



Professional Development Plan



San Jose City College
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Introduction

The Professional Development Committee (PDC) at San Jose City College supports the Mission of the college and the vision of the San Jose/Evergreen Community College District, through planning and implementing workshops, seminars, and professional development opportunities for all SJCC employees. The efforts and activities conducted by PDC also support and align with the College's strategic goals. Furthermore, there is also alignment with the efforts by the Student Success & Support Program (SSSP) Plan.

The [Fall 2015 SJCC Educational Master Plan](#) (EMP) presents a comprehensive view of the instructional and related student support services efforts of the College. The EMP documents the educational needs in the service area and the College's corresponding responses to those needs. It reflects the performance of the College and its strategic priorities.

The College wide professional development efforts also align with the activities in the SJCC Basic Skills Plan. Activities sponsored by Basic Skills Initiative funding are year round.

Funding is available for professional development for Career and Technical Education (CTE) through Perkins; this aligns with the efforts of the PDC.

College Mission

The Mission of San Jose City College is to effect social justice by providing open and equitable access to quality education and programs that both challenge and prepare individuals for successful careers and active participation in a diverse, global society.

Our Mission aligns with our Vision statement, "*Inspiring Success...One Student at a Time*" as well as the Vision statement of the San Jose Evergreen Community College District, that "By the year 2017, SJECCD becomes the premier institution for advancing opportunity, equity, and social justice for everyone through education excellence".

To fulfill our commitment to student success and assist students of all ages and background in achieving their education, employment, and life-long learning goals, SJCC offers the following:

- Two year college degrees and certificates
- Lower-division transfer and general education courses
- Basic skills and English as a Second Language instruction
- Career and technology training

The Mission Statement was adopted by the College Planning Council on May 8, 2009. For more information on the San Jose Evergreen Community College District Mission, Vision and Values, please visit the [District Website](#).

Strategic Planning Goals

For each college strategic goal, we have identified Key Performance Indicators (KPI). The following outline highlights the alignment of each KPI with each goal.

College Strategic Goal 1: Promote Student Success

- 1A. Increase the persistence rate of college prepared and unprepared students each year.
- 1B. Increase the successful course completion of both full-time and part-time students each year.
- 1C. Increase the successful course completion rate in basic skills, vocational, and credit courses each year.
- 1D. Increase the improvement rate (remedial momentum point) of students in basic skills.

College Strategic Goal 2: Expand Partnerships with External Communities

- 2A. Increase the number of partnerships with business and industry each year.
 - Active Advisory Boards
 - Community Partnerships
 - Educational Partnerships
 - Other Industry or Business Partnerships
 - Neighborhood Associations
- 2B. Align partnerships with external communities to enhance student success.

College Strategic Goal 3: Enhance Employee Development

- 3A. 50% of full time and staff will participate in training offered by the Professional Development Center
- 3B. 87% of the faculty and staff who attend a workshop at the PDC indicate satisfaction.
- 3C. 15% of adjunct faculty will participate in training sessions offered by the PDC.
- 3D. 75% of the employees who attend PDD events will indicate satisfaction with the workshops they attend.

College Strategic Goal 4: Foster Cultural Competence

- 4A. 85% of the student who participate in multi-cultural program/ events will indicate increased understanding and awareness of cultural competence
- 4B. Increase the number of international students by 5% annually
- 4C. 85% of the faculty and staff who participate in workshops intended to foster cultural competence will indicate satisfaction

College Strategic Goal 5: Increase Campus Safety

- 5A. 100% of faculty and staff participate in emergency preparedness safety training.
- 5B. 85% of faculty, students, and staff indicate they feel safe on campus.

College Strategic Goal 6: Expand Resource Development

- 6A. Establish relationship with the Foundation by sharing our college priorities for projects which include:
 - Innovation
 - Student Success
 - Professional Development
- 6B. Develop donor relationships.
- 6C. Develop communication plan.

Definition- Profession Development Committee

Guiding Principle

The guiding principle of the Professional Development Committee is to have positive influence on the quality of instruction and services offered to students.

Charge

To offer and enhance opportunities that promote the training and professional development of faculty, classified, supervisory and administrative personnel.

To plan and recommend activities to the College President for approval.

Professional Development Committee Membership

Committee members are expected to represent general institutional interest beyond the interests of their disciplines, divisions, or special interests.

The faculty members represent a variety of departments across the campus. The Professional Development Committee consists of the following:

- 4 faculty appointed by the Academic Senate
- 3 Classified appointed by CSEA
- 2 Administrators or Supervisors appointed by the College President

The Professional Development Committee members will elect the chair.

