

1. Assessment Plan - Four Column



PIE - Professional Development: Professional Development Unit

Narrative Reporting Year

2017-18

Contact Person: Lianne Greenlee

Email/Extension: greenlee.lianne@gmail.com/6044

Program Planning Dialog: Professional and Organizational Development (POD) has focused on targeted program growth during the 2017-18 year, to meet professional learning needs of each employee group (Faculty, classified, and managers). Through use of needs assessments and collaboration with professional development committees, training was developed in alignment with data and college initiatives.

External Conditions, Trends, or Impacts: Professional development activities are integrated into many grants and college initiatives but have historically been developed with little or no collaboration with POD. In 2017-18 requests for POD collaboration in professional learning efforts across the college increased significantly and included partnerships with Guided Pathways, Information Technology, Human Resources, Presentation Services, Faculty Center for Learning Technology, Emergency Preparedness, School of Continuing Education, the Developmental Education Study Team, and many others. Continued integration of professional development efforts on campus is critical for effective use of funding in support of student achievement, especially as new funding formulas place an emphasis on student achievement results. The 2017-2021 Strategic Plan recognizes professional learning as an important tool in supporting student success and includes "Expand Professional Development" as one of the five Mt. SAC goals. Additionally, full implementation of the Guided Pathways and the Integrated Plan will have an impact on professional development funding resources. State and federal changes and updates related to EEO, legal mandates, Accreditation, and Chancellor Office guidelines will impact employee training needs as well.

Internal Conditions, Trends, or Impacts : The current POD Database Application does not have the functionality to track professional development activities in relationship to approved contractual professional growth credit as established through CSEA contracts 262 and 651. Additionally, the currently system reporting features and calendar are not adequate to meet the current needs of the department.

The growth of POD programs is outpacing the POD office suite functionality. POD supported training activities that exceed participation of 20 must be held in other campus facilities that have limited availability. A larger, flexible space for participant training is essential for POD to meet professional learning needs. The POD LOFT, once renovated, will be able to meet these needs.

Workload increases with program growth has put a tremendous strain on the current POD staff. Full-time staffing is needed to implement new programs and sustain the quality of programs and services currently offered as well as those in development.

Active participation by employees on PDC, CPDC, and MPDC has been a tremendous asset in the growth of programs for each constituency group and the success of POD events. FPDC no longer exists in its previous form and will become an Academic Senate Council. The relationship of FPDC with PDC and POD has not yet been fully defined.

POD use of human resources for providing expertise in subject matter programs is essential to POD functions and programs.

Changes in the faculty contract which exclude adjunct faculty from earning professional growth increments has limited the incentive for participation of these faculty in

professional learning opportunities. Also, classified staff CSEA 262 and 651 language for professional growth credits makes it difficult for classified staff who work full-time to take advantage of this benefit.

Critical Decisions Made by Unit: POD leadership stability has allowed for consistent outreach to campus departments and committees, been positively received, and resulted in new partnerships for training across the campus. Targeted communication strategies, a redesigned website, and large campuswide POD events have increased the visibility of and participation in professional learning opportunities on campus.

POD has annexed a new learning space in Building 6. The POD LOFT (Learning Opportunities for Transformation) has expanded POD's ability to serve employee training and collaboration needs across campus.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: The Professional Learning Team, supported by POD, was honored to receive the 2018 Innovative Activity Award by 4CSD (California Community College Council for Staff and Organizational Development) for excellence in a single, innovative staff development activity for "Why We Drop: Strategies for Improving Early-Term Retention".

POD collaborated with the School of Continuing Education to provide the first annual Noncredit Faculty Professional Development Day.

Notable Achievements for Theme B: To Support Student Access and Success: POD co-sponsored two Leading for Equity events in 2017-18 with speakers Sonia Nazario and Colson Whitehead addressing the topics of equity, social responsibility, and support for student success. Events were attended by faculty, staff, and students.

Emotional Intelligence for Diversity and Color Code training programs were implemented to develop employee personal and interpersonal effectiveness skills.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: POD Conference and Travel - Successfully managed the Conference and Travel budget in collaboration with the Professional Development Council to support 173 classified, faculty, and management employees participation in 183 off-campus professional learning opportunities.

