Professional and Organizational Development 2013/2014 Plan

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 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 on-line resources available to them. Messages will sometimes need to be tailored to a particular 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
  - Improved website layout
  - Combining committee and department pages
  - Updated online resources and
- Emails
  - Shorter emails; friendly language to convey message
  - Displayed in organized format (MailChimp)
  - Allows easy registration and viewing of upcoming events (EventBrite)

5. Program Evaluation
- Variety of session offerings and online resources
- Attendance numbers at sessions and events
- Surveys sent out after larger events

6. 2013/2014 Planned Activities
- Professional Development Day
- Great Teachers’ Seminar
- Adjunct Faculty Orientation
- On-Going Workshops
- Classified Staff Appreciation Day
- SLO’s Workshop Series