Responsibilities

- Establish and implement a procedure to allocate staff development funds. Any changes in procedures that apply to the faculty will be submitted to the Academic Senate for approval prior to implementation.
- Offer professional development opportunities.
- Plan professional development days' activities for the campus.
- Conduct professional development needs and surveys.
- Assess and improve professional development activities.

Operating Requirements

Agendas and minutes are posted and available.

Committee actions reflect a majority vote by quorum of the members.

Meetings are held on at least on a monthly basis throughout the academic year.

Meetings are open to all members of the college community.

Revised 11/2015

Other College & District Professional Development Committees

Professional Recognition Committee (PRC)

The college also has a Professional Recognition Committee; it is comprised of representatives from each college and district office. This committee is not part of the Professional Development Committee.

Professional Improvement Committee (PIC)

This is a subcommittee of the Professional Recognition Committee. Their role is to review and approve or reject the SJCC Professional Development Day Alternate Project Proposal Form submitted by full time faculty.

Assessments and Evaluations

Professional Development Day Assessments

San Jose City College participates in the Flexible Calendar Program with the Chancellor's Office under Title 5 regulations. Four professional development days are conducted throughout the academic year. Three days are required full time faculty, and one day is considered as an "Alternate Plan Day," where full time faculty can complete and attend other off campus professional development activities. They are required to complete the [SJCC Professional Development Day Alternate Project Proposal Form](#) and submit it to their respective dean for approval.

The Professional Development Days are assessed through Lime Survey tools. Results are distributed and discussed at Professional Development Committee meetings, discussed with the President and Vice-President of Academic Affairs. The results, comments, and suggestions presented in these assessments are considered in the planning of future professional development events.

The results are posted on the college website at the following link: <http://www.sjcc.edu/faculty-staff/committees/professional-development>

Workshop Assessments

The college offers ongoing professional development workshops. The workshops are coordinated by the Professional Development Coordinator and offered in the Professional Development Center. The workshops are assessed through a paper survey at the end of the workshop. In some instances, a survey is emailed to workshop attendees. The form can be found at <http://www.sjcc.edu/faculty-staff/professional-development-center>.

The survey results are tabulated and compiled for the committee to review at the end of the academic year.

One-On-One Training Sessions

One-on-one training sessions are offered on topics such as TracDat, Moodle, CurriCunet, and Canvas. The sessions are offered upon employees' needs and requests.

Committee Self-Assessment

The Professional Development Committee is required to complete a yearly self-assessment for the Strategic Planning Committee. The form is completed with the collaboration of the entire PDC between the months of March and April. Then the form is submitted to the Strategic Planning Committee (SPC) for their review.

The form can be found on page 51 of the document located at <http://www.sjcc.edu/AdministrativeServices/Documents/2015%202017%20IntegratedPlanningandResourceAllocationHandbook.pdf> .-

The self-assessment requires that the committees establish yearly goals. Following are the 2015-16 goals established by the Professional Development Committee.

2015-16 Professional Development Committee Goals

- **Goal 1: Establish attainable goals. (Include area that demonstrates SLO professional responsibility.)**
- **Goal 2: Evaluate the procedures.**
- **Goal 3: Review committee charge and establish attendance procedure and align with mission.**
- **Goal 4: Establish a 2015-16 planning calendar.**
- **Goal 5: Draft and develop a professional development plan.**
- **Goal 6: Review and revise rubric for awards.**
- **Goal 7: Revise the application form to reflect limit on amount of attendees to one conference.**
- **Goal 8: Identify new form to gather employee responses/assessment.**

If a yearly goal is not achieved, the committee discussed the possible reasons for this and will add the goal to the upcoming year's list.

Professional Development Opportunities

Announcing Events

College employees are informed of professional development opportunities via email announcements, weekly schedules, or flyers. Employees also suggest possible professional development opportunities; these are also distributed via email to the entire college community. This is an ongoing activity.

Workshops

Request a Workshop

Employees have the opportunity to request a workshop on a specific topic. They can email the Professional Development Coordinator or complete PDD surveys which always ask employees to suggest topic for future PDD events.

Offer a Workshop

Employees are invited and encouraged to offer workshops on topics of their preference. In addition, if they receive conference funding by the Basic Skills Initiative and Professional Development Committee, they are either required to offer a workshop at a future PDD, department meeting, or at the Professional Development Center.

Employees interested in offering a workshop during PDD must submit the workshop proposal. This proposal will be reviewed by the Professional Development Committee and approved or rejected.

The template for the workshop proposal can be found at

[http://www.sjcc.edu/PresidentOffice/Documents/Proposal%20for%20Professional%20Workshop_Template %20rev%20Feb%20%202015.pdf](http://www.sjcc.edu/PresidentOffice/Documents/Proposal%20for%20Professional%20Workshop_Template%20rev%20Feb%20%202015.pdf).