Professional Learning Academy Support- Collaborated in the continued development of Professional Learning Academy programs focused on strengthening the college's commitment to equitable student achievement.

POD expanded its collaborative role in supporting 23 new faculty (New Faculty Seminar) and 43 classified staff (New Employee Welcome) in an onboarding experience focused on the role of employees in supporting student achievement.

New marketing materials were developed for each employee group (faculty, classified, managers) for support of consistent communication of employee learning opportunities in each term.

The POD LOFT (Learning Opportunities for Transformation) space was opened for use in Spring 2018, with 88 workshops and employee activities hosted in the first four months.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: POD was honored to present a workshop titled, "Classified Staff Professional Development: Planting Seeds for a Culture of Learning" at the annual 4CSD (California Community College Council for Staff and Organizational Development) meeting to share how leaders at Mt. SAC have worked together to support classified professional learning.

With support from POD, The VOICES Committee implemented three new employee recognition programs in 2017-18, "Shout Outs", "Way to Go Joe", and an annual "Celebration of Excellence". 86 employees were recognized by their colleagues and sent a "Shout Out" in appreciation of their excellent work.

Professional and Organizational Development collaborated with departments and programs throughout the college to Partnerships and collaborations across campus to offer 503 professional learning opportunities for employees, a 12% year-over-year increase in professional learning opportunities for all employees.

POD collaborated with MPDC and Management Steering to support leadership development through monthly professional learning opportunities for managers.

Contributors to the Report: Lianne Greenlee, Yolanda Haro, Maria Cardenas, Elda Blount, Brenda Dial

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Professional Learning Opportunities - Provide professional learning opportunities for faculty, managers, and staff that are consistent with the institutional mission, goals, and areas of college focus.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Date Goal Entered (Optional): 08/08/2017</p>	<p>Implement consistent operational training for management through collaboration with MPDC and Management Steering.</p> <p>Describe Plans & Activities</p> <p>Supported: Monthly opportunity for management training in conjunction with regularly scheduled management meetings. Collaboration with campus departments to secure expert trainers and funding for contracts with professional learning providers of specialized training.</p> <p>Lead: Lianne Greenlee</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: Medium</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 25</p> <p>Monthly manager professional learning opportunities were instituted in 2017-18. MPDC developed an annual training calendar with mandated training, operational topics, and leadership development included. Feedback has been extremely positive with attendance averaging 85 managers per month. This practice will continue into 2018-19. (07/16/2018)</p> <p>Related Documents:</p> <p>MPDC Training Plan 2017-19 - as of May 2018.docx</p>
	<p>Implement a New Manager Onboarding Series</p> <p>Describe Plans & Activities</p> <p>Supported: MPDC collaboration with Management Steering to offer a cohort training for new managers twice annually.</p> <p>Lead: Management Professional Development Committee</p> <p>On-Going Funding Requested (if applicable): 2000</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Training cohort participation with feedback on learning outcomes.</p> <p>Documentation Attached?: No</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>MPDC is developing a Management Onboarding Plan which will include a one-day orientation as well as management practice Series to be offered twice annually to a cohort. This planning effort is being done in collaboration with management Steering and will include the parallel development of a Manager Handbook. (07/17/2018)</p>
	<p>CPDC review ongoing POD activities for Professional Growth Credit</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 50</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Lead: CPDC Planning Unit Priority: High</p> <p>In Progress - Annual manager retreat in support of management culture and learning.</p> <p>Describe Plans & Activities Supported: The manager team has increased over the last four years while the funding to support an annual manager retreat has remained stagnant. This funding is no longer adequate to serve the needs of over 120 managers. Additional ongoing funding for venue, material, and speaker costs is needed. Utilization of unused manager conference and travel funds, agreed upon through the Meet and Confer process, can supplement the designated annual manager retreat budget to provide leadership training identified through collection of data in the annual manager professional learning needs survey.</p> <p>Lead: Lianne Greenlee On-Going Funding Requested (if applicable): 60000 Type of Request: Professional Development Planning Unit Priority: High</p>	<p>CPDC reviewed and approved 34 professional learning activities for PGB credit in 2017-18. (07/16/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 CPDC has developed criteria for review of requests for PGC. (08/29/2017)</p> <p>Reporting Year: 2017-18 % Completed: 25 On January 4 and 5, 2018, the retreat was held at the Hotel Maya in Long Beach, hosting 85 managers. Eric Kaufmann of Sagatica Consulting led two training sessions: Coaching for Results and Leadership Courage. \$60,000 of unused manager conference and travel funding was used to supplement the annual retreat budget. An ongoing plan for utilizing these funds annually is being put into place. (07/17/2018)</p> <p>Related Documents: PEAK Summit Retreat Executive Summary v4.docx</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 75 The January 2017 retreat was well attended, with assessment results demonstrating positive professional learning among managers. (08/29/2017)</p>
	<p>In Progress - Hold an annual CPD-Day event in support of Classified professional learning</p> <p>Describe Plans & Activities</p>	<p>Reporting Year: 2017-18 % Completed: 50 The POD Budget received an increase of \$13,500 in ongoing funding to support the annual CPD-Day event. Funds were</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
	<p>Supported: Ongoing budget to support hiring consultants, materials, and catering for CPD-Day events</p> <p>Lead: Classified Professional Development Committee</p> <p>On-Going Funding Requested (if applicable): 14000</p> <p>Type of Request: Professional Development, Research, Student Services, Supplies (less than \$200 per item), Technology Equipment - new</p> <p>Planning Unit Priority: High</p>	<p>used in 2017-18 to hire a keynote speaker, provide breakfast & lunch, materials, and ongoing classified leadership development training throughout the year. 198 classified staff attended CPD-day in August 2017 where 20 different workshops were offered in five pathways: wellness, leadership, emergency preparedness, professional skills, and open focus options. (07/17/2018)</p>	
	<p>In Progress - Develop training programs that support personal and interpersonal effectiveness skills</p> <p>Describe Plans & Activities</p> <p>Supported: Implement Emotional Intelligence for Diversity program and Color Code to support employee and student success.</p> <p>Lead: Lianne Greenlee</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?:</p> <p>Foundational personal and interpersonal effectiveness training programs would be ongoing and available for registration in the POD calendar. Successful implementation</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>CPD-Day has been established as a valuable professional learning experience for classified staff, with over 200 staff attending in 2016. (08/29/2017)</p>	<p>: \$13,500 in one-time funding was prioritized for CPD-Day through the 2015-16 PIE resource request process. Annual funding is needed to provide a Continental Breakfast, boxed lunches, contracted keynote speakers and expert presenters on topics identified by CPDC. Funding in the amount of \$15,000 is needed to adequately meet basic materials needs for the day as well as hire a keynote speaker. (09/01/2017)</p>
		<p>Reporting Year: 2017-18</p> <p>% Completed: 25</p> <p>41 faculty, staff, and managers attended Emotional Intelligence and Diversity training to improve intercultural competence, increase empathy, and learn strategies for interacting within the diverse college community. An additional 133 employees attended Color Code for Interpersonal Communication training. (07/17/2018)</p> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>Lianne Greenlee and Yolanda Haro attended a train-the-trainers emotional intelligence for diversity workshop in summer 2017. (08/29/2017)</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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of learning objectives demonstrated through assessment of participants.

Full Funding Requested - Support Faculty in development and implementation of faculty professional learning opportunities

Describe Plans & Activities
Supported: The 2017-18 Spring FLEX Day Opening session included a keynote speaker addressing the topic of immigration. Survey data indicate 98% overall satisfaction with this format, with 97% of faculty responded that they can do more to help immigrant students be successful in their educational journeys. Ongoing FLEX Day keynote speaker funding and funding to hire experts for faculty professional development will collegewide student success efforts.

Lead: Liesel Reinhart

On-Going Funding Requested (if applicable): 12000

Type of Request: Professional Development

Planning Unit Priority: Medium

No Funding Requested - Implement ongoing, foundational skills training for classified employees

Describe Plans & Activities
Supported: Through use of annual classified professional development needs assessment data, skills training areas of focus will be identified, training programs developed and implemented

Lead: Classified Professional Development Committee

Type of Request: Professional

Reporting Year: 2017-18

% Completed: 25

In Spring 2018 CSEA Training U was contracted to offer a series of three Leadership Training Courses for classified staff. 49 participants attended workshops: Develop Your Inner Leader, Motivate and Influence, and Building Your Network. (07/17/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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Development
Planning Unit Priority: High
What would success look like and how would you measure it?:
 Specialized training for classified staff will be provided, with learning opportunities communicated in quarterly flyers.
Documentation Attached?: No

