



COLLEGE  
*of the*  
DESERT

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## **Desert Community College District**

Professional Development Plan  
*September 2020*

43500 Monterey Avenue, Palm Desert, CA

# Acknowledgment

Many thanks to the faculty and staff who worked to develop the College of the Desert's Professional Development Plan.

## **Superintendent/President:**

Dr. Joel L. Kinnamon

## **Co-Chairs:**

Donna Greene, Faculty Development Chair and  
Andrea Staehle, Director of Human Resources

## **Members:**

Tanya Bogarin, Instructional Support Specialist and CSEA Representative  
Tony Carrillo, Director, Fiscal Services  
Jessica Enders, Director, Education Centers East Valley  
Patricia Espinosa, Administrative Assistant and CSEA Representative  
Dr. Melissa Galloway, Executive Administrative Assistant and Task Force Support  
Artel Garcia, Adjunct Faculty, Spanish and Adjunct Representative  
Robert Holmes, Adjunct Faculty, Business, and Adjunct Representative  
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Irene Morales, Outreach Specialist, and CSEA Representative  
Dr. Annebelle Nery, Vice President, Instruction  
Sheri Willis, Executive Director, Educational Technologies  
Terri Wilson, Human Resources Manager  
Dr. Mark J. Zacovic, Interim Vice President, Human Resources and Employee  
Relations

## **PROFESSIONAL DEVELOPMENT COMMITTEE STATEMENT**

The administrators, faculty, and classified employees are the most valuable resource at the College of the Desert. They work collaboratively to ensure excellence in teaching and student success. Professional development is the continuous improvement of skills and knowledge, which relates to every employee's job responsibilities, profession, and/or work environment in ways that fulfill the mission, vision, values, and goals of the institution. The role of the Professional Development Committee is to make recommendations for staff and leadership professional development throughout the College in coordination with the Faculty Development Committee and assist in the assessment for the professional development needs of the College.

## **COLLEGE OF THE DESERT MISSION AND VISION**

### *Mission*

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit, and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning, and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

### *Vision*

College of the Desert will be a center of collaborations and innovations for educational enrichment, economic development, and quality of life in the Coachella Valley and surrounding communities. Ensuring student success through equitable access, continuous quality improvement, institutional effectiveness, and student achievement.

### *Core Values*

College of the Desert is a learning-centered institution that values:

#### **Student Success**

Student learning and growth are central to all we do.

#### **Diversity and Inclusion**

We embrace the diversity of our community and uphold the dignity and worth of the individual.

#### **Integrity**

We are open, honest, and reliable.

#### **Respect**

We value the thoughts, words, and actions of our students, colleagues, and community.

#### **Dedication**

Our faculty, staff, and administrators are responsible leaders who effectively implement programs in support of student learning and efficient college operations.

#### **Professionalism**

We are current in our areas of expertise and embody high standards of conduct.

**Communication**

We communicate with authenticity in pursuit of broad understanding, effective dialog, and inclusive decision-making.

**Lifelong Learning**

Learning is essential to living for our students, faculty, and staff.

## **PROFESSIONAL DEVELOPMENT INTRODUCTION**

Professional development activities should be linked to the College of the Desert's mission and values, the Educational Master Plan, the Strategic Master Plan, and/or other College plans. The ultimate purpose of professional development is to improve and promote student success while developing and maintaining an engaged, equipped, and knowledgeable staff. Professional development plays a vital role in ensuring employees are skilled, knowledgeable, and motivated regardless of job classification, and builds institutional capacity. It is the joint responsibility of the Faculty Development Committee, Professional Development Committee, Office of Human Resources, individual units/departments, and other relevant college constituencies to endorse and implement professional development.

Professional development includes a wide variety of specialized training or formal education within the workplace or through outside organizations to support staff in improving their professional knowledge, competence, skill, and effectiveness. Professional development activities seek to promote continuous and active engagement throughout the year, not just a one-time attendance.

The Professional Development Committee is a sub-committee of the College Planning Council and is comprised of representatives from faculty, classified, and management groups. Meetings are scheduled monthly or as needed, and notes and agendas are available on the campus portal or upon request.

### **PLAN PURPOSE AND PARAMETERS**

This plan is the work product of the Professional Development Committee and is a living document. The plan is based on an academic year and will begin gathering institutional survey results in spring 2020. Once the survey results are reviewed, the Professional Development Committee will make recommendations to the College Planning Council. The approved Professional Development Plan will meet the requirements of the 2017 Quality Focus Essay, along with achieving the institutional goals of professional development for staff.

### **FACULTY DEVELOPMENT COMMITTEE**

The Faculty Development Committee is a committee of the Academic Senate. The Board of Trustees will rely primarily upon the recommendations of the Senate, including the decision-making structure by which the recommendations are achieved, with respect to policies for faculty development activities (AP 2510).

