



## Professional Development

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## Professional Development Plan Process

Beginning Fall 2022, the Professional Development Planning Committee launched an effort to update the College Professional Development Plan. The proposed process for this planning effort is described below. The Office of Planning, Research and Institutional Effectiveness will provide staff support as well as research and data support to the process.

### Planning Team Roles and Responsibilities

#### Professional Development Planning Committee (PDPC)

**Role:** Oversees the planning process and the work of the PD Planning Work Group (described below)

**Membership:** [Professional Development Planning Committee Members 2022-23](#)

#### Professional Development Planning Work Group:

To ensure the Academic and Classified Senates could help shape and inform this planning process, the following co-chairs will represent their campus constituency as Planning Leads on the PD Planning Work Group:

- ASLT Division Dean: [Anniqua Rana](#)
- Faculty Rep: [Ellen Young](#)
- Classified Rep: [Roslind Young](#)

#### Responsibility:

Draft the new Plan based on the [Educational Master Plan](#) and [Strategic Enrollment Management Plan](#), using the [PBC approved plan template](#). Solicit and incorporate feedback from college participatory governance groups.

### Planning Timeline (Spring 2024)

Following the discussions from Spring and Fall 2023, the committee will finalize the plan and share it with PBC by the April 2024.

[PDPC Planning Process 2023-2024](#)

### Planning Timeline (Spring 2023)

**January 27:** PRIE shares draft templates for each PD Needs Assessment Survey with the planning team that include common elements: Awareness, Satisfaction, Needs, Barriers to Participation, Preferred Modes of Participation.

**February 14:** PDPC meets to oversee the planning effort and provide feedback

**February 9-23rd:** Planning Leads will meet with their respective Senates/Council to review their draft surveys and get feedback:

**Academic Senate (Feb. 9):** Ellen, Jessica, Lezlee

- Leads will get initial feedback by Feb. 9<sup>th</sup>
- Leads will address feedback and develop a second draft of the Needs Assessment and share it back with Academic Senate on Feb. 23
- Leads will get final version of Faculty PD Needs Assessment to PRIE by March 6

**Classified Senate (Feb. 9):** Roz, Alex

- Leads will get initial feedback by Feb. 9<sup>th</sup>
- Leads will address feedback and develop a second draft of the Needs Assessment and share it back with Classified Senate on Feb. 23
- Leads will get final version of Faculty PD Needs Assessment to PRIE by March 6

**College Council (Feb. 22):** Karen, Chialin and David

- Leads will get initial feedback from Cabinet by Feb. 15<sup>th</sup>
- Leads will address feedback and develop a second draft of the Needs Assessment and share it with College Council on Feb. 22 with feedback due by March 1
- Leads will get final version of Faculty PD Needs Assessment to PRIE by March 6

**March 9:** PRIE will distribute all PD Needs Assessments to campus constituents via Qualtrics/Email by March 9, 2023

**March 24:** Needs Assessment Surveys close and data is collected and analyzed

**April 17 (week of):** PRIE completes its [analysis and presentations of the results](#) and shares back with this Planning Team

**April13:** Planning Leads return to their respective Senates/Councils to review the results of the Needs Assessments and discuss next steps:

**Academic Senate (April 13):** Ellen, Jessica, Lezlee

**Classified Senate (April 13):** Roz, Alex

**College Council (April 26):** Karen, Chialin, David

**April 20:** Planning Leads/PDPC host a Flex Day session to present the results of all 3 Needs Assessments and engage in a campus-wide dialogue about next steps and what to include in the PD Plan

**May 2:** PDPC meets to review feedback from the Flex Day event and discuss implications for the larger PD Plan process

**Late April – May:** In collaboration with the members of the PDPC, Planning Leads begin work on an initial draft of the College PD Plan segments to address the needs identified

**Fall 2023:** Planning Leads refine the PD Plan and support the PDPC in going through the governance process to gather additional input and finalize the Plan.

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