2	Improve employee morale and remove departmental barriers and silos.	Quarterly	Facilitators/Volunteers to help direct the conversation	C

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Classified Mentorship	A, B, C, D, E	5	1-4	Supporting new employees through the onboarding process to improve teaching, engagement, efficiency and understanding of the SAC community, processes and structure.	Ongoing	Compensation (LHE, Flex Hours, Professional Growth/Stipends) for mentors to spend the extra hours aiding new employees	C
Workshops that promote presentation skills (e.g., Speaking with Confidence Workshop)	A, D, E			Improve Webinar/zoom presentation skills, promoting leadership qualities and job growth.	Ongoing	Facilitators/Volunteers to lead the workshop	C, F, M

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
20-Minute Mentor for Adjunct Faculty (full-timer paired with an adjunct for 20-minutes once or twice a month for mentorship)	A, C, D, E	1-8	1-4	Address employee morale, support adjunct faculty to grow professionally by building a community, remove departmental barriers and silos including providing space and time for thoughtful discussion.	Ongoing	Full-time faculty volunteers to mentor adjunct from different departments	F
30-45 min. focused workshops offered each week on Various Technology used every day for teaching & admin.: e.g., Outlook, Zoom, Adobe, YouTube, Microsoft, etc.	B, D, E	1-8	1-4	Support faculty to improve teaching, engagement, and efficiency.	Ongoing	Facilitators/Volunteers to lead the workshops	C, F, M

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
New Faculty Institute/Training	A, C, D, E	1-8	1-4	Training of new faculty through the tenure process to improve teaching, engagement, efficiency and understanding of the SAC community, processes and structure.	4-yr	Support from district, HR and FARSCCD to implement a 4-yr plan and help provide content	F
Full-time Faculty Mentorship	A, C, D, E	1-8	1-4	Supporting new employees through the onboarding process to improve teaching, engagement, efficiency and understanding of the SAC community, processes and structure, as well as help create leaders among Faculty.	Ongoing	Compensation (LHE, Flex Hours, Professional Growth/Stipends) for mentors to spend the extra hours aiding new employees	F, M

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Adjunct Training/Summit	A, C, D, E	1-8	1-4	Training supporting and onboarding new part-timers to improve teaching, engagement, efficiency and understanding of the SAC community, processes and structure.	Semester	Faculty, managers, and district/HR to provide necessary workshops unique and relevant to part-timers	F
Workshops with experts who can help with courageous conversations on diversity, equity, inclusion, and specifically, race.	A, B, E, F	1,5	1-4	Facilitate equitable conversations among all stakeholders to create unity and less fraction amongst employees.	Ongoing	Funding for speakers/collaboration between PD Committee and the SAC Equity Office	C, F, M

<u>Activity</u>	Prof. Dev. Priority	SAC Strategic Goal	Guided Pathway Pillar	Outcomes	Timeline (2021-22 & 2022-23)	Resources Needed	Classified (C) Faculty (F) Management (M) Student (S)
Student Learning Outcomes training and space that feed into Program Review and Dual Enrollment needs.	B, C, E	1-8	1-4	Trainings and open labs in evaluating programs and SLOs for annual review to help improve student retention, completion and transition into credit courses.	Ongoing	More integrated software that can align goals, outcomes and research, providing Faculty with detailed annual reporting to better determine ongoing needs that will lead to more student success. (Program Review Committee and Research support.)	C, F
Student mentorship and leadership training	A-E	1-8	1-4	Aiding students in having more of a voice in their educational offerings and encouragement to take part in committees on campus to make actionable changes that will serve them.	1-yr	ASG to help support and provide training; Faculty and Classified to aid in additional trainings.	C, F, S

Annual Budget (2021-2022)

Descriptions of item(s) for project:	Cost:	Funding Category/Object: (e.g., Non-Instructional Supplies, Food, Conferences, etc.)
➤ Conferences & online trainings, includes 2021 Strengthening Student Success Conference, for faculty, staff, managers, and students	\$40,000	Conferences/5210 & 5905 Online Trainings/5215
➤ Consultant fees for outside speakers, trainers, independent contractors, and live closed captioning and editing	\$50,000	Contracted Services/5100
➤ Books, unlimited ebooks, including speaker recommendations, President’s Book Club needs, and books to support remote learning	\$3,500	Books, Mags, & Subscriptions-Non-Lib/4210
➤ Non-Instructional supplies and equipment needs for remote learning and speaker events	\$3,000	Non-Instructional Supplies/4610
➤ Professional Organization Memberships to support departmental needs and remote learning (4CSD, etc.)	\$2,000	Institutional Dues & Memberships/5300
➤ Printing, including promotional materials (Convocation/PD Week postcards)	\$1,000	Printing/5940
➤ Webinar License for virtual trainings and speakers	\$2,700	Software License & Fees/5950
Activity Total:	\$102,200	
➤ Faculty Professional Development Coordinator(s) - Credit & Non-Credit		Reassigned Time / 1110
➤ Professional Development Staff Support		Salary & Benefits / 2300
Total:		