#### *Faculty Development Committee Mission*

With a continuing goal of fostering student engagement and success, our mission is to provide faculty with activities and experiences that translate into successful learning for our diverse student population.

### *Faculty Development Goals and Objectives*

In order to support such an environment, the Faculty Development Committee is charged with designing the Flex Calendar Schedule, promoting professional development activities, and responsibly overseeing the distribution of the Academic Enrichment Fund in support of these opportunities for faculty learning and toward the goal of fostering student success.

### **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 407**

#### **PROFESSIONAL DEVELOPMENT GOALS**

The California School Employees Association, Chapter 407 is committed to professional development and has established goals that were considered when developing the Professional Development Plan.

1. Provide an ongoing and consistent training calendar for classified staff.
2. Provide opportunities for classified staff to become a larger part of District growth opportunities and initiatives.
3. Create an atmosphere that shows appreciation and support for growth for all employee groups on campus.

#### **PROFESSIONAL DEVELOPMENT COMMITTEE GOALS**

Overarching Committee Goals:

1. Develop and improve professional development opportunities for staff and leadership.
2. Use data to establish an institutional professional development calendar for staff and leadership.



3. Utilize the Professional Development Committee to review professional development opportunities for staff and leadership.
4. Utilize the Vision Resource Center as the primary technology tool for professional development activities.

Timeline:

1. Spring 2020: Survey employees regarding professional development opportunities, create a professional development plan, establish a Professional Development Committee Charter for College Planning Council approval
2. 2020/2021: Implement a pilot professional development program for staff and leadership in coordination with the Faculty Development Committee
3. 2021/2022: Analyze the program and make recommendations for improvement, including District commitment to ensure all staff have access (i.e., dedicated time) to some components of professional development
4. 2022/2023: Consolidate professional development activities and recommend a Professional Development Day/s for staff and leadership

### **EMPLOYEE DEVELOPMENT NEEDS ASSESSMENT SURVEY**

The Faculty Development Committee and Educational Technology Department conduct annual surveys to determine the specific areas' needs of training; however, an institutional and vast survey will be conducted to determine institutional needs. An institutional professional development survey will be open for two weeks in 2020 through the Office of Institutional Research. Upon completion of the survey, the Office of Institutional Research will analyze the results and present the information to the Professional Development Committee. Following the analysis, the Professional Development Committee

will establish an institutional professional development calendar of activities for staff.

Appendix A: Professional Development Committee College Planning Council  
Charter

Appendix B: Faculty Development Committee

Appendix C: 2017 Quality Focus Essay

## Appendix A

Name: Professional Development Committee

Mandate: Other

Type: Human Resources

### Role

- To make recommendations for staff and leadership professional development, in coordination with the Faculty Development Committee throughout the College
- To assist in the assessment for professional development needs of the College
- To assist in shaping the College's cultural and institutional policies and practices that demonstrate a commitment to professional development
- To assist in the creation and revision of a Professional Development Plan and act as an advisory body on the Professional Development Plan
- To support efforts to identify possible funding sources for professional development programs and activities
- To support faculty, staff, and leadership in creating professional development opportunities

### Products

- Identification of program(s) and training targeting employee professional development
- Develop a comprehensive calendar of institutional professional development opportunities
- Provide annual reports on professional development activities
- Provide an annual survey for professional needs of the College

### Meeting Schedule

Monthly, September – May, and as needed by the committee members

## Reporting Relationship

### College Planning Council

#### Chair

- Vice President of Human Resources or Designee (Co-Chair)
- Faculty Development Committee Chair (Co-Chair)

#### Membership

- Faculty appointed by the Academic Senate (One Adjunct) (2)
- Leadership (2)
- Classified Representative (2)
- Student Representative (1)
- Executive Director, Institutional Advancement or Designee
- Distance Education Instructional Technology Coordinator
- Guided Pathways Representative as appointed by chair(s) (1)
- Diversity Committee Representative as appointed by chair(s) (1)
- Open Committee – others are welcome to participate

College Planning Council Approved

05/08/2020

## Appendix B

### Faculty Development Committee

#### Mission

With a continuing goal of fostering student engagement and success, our mission is to provide faculty with activities and experiences that translate into successful learning for our diverse student population.

#### Goals and Objectives

In order to support such an environment, the Faculty Development Committee is charged with designing the FLEXIBLE Calendar Schedule, promoting professional development activities, and responsibly overseeing the distribution of the Academic Enrichment Fund in support of these opportunities for faculty learning and toward the goal of fostering student success.

Faculty Development is also responsible for Professional Advancement and Sabbaticals.

