

**Ohlone College**  
**Professional Development Committee Goals and College-Wide Outcomes and Accomplishments**  
**2010-11**

- 1. Facilitate professional development activities in collaboration with others across campus.**
  - a. Workshops based upon an annual needs assessment.
    - i. Needs assessments completed Fall 2010 for faculty and for staff by Deb Parziale. Workshop offerings based upon requests.
    - ii. See attached list of College-Wide Professional Development Events for 2010-11.
  - b. Learning College Week prior to the start of each semester.
    - i. Held August 23 – 27, 2010 with 38 workshops offered. On Thursday, August 26, a daylong diversity retreat was held on the Newark Campus facilitated by Lee Mun Wah: Creating Community and Resolving conflict in a Diverse College Environment.
    - ii. Held January 18 – 21, 2011 with 35 workshops offered. The Sustainability Committee featured a “Make Ohlone Beautiful – MOB” event.
  - c. Faculty “Flex” options: individual flex projects including conference attendance, on-campus ‘floating flex’ and required ‘fixed flex’ workshops.
    - i. All Flex hours tally in the Professional Development Data Base. Faculty furloughed all flex this year, however, did complete an average of \_\_\_\_hours.
  - d. Classified Staff workshops and Professional Development Day (PPD).
    - i. PPD held on April 22, 2011. A big success with 130 people in attendance. Rodger Crawford, was the motivational key-note speaker. Other workshops included: The International Mentor Program – Mandy Yip, Developing your Individual Staff (Professional) Development Plan – HR Staff, Leadership Small Group Discussion, Yoga/Meditation Stress Relief - Deb Parziale, Microsoft Outlook - Bruce Griffin & Vy Anderson, Datatel University – Tips and Tricks – Don Penrose & Jennifer Druley, CalPERS, Make your retirement income last a lifetime - Jeanne Bente - Financial Planner, Cultural Competency/Diversity - Rae Ann Ianniello, Crucial Conversations - Rae Ann Ianniello.
    - ii. Workshops for Facilities staff coordinated through Human Resources (Jennifer Druley) to facilitate communication. Workshops included (1) use of computers and (2)English language skills for employees who spoke Mandarin.
  - e. PreGrad Dinner and Awards Ceremony to celebrate learning and student success.
    - i. Held on Friday, May 20, 2011 with over 175 people in attendance.
    - ii. Dinner was a big success:
      1. Food delicious and plentiful
      2. Decorations: colorful table cloths with silk plant center piece
      3. Improved sound system
      4. Slide show of employees enjoying events throughout the year
      5. Improved flow for sign-in and proceeding through dinner line
      6. Student Photographer took 479 photos. You may view the photos: <http://s1201.photobucket.com/albums/bb353/xm3s0sleepyx/Pre-Grad/> The password is "fremont"
    - iii. Awards went to:
      1. Classified Staff of the Year: Quan Nguyen
      2. Manager of the Year: Lesley Buehler
      3. Interim Manager of the Year: Kenn Waters
      4. Adjunct Faculty of the Year: Rick Flynn
      5. Faculty of the Year: Nancy Pauliukonis

