

Prospectus on Faculty & Staff Development Coordination

Introduction

The faculty and staff of the San Mateo Community College District (SMCCD) represent one of its most valuable resources. As each of the colleges in the district seek to create and maintain a collegial environment, the external community and students to navigate the college processes to accomplish their educational, personal, and professional goals. To that effort, the faculty, staff and students bring an unprecedented level of richness and diversity; whether a diversity in teaching and learning styles or diversity in ethnic, cultural, religious, and/or language background.

Currently Skyline College has several individual initiatives, projects or resources aimed at providing faculty and staff development. Faculty and staff are able to submit requests through multiple processes and have their requests judged on the criteria set forth by the committees that make the recommendations for the allocation of the resources. Examples of such processes include:

1. Trustees Funds for Program Improvement
2. Partnership for Excellence
3. Short-term Professional Development leave
4. Extended or Long-term Professional Development Leave
5. President's Innovation Fund
6. AB 1725 Committee

The college also has a Center for Teaching and Learning (CTL). That typically offers workshops to faculty and staff across the district.

Need

The significance of faculty and staff development and its impact on the standard of instruction and service in the college campus should be incorporated in the institutions priorities, plans and budgeting priorities. In order to maximize the impact and benefit of a faculty and staff development program, the program should be strong and cohesive, structured and focused. We have an opportunity to increase the cohesiveness and effectiveness of our program by adding faculty leadership and coordination to the program. The benefits of faculty and staff development coordination include:

- a. Increased communication between the various committees regarding areas of emphasis, criteria, values and assumptions that underlie the request for proposals and the eventual evaluation of the proposals.
- b. Increased opportunity to coordinate across the district and take advantage of other faculty and staff development activities occurring at each of our sister colleges in the district.
- c. Development of a more sustained and collective faculty and staff development effort by building upon the concept of the Center for Teaching and Learning.

Duties and Responsibilities of Faculty and Staff Development Coordinator

- ◆ Collaborate with Faculty and Staff Development Coordinators at CSM and Canada
- ◆ Collaborate with CTL to develop a faculty and staff driven agenda for CTL activities, workshops and events.
- ◆ Collaborate with CTL, faculty and staff to provide a centralized calendar of activities on the flex days and throughout the academic year.
- ◆ Collaborate with the CTL, faculty and staff to assess the professional development interests of faculty and staff.
- ◆ Facilitate campus-wide dialogue on various issues and topics before the college.
- ◆ Collaborate with the coordinator of the Student Learning Outcomes Taskforce (SLO) and incorporate SLO activities, workshops and events in the overall faculty and staff development program.
- ◆ Develop faculty and staff Development reports as required by funding stream terms and conditions.
- ◆ Collaborate with governance groups to evaluate the effectiveness of the faculty and staff development program.

Qualifications

Minimum Qualifications

- ◆ To have served on a shared governance committee.
- ◆ Experienced in facilitating dialogue between faculty, staff, students and administration

Desirable Qualifications

- ◆ Experience in educational leadership
- ◆ Experience in Faculty Development
- ◆ Experience with the CTL
- ◆ Be able to facilitate discussions with large and small group
- ◆ Be able to develop a semester and yearly report on activities
- ◆ Be able to develop a work plan
- ◆ Be able to work with the colleges planning communities and help develop and express the college's long and short-term goals in Faculty and Staff Development

Process

The Academic Senate has been asked to recommend one or more faculty members that have the ability to perform the duties and responsibilities to the Vice President of Instruction. In consultation with the Vice President of Student Services, a recommendation will be forwarded to the President.

Compensation

The faculty member will receive 20% reassigned time to serve as the coordinator of the Faculty and Staff Development Program.

Line of Reporting

The Faculty and Staff Development Coordinator will work under the auspices of the Office of Instruction and will report to the Vice President of Instruction.