

## **Staff Development Goals 2005-06 Report of Accomplishments**

**Staff Development worked together this year to implement the theme of the “Learning College” and the college strategic goals:**

- **Develop across the curriculum the Learning College Model, utilizing methods and technologies that hold the most promise for improving student course and program completion success rates.**
- **Provide continuous learning for all personnel associated with the District and promote an organizational structure that is adaptable, collegial and supportive of the Learning College Model.**

**Focus is on a holistic approach to design and support professional development activities for faculty, staff and management.**

1. Review current Staff Development guidelines approved by Faculty Senate 11/00 and reestablish the Staff Development Committee to plan for faculty, staff and administrative professional development and recognition in an integrated manner.

Accomplishment: Reviewed and decided to continue to implement guidelines for this academic year and reevaluate for next year. The charter states, “The Staff Development Committee designs and supports learning opportunities for faculty and staff using a broad range of approaches and services. The Committee supports quality teaching, learning, and services for all students by providing resources for employees to develop and fulfill career, personal and professional needs and goals. Continuous development is essential to assist faculty and staff in serving the educational needs of student.

2. Review and clarify contract and district language related to faculty and staff development.

Accomplishment: Reviewed faculty, CSEA, and SEIU contract language related to faculty and staff development. Faculty and CSEA contracts were revised this year in relationship to Staff Development issues.

- Faculty Flex guidelines were updated to include all contract language and current policies and procedures and disseminated to all faculty. Revised flex guidelines are also included on the Staff Development web site.

3. Support faculty and staff in acquiring knowledge and expertise to achieve district goals.

Accomplishment: Arranged for flex activities as requested; approved staff development conferences and projects.

- Eighty six workshops were offered during the 2005-06 academic year. Some notable activities (See attached for full list):

- Collaborative Learning Workshop facilitated by Vicki Curtis and Marilena Tamburello; Faculty attending this workshop received a gift of the book “Collaborative Learning” by Barkley, Cross and Major
  - Self-paced Online Technology Tutorials facilitated by William Paoli
  - Additionally faculty, staff and management participate in self-selected professional development opportunities, “Individual Flex Projects”
  - Funded 275 people to attend conferences/workshops funded through Staff Development (includes workshops offered at Ohlone College with multiple participants) (See attached)
4. Support departments and programs as they establish and develop strategies to assess student learning outcomes
- Accomplishment:
- Provided day long workshop, “From Compliance to Improvement: A student learning Outcomes Assessment Cycle (SLOAC),” facilitated by Dr Norton Grubb, David Gardner Chair in Higher Education, University of California, Berkeley, at Ohlone College on August 11, 2005.
  - Worked with the Curriculum Committee to provide support to departments going through Program Review.
5. Support the training of staff for the “New Ways to Work” Program which could encompass initiatives such as skill building and cross training.
- Accomplishment:
- Classified Staff, working with Lyle Engeldinger, developed a “Proposal for the Ohlone College Classified Flex Program.” Note this is only a proposal and must still be negotiated/approved by both classified unions and the District.
6. Work with Faculty Senate and other related campus committees to integrate appropriate Title III Grant outcomes within Staff Development.
- Accomplishment:
- Faculty are working together - developing and offering workshops to promote active, collaborative, and technology based learning methodologies. See attached list of flex activities offered this year.
  - Provided two day long workshops on Learning Communities funded by Title III Grant
    - “Building Conceptions of Learning Communities at Ohlone College,” facilitated by Dr Norena Badway, Education Administration and Higher Education Leadership, University of the Pacific, January 20, 2006 – 65 Participants
    - “Learning Community Curriculum Retreat” facilitated by Gillies Malnarich, the Co-Director of the Washington Center for the Improving the Quality of Undergraduate Education, May 18, 2006 - 35 participants

- Five Webinars funded by the Title III Grant: Digital Resume Portfolio; Online Advising, Career Services, Tutoring, and Counseling Services; Creating a Sense of Community: Online Student Unions, Chats, Discussion Boards; Creating a Successful online Orientation; Encouraging Faculty to Collaborate Across the Disciplines
- Worked with Learning College Task Force to facilitate workshops on Learning Space Design. This work is specifically related to developing the Experimental Classrooms – 1402 and 1406.
  - Dr. Susan Fry, Specialist in the Creation of Enriched Environments, provided luncheon speech, January 20, 2006 and met with the LCTF, provided discussion workshop at LCTF Meeting, January 19, 2006
  - Partnership with Stanford on Learning Space Design
    - Visit to Wallenberg Hall, February 24, 2006
    - Wallenberg Hall Staff visit Ohlone College, May 4, 2006
    - Stig Hagstrom, Director, Stanford Center for Innovations in Learning
    - Dan Gilbert, Academic Technology Specialist
    - Bob Smith, Director of Academic Technologies
    - Adelaide Dawes, Wallenberg Hall Facility Manager
  - Workshop at One Work Place on possible furniture and technology to promote flexibility and engagement in learning environments. - April 28, 2006 – 8 participants.

