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▼ 🏛 **Dept AS – Office of Staff and Organizational Development**

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Program Mission Statement: The Office of Professional Development improves and sustains the professional growth of the De Anza College faculty, classified professionals, and administrators through planned learning opportunities that continue to support the college's mission and strategic goals.
• Provide a welcoming and supportive, resource-rich environment and activities when onboarding new faculty, classified professionals and administrators into the De Anza College culture, mission and values.
• Facilitate the process for conference and travel funding for faculty and classified professionals to obtain a revitalizing exchange of ideas and methods in one's curricular area or program.
• Partner with the Office of Equity and the DARE Task Force in designing and implementing learning opportunities in culturally responsive teaching, effective teaching pedagogies, and effective teaching practices in basic skills.
• Strengthen service excellence skills for classified professionals through workshops and activities designed to enhance skills that help us connect, nurture and engage with our students and each other.

I.A.1 What is the Primary Focus of Your Program?: Learning Resources/Academic Services

I.A.2 Choose a Secondary Focus of Your Program?: Learning Resources/Academic Resources

I.B.1 Number Certificates of Achievment Awarded:

I.B.2 Number Certif of Achievment-Advanced Awarded:

I.B.3 #ADTs (Associate Degrees for Transfer) Awarded:

I.B.4 # AA and/or AS Degrees Awarded:

I.C.1. CTE Programs: Impact of External Trends:

I.C.2 CTE Programs: Advisory Board Input:

I.D.1 Academic Services & Learning Resources: #Faculty served: 541

I.D.2 Academic Services & Learning Resources: #Students

served:

I.D.3 Academic Services & Learning Resources: #Staff Served: 990

I.E.1 Full time faculty (FTEF): 1

I.E.2 #Student Employees: 0.5

I.E.3 % Full-time :

I.E.4 #Staff Employees: 1

I.E.5 Changes in Employees/Resources: Increased budget resources have allowed us to function in 16-17 although this year's baseline budget was still only $3676 for our operational budget. Still no stable funding identified to support Instructional Skills Workshops and Service Excellence Project.

We still are limited to just one classified position: Senior Program Coordinator, who continues to try to manage both the Coordinator's job duties and the former Secretary's job duties. This limits capacity in development of professional learning opportunities for classified professionals, supervisors, and administrators in trying to reach some parity with established faculty programs to meet the intent of AB2558 (revised Ed Code language for the Community College Professional Development Program).

II.A Enrollment Trends:

II.B.1 Overall Success Rate:

II.B.2 Plan if Success Rate of Program is Below 60%:

II.C Changes Imposed by Internal/External Regulations: AB2558 (Community Colleges: Faculty and Classified professionals Professional Development) legislation has been passed and has changed the Ed Code so that the Flex Calendar Program includes classified professionals, supervisors and administrators. Recent information from the Chancellor's Office about implementation of AB2558 and the Flex Calendar Program indicates that there are several actions we need to take to become fully compliant so that if Professional Development is once again funded by the State (pending, in the May Revise) we would qualify for that funding! We are exploring the possibility of having the new Director of Professional Development (when hired) become the Flex Calendar Coordinator to see that all rules and regulations are met (these specifics will be finalized by a State sub-committee under the Chancellor's Office across Spring and Summer 2017). Currently, we need to do the following:
1. Create a campus-wide Professional Development Committee

which meets frequently throughout the year.

2. Maintain documents that show the number and descriptions of all Flex Calendar activities, participation lists, and the number of employee hours completed in Flex activities (to be provided in an audit).

3. Establish an annual needs assessment and carry out a plan of activities to address those needs.

Implementing these requirements will not require an increase in budget but contribute to the need for additional administrative support in Professional Development.

Doc 6_AB2558_Flex Program Requirements.pdf

III.A Growth and Decline of Targeted Student Populations: We do not serve the targeted student populations directly, however, Professional Development continues to support faculty and classified professionals with programming developed to support De Anza's targeted populations and basic skills students.