<p>Evaluate Effectiveness - Systematically evaluate professional development opportunities and use results as the basis for program improvement. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 08/08/2017</p>	<p>In Progress - Collaborate with the Professional Development Council to review Conference and Travel data for improvement of the Conference and Travel application and approval process. Lead: PDC and Lianne Greenlee</p>	<p>Reporting Year: 2017-18 % Completed: 25 Utilizing 2016-17 data PDC revised the POD Conference and Travel application to increase the total funding amount per year allotted up to \$1,800, request information regarding need for out of state/international travel, and implemented a group travel process. 213 C&T requests were reviewed in 2017-18, with 173 employees attending 183 approved off-campus conferences. Data was aligned with the Professional Development Plan and indicated that travel primarily was used to support instructional and organizational development. (07/17/2018) Related Documents: 2017-18 POD C & T Use of Funds.xlsx</p>
	<p>Creation of a new Professional and Organizational Development database application. Describe Plans & Activities Supported: The current POD database application has served the department well but does not have the capacity to support tracking of</p>	<p>Reporting Year: 2016-17 % Completed: 75 Conference and Travel data was used to evaluate the 2016-17 process and use of funds. PDC voted to support changes to the C & T criteria, forms, funding availability, and evaluation process. Changes will be implemented in fall 2017. (08/29/2017)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 25 The POD Director and Admin Specialist II have worked with IT Business Analysts to design POD database workflow charts that will be used to obtain bids from consultants on development of a new POD APEX application. Simultaneously, Cabinet has approved the investigation of Mt. SAC's participation in the Chancellor supported</p>

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specific professional development activities and training that is included in the CSEA 262, CSEA 651, and Faculty Association contracts, nor does it track mandatory training that is required of specific employee groups by state and federal laws. A new POD database application with course catalog, calendar, attendance, transcript, reporting features, and ability to upload to Banner is essential for meeting mandates and contract obligations. This project will include IT programmer support of a new application, implementation with POD, collaboration with the Chancellors Office, and interaction with Human Resources processes documentation.

Lead: Lianne Greenlee
Type of Request: IT Support
Planning Unit Priority: High

Review and revise the Mt. SAC Professional Development Plan in collaboration with all college stakeholders

Describe Plans & Activities
Supported: Professional learning assessments and evaluations
Lead: Professional Development Council

Cornerstone Professional development database project. (07/17/2018)

Reporting Year: 2017-18
% Completed: 25

In June 2018 PDC held a summer retreat and reviewed data from alignment of POD 2016-2018 activities with the professional development plan areas of focus. Training offered over the last two years was concentrated in the following three areas: Technology skills, Teaching & Learning best practices, and Student success & support services. PDC determined that redesigning the PD plan to be outcomes based will more fully allow for evaluation of the impact of professional development on employee skills growth and student achievement. PDC will draft a new plan for collegewide input for review in fall 2018. (07/17/2018)

Related Documents:
[PD Plan Alignment 2016-18.pdf](#)