7. Facilitate an assessment for identifying training and educational needs for faculty, staff, and management.

Accomplishment:

- Classified Staff assessment survey was developed, implemented and tallied; results will be used to determine first Staff Flex Program. Faculty assessment survey is being developed; will be distributed in August 2006.
- Memberships
  - <http://www.4faculty.org/> - web site which contains an array of information on teaching and learning
  - The Professional and Organizational Development Network (POD) – National organization that has information of faculty and staff development. See <http://podnetwork.org/>

8. Develop, revise and advertise guidelines for faculty and staff for the application and distribution of Staff Development funds in a fair and equitable manner.

Accomplishment:

- Revised staff development forms (“Request for Staff Development Funding,” “Staff Development Activity Report,” “Individual Flex Project for Full-Time Faculty,”) to require individuals to specifically write how they are working toward district strategic goals and how the staff development activity supports student success with a report on implementation and assessment of outcomes.

- Revised Staff Development Web Site and included all revised forms.
- Developed a Staff Development Data Base using Assess software to electronically track all staff development activities for faculty, staff and management sponsored by Staff Development or the Title III Grant. This database was developed by Nathan Brown and Lesley Buehler with input from Rob Smedfjeld and Deb Parziale.

9. Evaluate education and support issues college-wide and propose possible educational solutions.

Accomplishment: Completed; see details in other objectives.

10. Foster an understanding of what it means to be a “learning college.”

Accomplishment:

- Spring Fixed Flex focused on this topic with Dr Treadway’s note speech
- Emails sent to “announcement” during Fall semester gave information about “learning college.”

11. Enhance teaching skills by supporting a variety of innovative teaching strategies including Instructional Skills Workshops.

Accomplishment:

- Two Instruction Skills Workshop facilitated by Susan Cunningham, Kerrie Kawasaki-Hull, Robert Mitchell, Nancy Pauliukonis, September 16, 23, 30, 2005 – 10 Participants

12. Support new faculty, staff and administration orientation and/or mentoring plans and flex programs.

Accomplishment:

- New Faculty Orientation Program was facilitated by Lesley Buehler with 10 new faculty members this year.
- New Faculty Mentor program was revised and approved. This new plan supports the College mission of a “Learning College Model.” This plan facilitates the development of a “First Year Faculty Professional Development Plan” to provide flexibility in meeting new faculty needs and incorporates support for implementing teaching methodologies and developing curriculum to engage learners.
- Created a new position “Lead Mentor” for the new faculty mentors. This person will organize the mentor process, provide an orientation for the mentors, and act as a consultant.

13. Coordinate scheduling and communication about all workshops of interest to faculty, staff and administration through the Staff Development web site.

Accomplishments:

- Staff Development Web site was updated and revised. All work completed by the Committee is located on the web site. Forms are only available via the web site.
- Staff Development calendar of events was developed.

14. Support each other efforts in publicizing and encouraging our colleagues to attend any faculty/staff/administration facilitated workshops as well as outside speakers workshops.

Accomplishments: Completed

15. Facilitate the following events:

- Facilitated the breakfast during Fall and Spring Fixed Flex
- Worked with SOAR to facilitate the Fall luncheon during Fall Fixed Flex
- Worked with SOAR to provide Spring luncheon opportunities at local eateries
- Facilitate Star of the Month during Fall semester 2005. This program was turned over to SOAR beginning January 2006. SOAR voted to not continue the program. Faculty Senate also voted not to continue the program.
- Facilitated Ohlone College Pre-Graduation Dinner, Program developed with the assistance of Bob Bradshaw and Marlene Rose

A Special Thanks to the Staff Development Committee for an Exciting and Productive Year!

Committee members: Allison Bly, Lyle Engeldinger, Perri Gallagher, Anu Ganglay, Kathleen Johnson, Cheryl Lambert, Patrick Lane, Gwen Murphy, Rosemary O'Neill, Deb Parziale, Ralph Sinibaldi, Marilena Tamburello, Deanna Walston

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