We continue to include content associated with culturally responsive classrooms and cultural humility in new employee orientations and first and second year experience programs. New this year:

• Embedded a student panel in the mid-year Orientation for New Classified Professionals.

• Worked with Deaf and Hard of Hearing program to develop a workshop around Accommodations (Spring '17).

• Developed a "Where in the World Is . . ." series to familiarize new employees with De Anza facilities in order to better direct our new students and clients.

• Partnered with Veteran's Resource Office to offer "Enhancing Veterans' Success in the Classroom."

Doc 7_MidYear Orientation Agenda_24Feb17_Staff.pdf

III.B Closing the Student Equity Gap: Professional Development collaborates with the Office of Equity, Social Justice, and Multicultural Education and with the Developmental and Readiness Education (DARE) Task Force and they help inform our programming.

Currently, Dr. Jackie Reza is working on bringing back the ISW Program (Instructional Skills Workshop) as her Article 19 project, being funded with Equity funds, so the development of the Basics Skills Teaching Certificate program has been placed on hold.

III.C Plan if Success Rate of Targeted Group(s) is Below 60%:

III.D Departmental Equity Planning and Progress:

IV.A Cycle 2 PLOAC Summary (since June 30, 2014): 100%

IV.B Cycle 2 SLOAC Summary (since June 30, 2014):

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V.A Budget Trends: The baseline operations budget for the Office of Professional Development is still $3676.00. We are still being augmented from other budgets to meet annual operational expenses. We've had a 63% increase in faculty, staff, and administrators we are providing orientation for from 15-16 to this year, and a 37% increase from 14-15 to now with no additional stable funding for materials and expenses for those orientations alone. All budget trends indicated from our Comprehensive Program Review still apply.

There is a possibility (although no where near a certainty) of state funding for 17-18 for Professional Development (the Chancellor's Office is requesting a line-item addition in the June Revise).

V.B Funding Impact on Enrollment Trends: Funding impact indicated from our Comprehensive Program Review still apply.

V.C.1 Faculty Position(s) Needed:

V.C.2 Justification for Faculty Position(s):

V.D.1 Staff Position(s) Needed: Growth position

V.D.2 Justification for Staff Position(s):: Requesting 1 half-time Secretary (or Admin Asst) position that has been vacant since 2003-2004 when the FTE was lost due to budget cuts in Academic Services. As stated above we have had a 63% increase in orientation attendees in just this past year. We have also had a 60% increase in conference and travel applications (as more faculty funding was negotiated), as well. The workload has become unmanageable with just one classified 40-hour position and the program is struggling with sustainability issues.

V.E.1 Equipment Requests:

V.E.2 Equipment Title, Description, and Quantity:

V.E.3 Equipment Justification:

V.F.1 Facility Request:

V.F.2 Facility Justification:

V.G Equity Planning and Support:

V.H.1 Other Needed Resources:

V.H.2 Other Needed Resources Justification:

V.J. "B" Budget Augmentation: Requests for program funding from our Comprehensive Program Review still apply.

V.K.1 Staff Development Needs: Additional funding of $3000.00 (above employee negotiated funds) to allow Director and Coordinator to attend 2 conferences per year each: one in state professional development and one in national professional

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development (FA/ACE negotiated funds used for specific area of expertise).

V.K.2 Staff Development Needs Justification: The Professional Development profession is changing quite a bit with the dovetail with equity and student success initiatives. These professional development conferences will help the director and coordinator stay current as professional development practitioners and keep us up to date on current trends and methods.

V.L Closing the Loop: Should we receive additional budget funding, or especially a staff growth position, this would be easy to assess as we would be able to put the needed programs in place and in our evaluation cycle (ISW, Service Excellence, Supervisor's Academy)
Doc 11: Additional Notes for Program Review that couldn't be filled in the APRU.

Submitted by: Mary Kay Englen

Last Updated: 04/14/2017

APRU Complete for 2016-17: Yes

#SLO STATEMENTS Archived from ECMS: