



**New Classified Hiring/Position Justification**

<b>Hiring Division</b>	<u>Administrative Services</u>	<b>Position Title:</b>	<u>Director, Professional Development &amp; Innovation</u>			
<b>Classification:</b>						
Position Type:	Permanent	<u>X</u>	Full Time	<u>1.0 FTE</u>	# of Months	<u>12</u>
	Part Time		% of Full Time		# of Months	
Position Allocation:	General Funds	<u>X</u>				
	External Funds		Expiration Date	<u></u>		
<b>Budget Information:</b>	Academic Supervisory position, salary schedule 35					
	Grade	<u>192E</u>	Step	<u>3</u>	Annual Salary	<u>\$111,693</u>

**Note: salary is for FY 16/17 including estimated COLA. With benefits included total is \$149,322**

**Position Summary**

The Administrative Services division requests to make permanent the existing 1.0 FTE Director of Professional Development and Innovation to support college wide professional development efforts. The current Director of PD and Innovation position is considered a pilot, with the intent of refining the position to eventually make it permanent. When the pilot position was created, the position was divided into three areas: Professional Development, Learning Outcome Assessment, and Technology Enhanced Learning. Since the position was developed, the college has since hired a 1.0 Instructional Technologist and granted reassign time to college faculty members for assessment coordination and online instruction coordination.

In making this position permanent, we request to shift the focus of this position to professional development and external funding. This shift will truly activate the 'innovation' portion of the Director of Professional Development and Innovation job title. Currently, our campus has 17 federal grants, and 47 other state and local awards. Institutionally, our college needs to dedicate ongoing support to the development, implementation, and close-out of these program funds rather than continuing to place all the burden on the faculty and staff that are trying to administer the programs and work directly with students.

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**This position has been reviewed by the department or division and is recommended for hiring.**

\_\_\_\_\_  
**Dean / Director / Hiring Supervisor**

\_\_\_\_\_  
**Date**

## **Justification**

### **1. Describe the specific needs for the position requested and the duties of this position in a brief statement.**

The Administrative Services division requests to make permanent the existing 1.0 FTE Director of Professional Development and Innovation supporting college-wide professional development efforts. Our college has worked for several years to establish a college-wide Professional Development Program, with these efforts resulting in disconnected professional development activities and several unsuccessful attempts to develop a college professional development plan. With the establishment of AB 2558 (“College Professional Development Program”), the college leadership team, in collaboration with the Academic Senate President, agreed it was a good time to re-energize previous efforts to develop a PD plan and college-wide program. In November 2015 a temporary Director of Professional Development and Innovation was hired to lead these efforts. The position was considered a pilot, with the intent of refining the position to eventually make it permanent.

In general, the campus community agrees that PD is an important priority for the college. Over the past year, the pilot position provided the opportunity to make progress towards creating a college wide PD program while integrating existing efforts. However, there are some components of the pilot position requiring refinement to best serve the needs of our college. When the pilot position was created, position duties were divided into three areas: (1) Professional Development, (2) Learning Outcome Assessment, and (3) Technology Enhanced Learning. Since the position was developed, the college has hired a 1.0 Instructional Technologist and granted reassign time to college faculty members for assessment coordination and online instruction coordination. As these new roles were established and filled, the opportunity to refine the Director position presented itself. For example, an area of great need on the campus in alignment with the Director position is the area of grant and categorical funding program development and implementation. In the last year, our college has been awarded nearly \$9m in ongoing external program funding. Many of these programs have professional development activities and outcomes included, with not enough program personnel to coordinate, implement, and measure these activities. Additionally, when the college applies for competitive funding, there is no position on campus to support the planning, development, and implementation of the applications. Many times, there are 1 or 2 people on campus working to develop these important grants from conceptualization to proposal submission, sometimes working through the night without sleep to meet deadlines.

By making this position permanent, we are requesting to shift the focus of this position to professional development and external funding. This shift will truly activate the ‘innovation’ portion of the Director of Professional Development and Innovation job title. Currently, our campus has 17 federal grants, and 47 other state and local awards. Institutionally, our college needs to dedicate ongoing support to the development, implementation, and close-out of these program funds rather than continuing to place all the burden on the faculty and staff that are trying to administer the programs and work directly with students. The following table highlights the proposed changes from the pilot position to the permanent position.

