1. Conduct periodic needs assessments and facilitate professional development activities in collaboration with others across campus to meet faculty, staff and management needs and goals.
   a. ‘Needs Assessment’ completed through faculty surveys to plan August 2011 and January 2012 Learning College Weeks. Staff were polled for ideas of workshops to be conducted at the Staff Professional Development Day, April 27, 2012.
2. Continue discussions and implementation of activities to help facilitate the following college goal and objectives:
   a. 1.1 The SLOAC Committee, Curriculum Committee, and GE Committee worked together to assist faculty and others to develop assessment techniques for course, program and GE outcomes. Program Review and assessment is conducted within the new CurricUNET Program Review Module. The Coordinator of Program Review, SLOA, and Professional Development provided ongoing workshops to faculty, staff, and management on these topics.
   b. 3.1 The IT department began offering workshops during the August 2009 and January 2010 Learning College Weeks and during the Classified Flex Professional Development Day in March 2010 and continues to offer workshops as needed. SKILLSOFT program was piloted fall 2011 and became available to all college employees spring 2012. This program provides a wealth of programs focused primarily on technology that are available 24/7.
   c. 3.2 The Leadership Book Club began 2010-11 and continued throughout this academic year. Plans are being made to launch a more formal leadership development program to begin in Summer/Fall 2012.
   d. 3.3 The fourth Classified Professional Development Day (CPDD) was held April 2012 and was a great success. Staff were released from all college responsibilities for one day to attend workshops. Administration hosted a breakfast in which the President and other administrators served the meal. Team building exercises were included. A schedule of the workshops is available.
   e. 3.4 Customer satisfaction questions are built into the biannual satisfaction surveys administered by the Ohlone Research Office to students, faculty and staff.
   f. 4.6 Ongoing workshops are held to update faculty on the use of new technologies in teaching and learning. See professional development reports on web site for details.
   g. 5.3 Sustainability workshops and activities are sponsored by the Sustainability Committee and held throughout the year. Faculty state they use more environmentally friendly examples in their courses.
   h. 6.2. There are numerous cultural events for students and all college employees.

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

   See attached College-Wide Professional Development Outcomes 2011-2012 report on activities conducted to meet the following 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 are encourage to develop an SLO Assessment Project that aligns assessment of course and program SLOs, including GE Plan A when appropriate.

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.

2. Develop and implement the biannual Learning College Week of professional development activities which occurs the week prior to the start of each semester. This includes “Floating Flex” workshop options and the “Required” Flex Day for faculty and workshops designed for staff and management.
   a. August Learning College week was scheduled August 22 – 26, 2011 and included 43 workshops/department retreats. January Learning College week was scheduled January 17-20, 2012 and included 50 workshops/department retreats. All workshops are included in the College-Wide Professional Development Outcomes 2011-2012 report.
   b. Floating Flex workshops were conducted throughout the year in response to faculty or staff request. (See Fixed and Floating Flex Report for 2011-12)

3. Review and approve Faculty Individual Flex projects.

4. Plan and implement annual Classified Staff Professional Development Day.
   a. Successful event held on April 27, 2012”
      i. Day began with Brian Brio, America’s Breakthrough Coach
      ii. Day ended with “Creating your Personal Visions – Key strategies and techniques to stay motivated and inspired, Wil Cason, MA, Positive Steps Consulting
      iii. “SkillSoft” – the new Ohlone Employee Enhancement (Learning) Portal (OEERP) premiered by Ryan Zervakos
      iv. Other workshops included: “Accreditation is Coming!”, “Developing Your Real Team Skills”, “I Have a Customer/Student Who”, “Rethinking Retirement”, and “ASL for Every Day Use”.
   b. President and Managers served staff at the “Appreciation Breakfast”
   c. Box lunch available in cafeteria

5. Distribute professional development funds to faculty, staff, and managers for conference/workshop/course attendance or project development following guidelines established by the committee.
   a. Distributed $20,000 in Professional Development funds to 61 college employees including staff, adjunct faculty, full-time faculty, and managers. See Funding report 2011-2012 on Program Review Web Site. All funding recipients are noted on the Pre-Graduation Dinner and Award Ceremony Dinner program dated May 18, 2012.
6. Update and maintain the professional development data base which maintains records of professional development activities completed by college employees.
   a. All professional activities conducted by all college employees that are submitted to the professional development coordinator are added to the staff development data base. A Student Assistance is available to assist in this process.

7. Support orientation activities for all new college employees.
   a. Limited new employees hired during this academic year. Most adjunct faculty orientations were managed by the department. The Professional Development Coordinator oriented new employees to the CurricUNET Program Review module, SLOA/Student impacts, and PIOs.

8. Plan and implement the annual Pre-Grad Dinner and Awards Ceremony held each May.
   a. Staff of the Year - Yu-Pui Kong, Computer Lab Coordinator
   b. Manager of the Year - Ron Quinta, Dean, Science, Technology and Engineering
   c. Part-time Faculty of the Year - Candice Nance, Business Administration
   d. Faculty of the Year- Sally Scofield, Director and Associate Professor, Nursing
   e. Pre-Grad Dinner and Awards Ceremony held on May 18, 2012 with 185 people in attendance. Dinner and Ceremony was planned by the Professional Development Committee. SOAR generously covered all costs for the dinner and awards,

9. Assess PIO(s) and complete annual Program Review report for 2011-12.
   a. Professional Development Program Review completed by Deb Parziale, approved by Shairon Zingsheim, AVP Human Resources and Training, and Dr. Browning, President.

10. Complete annual state “Faculty and Staff Development Flexible Calendar Program Certification” report.
   a. Deb Parziale, Program Review Coordinator, retired at the end of Spring Semester 2012 after 33 years of service to the district. She worked with Leta Stagnaro, AVP, Academic Affairs to complete the report. The report contains faculty flex plans for the next academic year and members of the Professional Development Committee for 2012-2013.

11. Planning for transition and new ways to conduct Professional Development next year,
   a. Deb Parziale will be retiring from 33 years as a faculty at Ohlone and the last 7 years as Professional Development Coordinator. She will work next year in a part-time role as Consultant/Coach for SLOA, Program Review, and Professional Development.
   b. Christine Bolt will be the new Faculty Professional Development Coordinator with 25% reassigned time and a new job description approved by the Faculty Senate.
   c. Chris Bolt will report to Leta Stagnaro. Leta is in process of developing a Learning College Week schedule for August 2012.
   d. Human Resources will coordinate staff and management professional development activities, maintain faculty flex records, and coordinate funding for professional development courses, conferences, and projects.
   e. Rachael Sherman will be the new Co-Chair of SLOA and will work with Dr. Wright.
   f. Committee members asked that any changes in professional development processes be announced.

Respectfully Submitted,

Deb Parziale, Professional Development Coordinator