Professional Development Activities-Past & Ongoing Training

Themes for Ongoing Workshops & Webinars

Technology:

- Moodle
- Canvas
- OEI
- Datatel
- Using NBC Learn to Increase Student Engagement
- Levels of Online Assessment (W)

Teaching:

- On-Course
- Reading Apprenticeship
- CATESOL Lessons Learned Sharing (2)
- Using Outcomes & Rubric in Canvas (W)
- Unlocking the Meaning of Vocabulary in Context

Student Success:

- On-Course
- Common Assessment Initiative (W)
- New Methods to Develop Trig Values

Institutional Effectiveness:

- Accreditation 101
- TracDat
- CurriCunet
- Course Outline Design
- SLO Designing and Reporting
- Website Owner Design
- Taking Meeting Minutes (W)
- Distance Education Policies & Accreditation
- Program Review 101
- STRS & CAL PERS
- SARS Training
- Budgeting Process and Procedures
- SLO & PSLO Assessments

Flexible Calendar

San Jose City College participates in the Flexible Calendar program administered by the Chancellor's Office as stated in Title 5 regulations. The College has 4 days per year as Professional Development Days for full time faculty; three are mandatory days and one is an alternate day for full time faculty. All college employees are invited and encouraged to attend these days.

Flexible Calendar activities are primarily presented at the Professional Development Days. Below is a partial list of the events:

- Strategic Planning for Math & Science Adjunct Faculty
- Understanding Your Faculty Rights and Obligations
- The Program Review Process Demystified
- SJCC Goes Global
- Mapping and Assessment Planning in TracDat
- NBC Learn
- Annual & Comprehensive Program Review Forms Discussion, Question and Answer
- Applying the Theories of Multiple Intelligence and Emotional Intelligence for Student Success
- Using CROA to Support Enrollment Management and Student Success
- Planning Our Accreditation
- Title IX Presentation
- Sharing & Further Developing Small Group Peer-Assisted Learning Resources & Planning for the 2016 PLTL-SI Conference at SJCC
- Discussion & Q & A: Developing Minimum Qualifications for Faculty to Teach Online & Partnering with the Online Education Initiative
- Civility in the Classroom
- Generational Diversity
- How to Complete the Staff Development & BSI Conference & Proposal Forms
- Peers and Colleagues: Effective Communication Using Civility
- Yoga for Stress Management
- Admissions & Records Forms, Learn How to Complete the Forms Correctly
- CurricUNET Training
- Daily Restoring: Your Mind, Body & Soul
- Math-English Synergy
- Peer-Led Team Learning
- SLOs and Comprehensive Program Review Lone Wolf Packs
- Tai Ji, Traditional Chinese Martial Art
- What is AB86?
- Academic Senate Issues
- New Student Educational Plan
- Sexual Assault on Campus & Jeanne Clery Act
- Perspectives on Service Learning

Resources for Professional Development Activities

Account Name	Target Population
Professional Development	All college employees
Basic Skills Initiative	Personnel who work with Basic Skills Students
Perkins	Career Technical Education Faculty

APPLICATION PROCEDURES AND REIMBURSEMENT

Professional Development

<p>Prior to the conference, complete the SJCC Conference Request Form and the Application for Professional Development Funds Application and obtain necessary approval from your supervisor or administrator, Vice President of your area, and College President.</p> <p>E-mail the signed application to Celia.Cruz@sjcc.edu, Professional Development Coordinator, or deliver the signed paperwork to the Professional Development Center, GE 118.</p> <p>Completed forms are reviewed by PD Committee throughout the semester.</p> <p>Applicant will be notified by e-mail of the committee's decision.</p>	<p>After attending the conference, within nine (9) working days after attending the conference, applicant MUST resubmit the approved application with the original receipts to the respective Dean, Vice-President, Office of the President, and Business Services Office.</p> <p>Expenditures beyond the applicant's allotment must be paid by the applicant.</p>
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Those awarded funding will, within a month after the activity or during the fall semester for summer awards, complete two of the following.*

- Hold a campus wide workshop at the Professional Development Center for disseminating what was learned. Once your funding is approved, please email Celia.Cruz@sjcc.edu to coordinate your presentation.
- Integrate new skills/knowledge in a teaching or work assignment, write an analysis of this implementation, and submit a copy of your analysis to the Professional Development Center. (Document submitted will be stored in a binder and made available to the college community.)
- Make a presentation at your division or department meeting.
- Make a presentation at a Professional Development Day.