2. **Prioritize and begin discussions on how to help facilitate the following college goal and objectives:**
- a. College Goal 3: Promote continuous, needs-based learning and professional development opportunities for all district personnel.
    - i. By 2011, establish an IT training program for staff and full and part time faculty, enabling them to be more self-directed and capable in IT applications/maintenance. (Support IT in meeting this objective)
      - 1. New computers and training program established for Facilities staff so they will have access to all online communications, coordinated by HR and IT Staff.
    - ii. By 2011, establish an application/selection process for interested faculty and staff for training opportunities in leadership development. (Support HR in meeting this objective)
      - 1. Leadership Book Club established with weekly meetings conducted throughout the year. Membership includes primarily managers; however some faculty and staff invited as they indicate interest. This book club facilitated a workshop during the Classified PPD and invited all who attended this session to join the regularly scheduled weekly meetings. The book club focuses its discussions on the book: 21 Irrefutable Laws of Leadership. The dialog includes theory and the application of theory to practice with examples at both the college level and the state level.
    - iii. By 2012, establish a process whereby all classified staff may access professional development identified in the professional development plan. (Support HR in meeting this objective)
      - 1. Introduction to how to development a Professional Development Plan was conducted by the HR staff during the Classified Professional Development Day on April 22, 2011.
    - iv. By 2015, improve satisfaction rate with customer service in all service areas of the college. (Support HR in meeting this objective)
      - 1. Survey results will be posted on the Research and Planning web site: <http://www.ohlone.edu/org/research/surveys.html>
  - b. College Goal 6: Enhance college-wide interaction with, and acceptance of, diverse peoples, cultures, arts, and perspectives. Note this is also a college-wide professional development outcome. (Support HR in meeting this objective)
    - i. On Thursday, August 26, a daylong diversity retreat was held on the Newark Campus facilitated by Lee Mun Wah: Creating Community and Resolving conflict in a Diverse College Environment.
    - ii. HR Staff conducted a follow-up group meeting discussing diversity and a diversity workshop was held during the Classified Professional Development Day.
    - iii. Continue to determine and implement the next steps in our diversity conversations.

- c. College Goal 8: Engage all members of the college community in active, continual institutional improvement.
    - i. Workshops for Facilities staff coordinated through Human Resources (Jennifer Druley) to facilitate communication. Workshops included (1) use of computers and (2) English language skills for employees who spoke Mandarin.
- 3. Distribute professional development funds to faculty, staff, and administration for conference attendance or project development following established guidelines.**
- a. Forty thousand dollars were spent on professional development this year. This included:
    - i. Payment for key-note speakers: Lee Mun Wah and Rodger Crawford.
    - ii. Payment for food: Flex Breakfasts, Pre-Grad Dinner, other.
    - iii. Payment for Adjunct Faculty Stipend: OSHA Training.
    - iv. Stipends for Adjunct to teach during Learning College Week
    - v. Seventy-one college employees up to \$500 each to attend a workshop off-campus. (Approximately \$30,000)
      - 1. Full-time Faculty: 28+
      - 2. Adjunct Faculty: 26+
      - 3. Staff: 13+
      - 4. Management: 4+
- 4. Continue work on developing an online WIKI orientation program for faculty, adjunct faculty and staff (both new and current employees) to foster an effective and efficient orientation for all and to supplement information for those who benefit from this approach. (PIO for 2009-10).**
- a. Wiki is maintained and updated by Jackie Whitehouse and Nathan Brown with a focus of resources for staff.
- 5. Support *new* faculty and staff orientation and mentoring plans. Begin work on developing a more formal orientation plan for Adjunct Faculty.**
- a. New Faculty Orientation website updated and sent out to all full-time and adjunct faculty with a welcome and invitation to use the resources in August 2011.
  - b. Faculty Handbook thoroughly reviewed and revised.
  - c. Process for hiring and orienting new Adjunct Faculty was reviewed.
    - i. Professional Development Coordinator met with the Faculty Senate during Spring 2011 to discuss ideas to improve Adjunct Faculty orientation. Some ideas discussed were:
      - 1. Do a general college orientation for the group of adjunct faculty who are new to the college during Learning College week.
      - 2. Assign a faculty (full-timer) liaison to support the new adjuncts within each department
      - 3. Update the Faculty Handbook and Faculty Orientation Website.
      - 4. Develop a list of adjunct faculty that are new to the college each semester.
    - ii. Revisions and updated resources were added to the letter sent out to newly hired adjuncts by HR Staff.
    - iii. Process for assigning website addresses was improved:

1. HR creates list of new adjunct hired to the college each semester and sends list to departments, IT, and Professional Development Coordinator.
  2. Department Assistants submit request for new email addresses to IT.
  3. All adjunct faculty are assigned email as first initial, last name @ohlone.edu
  - iv. Will plan to do a general orientation during the January 2012 Learning College week now that the list of new hires has become available.
  - v. Professional Development Coordinator, with representatives from the Faculty Senate, will reach out to the new adjunct faculty and be available to support during Fall 2011 and encourage adjuncts to develop a liaison with full-time faculty teaching within their departments.
  - vi. HR conducted “Orientation the Sequel” for employees 6 months later after their first day of work in March 2011. Goal is to “Bring the College” to them. Introduce Employee Handbook, benefits, contract, tour of the Newark Campus.
- 6. Assess PIO(s) and complete annual Program Review report for 2010-11.**
- a. Develop an on-line orientation program for Faculty, Adjunct Faculty, and Staff (both new and current employees) to foster an effective and efficient orientation for all and to supplement information for those who benefit from this approach.
    - i. See information above related to online WIKI and information related to orientations.
  - b. Create professional development programs and opportunities for classified staff to meet their educational needs. (Accreditation Planning Agenda, 2008)
- Review entries through-out this document in reference to these two PIOs.
- 7. Update and maintain website and online calendar.**
- a. Vy Anderson, HR, and C. Sibley, librarian now have access to updating the online calendar.
  - b. Website maintained by Professional Development Coordinator, Deb Parziale.
- 8. Update and maintain Professional Development data base which records all employee flex hours maintained and revised as needed. Work toward developing a login via computer at workshops to eliminate the need for sign-in sheets.**
- a. Professional Development Data Base (Access) records maintained by Student Assistant and Professional Development Coordinator. Annual reports are added to the Professional Development web site.
  - b. Work is continuing on the development of log-ins via computer to eliminate the need for sign-in sheets.
- 9. Complete annual state “Faculty and Staff Development Flexible Calendar Program Certification” report.**
- a. Completed and submitted May 2011 by Professional Development Coordinator.

**10. As a result of Professional Development activities (collaboratively developed by a variety of groups on campus) meet the college-wide Professional Development Outcomes:**

- a. All college employees engage in a *Learning College* culture of shared ideas, explore new ways of learning, and participate in the daily exercise of each of us being learners ourselves. College personnel identify and unite together in achieving our primary focus: student success.**
- b. Faculty develop, use, and assess effective teaching methodologies within their classes.**
  - i. Faculty continue to experiment with and assess active, collaborative and technology-based teaching methodologies within their classes.
  - ii. Faculty promote and assess success for diverse students with differing needs.
- c. Management, faculty, and staff *use research and assessment resources effectively.***
  - i. College personnel identify data and research needed to assess student learning.
  - ii. Management, faculty and staff identify and use planning and assessment strategies at the course, program and institutional level and practice data-driven planning and assessment.
  - iii. Faculty assess at least one program SLO and complete an assessment plan for the remaining program SLOs during the 2009-10 and 2010-11 academic years. (Note Ohlone College Goal 1: Through innovative programs and services, improve student learning and achievement. 1. By 2013, complete an assessment of student learning outcomes for all courses and programs.)
  - iv. Deb Parziale conducted group and individual workshops and developed written guidelines to facilitate full implementation of the new CurricUNET Program Review module. Deans and faculty were asked to join in accomplishing the goal of having all instructional program and service reviews entered into the CurricUNET Program Review Module by the end of the 2010-11 academic year. This should be achievable with only minor modification with current Instructional Program and Services Review timelines as follows:
    - 1. Areas “up for” review in 09-10 will be using the new module to complete their reviews.
    - 2. Areas that completed reviews in 08-09 are encouraged to enter them into the module this year.
    - 3. Areas that are “up for” review in 10-11 will be using the new module.
    - 4. Areas that are “up for” review in 11-12 are also encourage to complete their review in the new module before the end of the 10-11 year.
- d. Management, faculty and staff demonstrate *cultural competence* and develop *Sensitivity and skills in living, learning, and working in a diverse community.***
- e. Management, faculty and staff engage in *environmental sustainability* practices.**

See attached list of campus-wide workshops for 2010-11.