Professional and Organizational Development Plan (2020-2023)

Mission: The Professional and Organizational Development Department provides resources and leadership that actively engage all members of San Bernardino Valley College (SBVC) in continuous personal and professional growth.

Vision: The Professional and Organizational Development Department will prepare and promote opportunities to improve knowledge, instruction, performance and services that support the success of SBVC's diverse community of learners for a changing educational environment.

Updated 5/6/13 - by committee vote

1. **Purpose of Professional and Organizational Development**

   - Increase awareness of the benefits of participating in Professional Development
   - Inspire faculty and staff to share and learn new skills and techniques
   - Collaborate with community college professional development programs
   - Feature new resources on our department site
   - Highlight program participants and facilitators
   - Encourage management support and promotion program to faculty and staff

2. **Goals:**

   - **Increase attendance in Professional and Organizational Development activities**
     - ➢ Offer courses that are relevant to faculty and staff
     - ➢ Improve marketing and communication of courses
     - ➢ Create "program champions" to help spread messages
   - **Demonstrate value and create enthusiasm about program**
     - ➢ Reach out to faculty that have benefited from program to tell story
     - ➢ Connect new skills to a career ladder
   - **Work with surrounding colleges to increase collaboration and course offerings**
     - ➢ By creating a stronger relationship with Crafton Hills College, we will be able to combine resources
     - ➢ Reaching out to other community colleges will allow us greater visibility and collaboration opportunities

- **Educate faculty and staff about current activities and resources**
  - ➤ Through various communication channels (website, newsletter, emails) we will be able to better communicate offerings
- **Promote a sense of solidarity within the campus community**
  - ➤ Provide opportunities to network with other departments
  - ➤ Encourage faculty and staff to participate in committees and events

3. **Target Audience/ Key Messages**

There are three (3) primary audiences that are served by Professional and Organizational Development: faculty (full-time and part-time), staff, and management. Each of these groups could benefit from the events, workshops and online resources available to them. Messages will sometimes need to be tailored to an audience to better address specific needs and benefits.

Faculty
- Learn from your peers
- Share your ideas
- Solve problems together
- Discover new technology

Classified Staff
- Sharpen your skills
- Learn from your peers
- Strengthen your network
- Climb a career ladder

Management
- Lead by example
- Sharpen your skills
- Encourage your staff to attend events

4. **Communication Channels**

- Website
  - o Improved website layout
  - o Combining committee and department pages
  - o Updated online resources and

- Emails
  - Shorter emails: friendly language to convey message
  - Displayed in organized format
  - Allows easy registration and viewing of upcoming events

5. **Program Evaluation**

- Informal feedback/Testimonials
- Attendance numbers at sessions and events
- Survey feedback

6. **Planned and on-going Activities/Events/Projects**

- Professional Development Day (flex days)
- In-service Days
- Great Teachers' Seminar
- Adjunct Faculty Orientation
- On-Going Workshops
- Classified Connection Week
- SLOs Workshop Series
- Faculty Chair PD Canvas Shell
- New Faculty Orientation
- New Employee Welcome
- Oracle Trainings
- Retirement Workshops
- Vision Resource Center/Cornerstone Implementation
- Adjunct Faculty Support
- StarFISH Open labs
- Distance Education/Canvas workshops
- Franklin Covey All- Access Pass Trainings
- EEO/HR Training Collaboration
- PODcast series for Professional and Organizational Development
- Tenure Reception
- Caring Campus Initiative
- Office 365/Microsoft Office Training Series
- Teaching Men of Color

Professional and Organizational Development SAOs

SAO #1	Specific Objectives	Means of Assessment and Criteria for Success
Plan Opening Day for Fall & Spring in coordination w/ President's Office goals.	• Create an event each semester that is relevant to campus priorities. • Work with all areas on campus to ensure employee turnout.	• Feedback from surveys and conversations with various constituency groups • Number of employees in attendance.
SAO #2	**Specific Objectives**	**Means of Assessment and Criteria for Success**
Implement & refine new employee onboarding for new hires across the district.	• Offer employee onboarding at the start of each academic year, with workshops planned every month from Fall-Spring. • Get updated lists of new hires to add them to the cohort across SBCCD.	• Feedback from workshop presenters • Survey results from workshop attendees • Increased employee retention
SAO #3	**Specific Objectives**	**Means of Assessment and Criteria for Success**
Provide training opportunities for employees that meet professional growth needs across campus.	• Identify the desired professional growth and training needs of employees. • Make trainings available through various modes of delivery.	• An annual needs assessment survey administered to all employees classified, managers, and faculty – annually each spring. • Survey feedback and conversations with various constituency groups.