#### Subcommittees

##### Professional Development:

Chair, Alejandro Jazan; Chantae Wilson, Martin Flores

##### Sabbatical:

Chair, Laura Graff; Michelle Richards, Reid Sagara, Scott Ventura, Ellen Hardy, Vida Rossi

#### Meeting Schedule

The Faculty Development Committee meets on the first Thursday of the month at 12:30 p.m. via Zoom or in BNC27 Nursing Conference Room during the Academic Year unless during spring break or holiday.

Additional meetings as needed.

## Appendix C

### Action Project Two: Professional Development

#### Part I: Background and Identification of Action Project Two

Professional development for faculty, staff, and administrators is supported and facilitated in a variety of ways both locally and district-wide through participatory governance, collective bargaining agreements, and events, such as FLEX. These efforts are actively in place but they are not coordinated by a single office or responsible person. On March 10, 2017, the Accreditation Team voted to include an Action Project on professional development for all employees of the College as part as part of the QFE (QFE 2-1). The timing of this Action Project derives both from the analysis of the evidence in support of Standard IIIA.14, and the recent review of evaluations based on recommendations and the review of college plans by the Assessment of Planning and Outcomes Committee (APO). In 2014-2015, APO, subcommittee of the College Planning Council (CPC) committed to evaluating the CPC Handbook. Evaluation is part of APO's role to evaluate the planning and institutional effectiveness including related documents and plans. In the 2014-2015 APO agenda and amendments, there was agreement that the committee would also have to evaluate the Planning and Institutional Effectiveness (PIE) Handbook. The work of evaluating the PIE Handbook began at the February 11, 2016 to review and complete a qualitative evaluation of the PIE Handbook. APO completed its evaluation and forwarded its recommendations to CPC to improve the PIE Handbook, which was accepted by CPC on March 11, 2016 (QFE 2-2, QFE 2-3). Recommendation #5 from APO's recommendation to the CPC for the PIE Handbook was the following:

- Recommendation #5: Recommend that CPC create a workgroup to comply with SB-590 and Title 5 requirements and expansive definition of Professional Development
- Background on Recommendation #5— Currently professional development requests are made in the PRUs but the college needs a body or process to send the consolidated requests. Currently the only resource is that if recommended, we could send faculty development requests to the Faculty Development Committee, standing committee of the Academic Senate.

In review of STDIII A, it was clear that there were gaps identified in professional development opportunities for classified staff and leadership. Overwhelmingly, the professional development examples were primarily for faculty. With an existing Faculty Development Committee and the recent establishment of the Faculty Innovation Center, both opened more professional development opportunities for faculty. Also, the review of STDIII A emphasized the role that Human Resources could play in organizing and centralizing professional development opportunities for all College constituents. In spring 2017, APO recognized that the above recommendation five has not made any progress, and supports the central role.

Human Resources could and should play in leading the effort to address QFE 2 (QFE.2-4).

### *Part II – Desired Goal/Outcome*

The evaluation of the evidence related to III.A.8, III.A.12, III.A.14, and III.C.4 concluded that the greatest share of professional development goes to the faculty as part of their flexible calendar obligation. Additionally, the Standard includes evidence that the College is moving forward with dedicated resources to extend comparable professional development opportunities for classified staff and administrators. The establishment of a Professional Development taskforce led by the Vice President of Human Resources and Employee Relations will be the first step in the integration of professional development into the program review, planning, and strategic planning cycle of the College. Although not centralized, there are professional development opportunities in Standard III.C.4 where the department of information technology/information systems offer training opportunities for all staff throughout the year.

Goal: To provide comprehensive coordinated professional development opportunities for all college employees. To increase staff, faculty, and leadership participation in relevant professional development opportunities.

*Part III – Timeline*

Phase	Phase	Actions/Steps to be implemented	Responsible Parties
Spring 2017 and Fall 2017	Identify	Establish a representative workgroup chaired by the Vice President of Human Resources and Employee Relations	Human Resources, College Planning Council, Faculty Development (committee of the Academic Senate)
Fall 2017 and Spring 2018	Identify and Implement	Update to CPC regarding a Professional Development Process or Plan that serves all groups of the college, including staff and leadership	Professional development workgroup, College Planning Council, and Faculty Development Committee
Spring 2018	Phase one of implementation	Create a comprehensive 2018-2019 professional calendar that meets the needs of faculty, staff and leadership	Group will be identified as part of the professional development workgroups recommendation
Fall 2018 and Spring 2019	Phase two of implementation	Implement planned professional development activities for the year	Group will be identified as part of the professional development workgroups recommendation
Summer 2019 and Fall 2019	Evaluation	Evaluate the professional development activities.	Office of Institutional Research, Office of Institutional Effectiveness and Planning, Human Resources, and group will be identified as part of the professional development workgroups recommendation