

## **PD Committee Strategic Plan (Fall 2011 – Spring 2014)**

**Vision:** CRC's Professional Development Committee seeks to actively engage all members of the college community in continuous professional growth that contributes to a culture of inquiry, fosters innovation, and increases the success of all students. Through an environment of collegiality and collaboration, all employees will have diverse opportunities to increase knowledge, achieve higher levels of excellence, and improve their ability to serve students.

**Mission (Committee Charge):** Professional Development is defined as an activity that has as its goals the development of skills, competencies and personal qualities that will provide the potential for better performance and satisfaction on the job. To that end, the CRC Professional Development Committee plans, coordinates and provides financial support for a variety of activities that engage faculty, staff and administrators in an active and creative intellectual life.

Most directly, the Professional Development Committee supports these goals through the development of skills, knowledge, and attitudes in these areas:

- ☐ ***Teaching and Learning Competence*** – by providing learning opportunities to support the development, implementation, and assessment of student learning
- ☐ ***Cultural Proficiency*** – by providing learning opportunities and cultural experiences that contribute to and broaden cultural proficiency
- ☐ ***Technological Competence*** – by providing learning opportunities that develop technological competence
- ☐ ***Health and Wellness*** - by providing learning opportunities that encourage and promote healthy life choices among all faculty and staff
- ☐ ***Organizational Competence*** – by providing learning opportunities to ensure and promote organizational competence
- ☐ ***Community Awareness*** – by supporting connections between the college and greater community

### **Committee Goals and Objectives (Areas of Responsibility expanded by adding specific measurable objectives)**

1. Plan, coordinate, and conduct activities (including flex) for all employees that lead to enhanced employee and student success

#### ***Objectives***

- *Ensure that the fall and spring FLEX days prior to the semester have two or more workshops for faculty and staff in each of the six areas in the PD mission*
- *Ensure that one or more workshops in each of the six areas in the PD mission are offered during each semester*
- *Conduct a comprehensive assessment of PD needs in each of the areas in the PD mission every two years*
- *Develop Convocation themes and activities that support the PD Mission and enhance employee and student success.*

2. Provide a forum for exploration and open discussion  
**Objectives**
  - *Encourage all workshop presenters (including convocation as appropriate) to incorporate interactive discussions and activities in their workshops*
  - *Provide two or more PD offerings per semester (including FLEX) devoted to topics of exploration and open discussion*
  
3. Advise and assist in planning, evaluating and improving the Center for Advancement of Staff & Student Learning (CASSL)  
**Objectives**
  - *Ensure that the CASSL coordinator is an active member of the PD committee*
  - *Advise CASSL Coordinator in the planning and assessment of CASSL activities*
  - *Support CASSL by publicizing CASSL workshops/brochure*
  - *Strengthen the collaboration between CASSL and the PD committee*
  
4. Support technology innovation and training  
**Objectives**
  - *Conduct an assessment to identify PD needs in this area*
  - *Provide two or more technology- related PD offerings each semester (including FLEX) in addition to DEMS workshops*
  - *Support the work of the distance education coordinator by publicizing DEMS workshops*
  - *Increase the use of technology to enhance access to PD offerings by:*
    - i. *Capturing presentations (including convocation) and making them available on demand to faculty/staff in CASSL*
    - ii. *Work with the CASSL coordinator to develop at least one short 15-minute webinar per semester*
  
5. Disseminate information on workshops, seminars and available resources related to professional development  
**Objectives**
  - *Assemble and distribute FLEX/Convocation information to all employees electronically and in hard copy*
  - *Assemble and post the PD offerings booklets online*
  - *Disseminate weekly reminders regarding PD activities*
  - *Continue to maintain and enhance the PD web site*
  - *Strengthen collaboration with other CRC groups/entities to enhance effectiveness of programs and communication*
  
6. Support activities that link the college to external entities and organizations  
**Objectives**
  - *Schedule at least two PD offerings per year that support dialog with employers, the K-12 segment, and 4-year institutions*
  - *Offer two or more workshops per semester in collaboration with external entities and organizations*
  - *Include links to external organizations on the PD web site and PD publications*
  
7. Allocate budgeted funds for individual and group proposals

**Objectives**

- *Monitor and manage PD budget to ensure alignment with PD and College Strategic Plan*
- *Assess and refine the PD application and approval process*
- *Track and assess the individual and group proposal allocations to ensure they support the PD and College Strategic Plan*
- *Assess (and modify as needed) the FLEX verification process*
- *Explore options to provide adequate resources for PD events and activities*

8. Develop, implement, and evaluate a comprehensive strategic professional development plan

**Objectives**

- *Complete a 3- year PD strategic plan by Spring, 2011*
- *Integrate the PD strategic plan into the shared governance planning and reporting process by Fall, 2011*
- *Implement and assess the PD Strategic Plan*

9. Fulfill committee obligations to college strategic planning

**Objectives**

- *Design and implement a comprehensive formal PD assessment during the Spring 2011 semester to ensure we are meeting the needs of the campus community*
- *Review the College's Strategic Plan during Fall 2010 to identify future FLEX, Convocation and CASSL offerings*
- *Use the survey and the audit of the strategic plan data to inform the PD and FLEX offerings*

*Adopted by the PD Committee 5/2/11*