Assessment of Professional Learning	Conduct a campus wide professional
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Needs - Conduct annual professional learning needs assessments, share results, and utilize results to inform program development. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 08/08/2017</p>	<p>development needs assessment for each constituency group (classified, managers, faculty) on an annual basis. Utilizing a survey that has been agreed upon by all key stakeholders. Describe Plans & Activities Supported: Assessment survey tools such as Qualtrics Planning Unit Priority: Medium Documentation Attached?: Yes</p>	<p>Reporting Year: 2017-18 % Completed: 50 In 2017-18 each constituency group (faculty, classified, and managers) developed and completed an annual needs assessment. Each assessment was done in conjunction with a large event: Fall Faculty FLEX, Classified CPD-Day, and Managers PEAK Summit. Results were reviewed by FPDC, CPDC, and MPDC and reported to PDC to inform development of professional learning programs for each employee group. (07/17/2018) Related Documents: 2017-18 Classified PD Annual Survey Results.docx 2017-18 Faculty PD Annual Survey Results.pdf 2018 Manager PD Survey Results 2018.pdf</p>
	<p>In Progress - Conduct qualitative or quantitative assessment of learning outcomes for each professional development activity in POD. Lead: Lianne Greenlee</p>	<p>Reporting Year: 2016-17 % Completed: 25 MPDC created a needs assessment for managers and used the results to inform planning for the Winter 2017 managers retreat. (08/29/2017) Reporting Year: 2017-18 % Completed: 25 Learning outcomes for major programs and events were assessed through Qualtrics surveys and reported through executive summaries. Learning outcomes for each individual workshop session were assessed through paper-based evaluations which are documented in the POD database application. More robust assessment is needed to determine the impact of professional learning on student achievement. (07/17/2018)</p>
	<p>In Progress - Support campus assessment activities through training on campuswide, web-based survey tool used to conduct survey research, evaluations, and other data collection activities.</p>	<p>Reporting Year: 2016-17 % Completed: 25 Learning outcomes were established for each activity offered through POD in 2016-17. (08/29/2017) Reporting Year: 2017-18 % Completed: 100 \$18,000 in funding was secured through the PIE resource request process to enter into a 3-year contract with Qualtrics from June 2018 through June 2021. During the 2017-18 year use of this software increased to 327 users</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>Describe Plans & Activities Supported: Three-year Qualtrics contract to support students, faculty, staff, and managers in research, evaluations, and other data collection activities. Lead: Lianne Greenlee One-Time Funding Requested (if applicable): 18000 Use POD assessment data from all activities to create an annual professional development report. Lead: Lianne Greenlee</p> <p>Revise the standard POD evaluation form to reflect a deeper focus on professional learning outcomes for each activity. Lead: Lianne Greenlee</p>	<p>who created 423 new surveys. (07/17/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 75 Approximately 125 Mt. SAC faculty, staff, and students utilized this survey tool to create over 189 new surveys in Qualtrics during the 2016-17 year. POD offered Qualtrics training through courses and individualized training opportunities. (08/30/2017)</p>
<p>Collaboration - Collaborate with key stakeholders to gather input, leverage resources, and develop and implement professional learning opportunities to support all faculty, managers, and staff. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 08/08/2017</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Collaborate with the Wellness Committee to support wellness activities and training at Mt. SAC Lead: Lianne Greenlee and Wellness Committee</p>	<p>Reporting Year: 2017-18 % Completed: 25 During the 2017-18 year POD collaborated with committees and departments across the campus to develop and support employee workshops, retreats, and conferences. Examples include the Instruction Team Managers Retreat, EAS Retreat, and Biology Department training. (07/17/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 25 POD collaborated with the Wellness Committee to offer monthly wellness training classes on topics from stress reduction to Healthy Cooking classes. Additionally, 47 employees participated in the Mindfulness for Wellness series which was offered in fall, winter, and summer to teach the concepts and practice of Mindfulness Based Stress Reduction (MBSR). (07/17/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 50 POD supported a needs wellness assessment through Qualtrics, funded a keynote evening address by Dr. Sears,</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
		<p>and collaborated to host a monthly wellness speaker. (08/30/2017)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 Yolanda Haro developed and piloted a Mindfulness for Wellness series in Summer 2017, with 20 employees participating for five weeks. This pilot will be fully implemented in 2017-18 (06/29/2017)</p> <p>Reporting Year: 2017-18 % Completed: 25 POD collaborated with the Director of Emergency Preparedness to cluster offer 22 workshops in October 2018, as well as monthly classes which including the addition of CERT and DSW-in-Action offerings. Additionally, data gathering and planning for mandatory training was done in Spring 2018 with anticipated implementation planned for fall 2018 (07/17/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 50 Through ongoing collaboration Disaster Service Worker training was offered during October 2017 and integrated into the New Employee Welcome Series. (08/30/2017)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 25 POD collaborated with IT to provide training for O365 implementation in Fall 2018. Technology training for BoardDocs and document accessibility were jointly supported as well. Additionally, 68 workshops in support of collegewide operational systems were offered during 2017-18 in collaboration with the IT trainer. (07/17/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 25 The Director of POD collaborated with the FLEX Taskforce to support implementation of two FLEX Days during 2017-18. The addition of an equity speaker to the Spring FLEX day Opening Session increased attendance for both full-time faculty and resulted in the highest levels of participation of adjunct faculty (166) in a FLEX Day over the last four years. (07/17/2018)</p>
<p>In Progress - Collaborate with the Director of Emergency Preparedness to provide ongoing training for Mt. SAC employees, including an annual Emergency Preparedness month with focused training opportunities. Lead: Lianne Greenlee, Melonee Cruse, Emergency Preparedness Committee</p>		
	<p>In Progress - Collaborate with the IT trainer to support essential technology skills development for hardware and software. Lead: Lianne Greenlee and Evelyn Ojeda</p>	