Basic Skills Initiative

<p>Prior to the conference, fill out the (a) Application for BSI Conference Funds and (b) SJCC Request for Conference Attendance.</p>	<p>After attending the conference, within nine (9) working days after attending the conference, applicant MUST resubmit the approved</p>
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<p>Obtain the necessary approval from supervisor or administrator.</p> <p>Please attach conference flyer or URL to your BSI Conference Fund Application.</p> <p>The completed applications, that have the respective signatures, will be forwarded to the Basic Skills Committee Chair, who will then forward them to the BSI Committee members.</p> <p>The BSI Committee will review and vote on the conference applications throughout the semester and will notify applicant by e-mail.</p>	<p>application with the original receipts to the respective Dean, Vice-President, Office of the President, and Business Services Office.</p> <p>Expenditures beyond the applicant's allotment must be paid by the applicant.</p>
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Perkins

<p>Prior to Conference, complete and submit a completed SJCC Conference Form to Dean Thompson and Vice-President Graham for their review, signatures, and approval.</p> <p>Please attach conference flyer or URL to your Perkins Fund Application.</p> <p>After the application has been reviewed, the applicant will be notified by e-mail of the Committee's decision.</p>	<p>After Attending Conference, within nine (9) working days after attending the conference, applicant MUST resubmit the approved application with the original receipts to the respective Dean, Vice-President, Office of the President's, and Business Services Office.</p> <p>Expenditures beyond the applicant's allotment must be paid by the applicant.</p>
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Other Funding Opportunities

Source	Target Population/Award Amount	Contact Info
President's Office Matching Funds	Faculty, Staff, and Administrators/ \$500	http://www.sjcc.edu/Search/Pages/results.aspx?k=president%27s%20matching%20fund (First item listed)
Student Equity	Faculty, Staff, and Administrators/ amounts vary	Professional development activities must impact underserved student population and be part of a project included in the Student Equity Plan. http://www.sjcc.edu/AdministrativeServices/Documents/SJCC%202015-16%20STUDENT%20EQUITY%20PLAN%20-%20FINAL.pdf
Student Success	Faculty, Staff, and Administrators/ amounts vary	Professional development activities must impact underserved student population and be part of a project included in the Student Success & Support Program Plan. http://www.sjcc.edu/AdministrativeServices/Documents/San_Jose_City_College_SSSP_Plan_2015_2016.pdf

Conferences Funded

There is limited funding for professional development activities. Each semester approximately \$5,000 are awarded for such activities. Below is a partial list of funded conferences:

- @ One Course
- Signing Naturally Workshop
- Blake Austin College Beauty Academy
- NFCA National Convention
- Assessment Institute
- SACNAS National Conference
- MBTI Training Course
- CAPED 2015 Convention
- Habits of the Mind
- Online Teaching Institute (4)
- Lowering the Activation Energy-Quantitative Biology Summer Institute
- Athletic Equipment Managers Association
- Mediation Training-Effective Communication & Conflict Resolution
- Teaching Justice and Decolonial Pedagogy
- Safety & Security Begins at the Front Desk
- African American Educational Network and Development Summit
- 2015 ASCCC Institute (2)
- 4th Annual 2015 PLTL International Society
- Best Practices in Internationalization
- Excel Basics & Excel Beyond Basics
- Northern California Writing Centers Association
- New Paradigm & Pathways for General Education
- Conference in Acceleration in Developmental Education
- TESOL Crossing Border/Building Bridges
- ASCCC Accreditation Institute
- 2016 ACBO Spring Conference
- CMC³ 42nd Annual Fall Conference
- Let's Get Real: Unlearning Racism Retreat
- Law & Ethics in Supervision

Applications and Rubrics

The different funding applications

- 2015-16 BSI Conference Funding Request Guidelines and Procedures
- Rubric for Basic Skills Initiative Conference Funding Application
- Perkins Professional Development Activity Application
- Professional Development Funds Request Guidelines and Procedures
- Rubric for Professional Development Funding Application

can be found at the link below:

<http://www.sjcc.edu/faculty-staff/professional-development-center>

Appendix A: Professional Development Coordinator Position Description

Assignment: The Professional Development Center Coordinator provides coordination and support for the Professional Development Center and related activities in support of the Vice President of Academic Affairs.

Duties and Responsibilities may include:

The Professional Development Coordinator provides assistance to the Vice President of Academic Affairs by performing a variety of duties associated with the assignment, which may include:

1. Increasing SJCC student success
2. Promote compliance with accreditation standards by developing proficiency in the areas of Student Learning Outcomes and Program Reviews
3. Supporting the use of instructional technology and course management software (Moodle, TracDat, etc.
4. Promoting cultural competency by our faculty, staff and students
5. Chairing the Staff Development Committee