	<p>In Progress - Collaborate with the Faculty Professional Development Committee, the Vice President of Academic Senate, and the FLEX Day Committee to support Flex events. Lead: Lianne Greenlee and Academic Senate Vice President</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>In Progress - Collaborate with the Faculty Center for Learning Technology, Presentation Services, and other interested departments to provide high quality professional learning for supporting faculty integration of instructional technology.</p> <p>Lead: Lianne Greenlee and FCLT Team</p>	<p>Related Documents: FLEX Day Adjunct Participation 2014-2018.pdf</p> <p>Reporting Year: 2017-18 % Completed: 25 POD collaborated with Presentation Services to provide training in Audio Visual Classroom Basics for all faculty teaching in the new Business Center Complex. Additionally, Carousel Digital Signage and Dynamic Presentations Using an Interactive Whiteboard were developed. POD also brought FCLT and the LLC together to assist with the first collaboration of Learning Technology Week offered in April 2018. (07/17/2018)</p>
	<p>Collaborate with FPDC and Salary and Leaves Committee to support implementation of Professional Growth Increment contractual language.</p> <p>Lead: Lianne Greenlee and Liesel Reinhart</p>	<p>Reporting Year: 2017-18 % Completed: 25 During the 2017-18 year all backlog of courses submitted for PGI review to Salary and Leaves were completed and updated lists of approved courses are posted on the POD website. (07/17/2018)</p>
	<p>In Progress - Collaborate with the VOICES Committee to identify, develop, and communicate employee recognition activities and awards.</p> <p>Describe Plans & Activities Supported: Annual budget in support of materials and staffing for employee recognition activities. Lead: Lianne Greenlee and VOICES Committee</p> <p>On-Going Funding Requested (if applicable): 3500 Type of Request: Non-Instructional Supplies Planning Unit Priority: High What would success look like and how would you measure it?: Budget allocation and use</p>	<p>Reporting Year: 2017-18 % Completed: 50 An ongoing budget of \$3,500 was secured through the PIE resource request process to support implementation of three new employee recognition programs through the VOICES Committee. 102 individual "Shout Outs" for excellence were distributed. The Way to Go Joe quarterly department award was created, and the first annual Celebration of Excellence was held. (07/17/2018)</p>
	<p>In Progress - Collaborate with School</p>	<p>Reporting Year: 2017-18</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>of Continuing Education faculty in the development and implementation of an annual professional development day.</p> <p>Describe Plans & Activities</p> <p>Supported: Noncredit faculty vision and planning</p> <p>Lead: Lianne Greenlee and noncredit faculty professional learning team.</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: Low</p> <p>Collaborate with Guided Pathways committee to develop professional learning opportunities in support of full initiative implementation.</p> <p>Describe Plans & Activities</p> <p>Supported: Work with the Guided Pathways committee to define professional learning activities that will support ongoing implementation of the initiative.</p> <p>Lead: Lianne Greenlee and Liesel Reinhart</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: High</p>	<p>% Completed: 50</p> <p>80 noncredit faculty participated in the first annual noncredit professional development day. POD assisted the faculty leadership planning team in development of the agenda and provided logistical support throughout the day. (07/17/2018)</p>
<p>Communication - Increase communication about and visibility of professional development</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18</p> <p>Date Goal Entered (Optional): 08/08/2017</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 25</p> <p>Training newsletter templates were designed by marketing for each employee group (managers, classified, faculty). and are used to advertise specialized program offerings in each term so that employees can see the breadth of offerings in one location. Additionally, monthly emails with all POD offerings are sent via Outlook to all employees, with follow-up emails marketing specialized training sent to targeted groups. (07/17/2018)</p>
	<p>In Progress - Continually update the POD website for relevancy and use</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 25</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>as an effective communication tool for campus professional development</p> <p>Describe Plans & Activities</p> <p>Supported: Staffing to continually update POD website</p> <p>Explore communication tools in support of employee access to and engagement with professional learning.</p> <p>Lead: Lianne Greenlee</p>	<p>The POD website continues to be updated with Highlights for current programs and special webpages developed for major events such as Sonia Nazario and Colson Whitehead. (07/17/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 75</p> <p>The POD website was completely redesigned in March 2017 to provide greater clarity of and access to professional learning information. (08/30/2017)</p>
<p>Use of Resources - Leverage department and collegewide resources to address staffing needs, maintain and enhance delivery of professional learning, and secure access to facilities.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Date Goal Entered (Optional): 09/01/2017</p>	<p>Full Funding Requested - Collaborate with the Office of Instruction to secure a larger space for participant professional development training.</p> <p>Describe Plans & Activities</p> <p>Supported: The growth of POD programs is outpacing the POD office suite functionality. POD programs and support of professional learning campuswide has increased 12% year-over-year for 2017-18. As more employees across the college engage in professional development the current POD Office Suite has been unable to accommodate the workshops, especially for any classes with greater than 20 participants. In Winter 2018 POD annexed the LOFT space in building 6. This new space will allow for larger capacity groups to simultaneously use the facility and engage in learning. The space needs to be renovated to include</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>The PLA Office space was refreshed with paint, carpeting, and removal of old cabinetry however, furniture to complete the office was placed on hold as space allocations in the POD office suite were discussed. In Spring 2018 POD annexed the LOFT space "as is" and began using it for training purposes. 88 activities were held in the space in the first four months. In June 2018 COMPAC approved the move of all POD offices to the LOFT space, with renovation of the space to include furniture for POD offices, updated presentation technology, wifi access, furniture for training space, demo of cabinetry, new flooring, painting, and lighting. No project manager has been assigned and no budget has been developed. It is hoped that the renovations will begin in Winter 2019. (07/17/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 100</p> <p>\$30,000 in one-time funding was provided to annex and refresh office space adjacent to the POD suite for use by the Professional Learning Team beginning in fall 2017. (09/01/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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office space for POD staff, updated presentation technology, greater wifi access, multi-purpose furniture, demo of old cabinetry, and refreshed flooring, painting, and lighting.

Lead: Lianne Greenlee
Type of Request: Facilities
Planning Unit Priority: High
What would success look like and how would you measure it?: A larger training space for POD identified and in use

Secure staffing to support employee enrollment, attendance verification, and evaluation of professional learning activities.

Describe Plans & Activities
Supported: Increase in hourly Administrative Assistant II position to 0.60

Lead: Lianne Greenlee
On-Going Funding Requested (if applicable): 27000
Type of Request: Human Resources
Planning Unit Priority: High

Full Funding Requested - Secure staffing to meet administrative support demands generated through POD program growth.

Describe Plans & Activities
Supported: Increase of .475 Administrative Assistant III to 1.0
 As POD continues development of the Professional Learning Academy to serve the growing professional development needs of all college employees, administrative support is necessary to meet the demands. In June 2016 a 47.5% Administrative

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Specialist III position was approved. Since that time POD has grown substantially, including annexing the POD LOFT space, bringing the New Faculty Seminar back to POD, initiating CPD-Day, becoming a home to two new committees (VOICES, MPDC), reinstating the Classified NEW Employee Welcome and NEW Series. With the Guided Pathways initiative implementation, we expect to increase offerings in support of this work, especially in the area of Instructional Improvement. A 1.0 Administrative Specialist III is needed to sustain the administrative support for this work.

Lead: Lianne Greenlee
On-Going Funding Requested (if applicable): 50888
Type of Request: Staffing
Planning Unit Priority: High

POD Assistant Director
Describe Plans & Activities Supported: Secure management position in support of planning, organizing, managing and assisting with the oversight of POD functions and activities including delivering training, assisting with managing employee recognition, and overseeing mandated training programs.

Lead: Lianne Greenlee
On-Going Funding Requested (if applicable): 119389
Type of Request: Staffing
Planning Unit Priority: Medium

Reporting Year: 2016-17
% Completed: 0
 A POD Assistant Director position was created and opened. Unfortunately, funding cuts led to the position not being filled. (09/01/2017)