**Proposed Changes – Director of Professional Development and Innovation Responsibilities**

Continuing Duties/ Responsibilities	Responsibilities Removed	Additional Duties/ Responsibilities
<ul style="list-style-type: none"> <li>• Coordinate the development, implementation, and assessment of campus professional development plan</li> <li>• Identify, develop, and coordinate campus professional development efforts</li> <li>• Provide professional development resource materials to faculty, staff and managers through a variety of FTF, cloud-based, and other innovative means</li> <li>• Coordinate, monitor, and approve professional development funding expenditures</li> <li>• Coordinate campus flex activities in coordination with the District and Flexible Calendar program</li> <li>• Maintain database of flex hours for faculty participation in flex activities</li> <li>• Develop and monitor systems to track staff development events and activities</li> <li>• Develop and conduct ongoing training and professional development opportunities for faculty in instructional design, strategies, and pedagogies for distance education</li> <li>• Research emerging trends in professional and organizational development and lead efforts to implement trends at the college</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate and lead the development, promotion, assessment, and implementation of learning outcomes at the course, program, and institutional level</li> <li>• Provide faculty and staff with technical support for tracking learning outcomes</li> <li>• Works with programmers of Curriculum and Learning Outcomes related software and platforms like CurricUNET, TracDat, and SPOL to resolve issues and acts as a point of contact for external vendor inquiries; provides one-on-one or small group training sessions, creates and updates procedural documentation, and serves as a resource to faculty and deans</li> <li>• Develop, maintain, and promulgate records and documentation of learning outcomes efforts</li> <li>• Participate in District discussions about articulation with other learning management databases</li> <li>• Promote a culture of assessment, especially the assessment of learning outcomes in support of the college's efforts to create and provide innovative programs and services to students</li> <li>• Develop and conduct ongoing training and professional development opportunities for learning outcome assessment</li> <li>• Update and revise procedures for learning outcomes, professional development, and online education as necessary</li> <li>• Facilitate the instructional design and development of projects in support of technology enhanced instructional offerings</li> <li>• Provide leadership in promoting effective online education pedagogies at the college</li> <li>• Lead efforts to align online education offerings with guidelines related to accreditation and other external standards</li> <li>• Research emerging trends in instructional technologies, distance education initiatives, web-based course management technologies, and products and services related to delivery of distance education</li> <li>• Work collaboratively with faculty, staff, and students to ensure that distance education activities meet student and community needs</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the efforts of campus teams to capture and manage external resources supporting college programs, services, and professional development</li> <li>• Facilitate funding proposal development and strategic partnerships with external partners</li> <li>• Support grant/ categorical managers to ensure successful program implementation and close-out in accordance with contract terms, funding compliance requirements, and district policies and procedures</li> <li>• Develop and maintain efficient and complete administrative records of external fund and PD activities</li> <li>• Coordinate with program officers at the local, state, and federal level to provide current information for campus personnel</li> <li>• Facilitate and support strategic partnerships with funding and professional learning agencies</li> <li>• Coordinate with District human resources personnel on district professional development efforts</li> <li>• Coordinate with state professional learning network to increase awareness and access to resources and opportunities throughout the state</li> <li>• Coordinate external fund development and implementation teams and serve as a liaison with funding agencies</li> <li>• Coordinate with CSM and Skyline to leverage and coordinate future professional development opportunities and initiatives</li> <li>• Collaborate with faculty, staff, and administrators to develop and conduct professional development opportunities in multiple modalities specific to instructional design, instructional strategies, and pedagogies for online education with campus needs, accreditation, and other external standards in mind</li> <li>• Coordinate committees and work groups related to campus wide PD</li> <li>• Make data-driven decisions related to professional development opportunities and grant implementation</li> </ul>

**2. Explain how this position aligns with and supports the mission and strategic goals of the college.**

Our College mission is to provide our community with a learning-centered environment, and ensure that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. This position directly supports the College mission through coordination and administration of professional teaching and learning, providing support to successfully obtain and administer external funds, and maintaining consistency in opportunities for campus professional development.

The Director of Professional Development position supports all four of our college strategic goals:

**Goal 1 - Teaching and Learning:** The position provides coordination for events and workshops that promote teaching and learning for students and employees. The position coordinates the campus PD committee, the committee charged with developing and implementing a campus wide PD program.

**Goal 2 - Completion:** The duties of the position directly supports student completion, success, retention, and persistence by providing professional development opportunities responsive to faculty's requests to focus on more instructional topics.

**Goal 3 - Community Connections:** The role of the position directly contributes to build and strengthen collaborative relationships and partnerships to support the needs for our college and community we serve.

**Goal 4 - Global and Sustainable:** This position shares a key role in promoting shared responsibility for our environment through reduction of waste, sustainable practices, and participation in campus sustainability initiatives. The Director of PD and Innovation position is included in the membership of the campus Sustainability Committee.

The Director of PD and Innovation also directly supports the San Mateo County Community College District strategic goals.

**District Strategic Goal #1 - Develop and Strengthen Education Offerings, Interventions, and Support Programs that Increase Student Access and Success:** Provide professional development resources for faculty, staff and administration to ensure program viability and excellence in teaching.

**District Strategic Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success:** Support professional development for faculty and staff to incorporate advances in teaching, learning, and effective use of technology.

**District Strategic Goal #4 - Ensure Necessary Resources are Available to Implement this Strategic Plan through Sound Fiscal Planning and Management of Allocations:** Increase grant-writing capabilities.

### **3. Explain how adding this position will strengthen the department or division.**

**The Director of Professional Development and Innovation is a position that serves the entire campus. Making the position permanent will continue to strengthen the college. In the 11 months the current position has been filled, several key achievements have strengthened the college:**

- Working with Classified Senate, established a classified PD work group and developed an application review process for allocation of Classified Professional Development funds. This has already streamlined the application process, while providing a fair and equitable opportunity for classified staff to access professional development funds. The work group continues to review and refine the processes based on feedback from staff and process evaluation.
- Working with a team of faculty, staff, and administrators researched and created a draft of a campus-wide Professional Development Framework (to be approved for implementation November 16, 2016).
- Constituted a Flex Planning team of faculty, staff and administrators to plan college flex activities.
- Working with the Flex Planning Team, developed and implemented a process for faculty and staff to submit proposals for facilitating Flex Day sessions. This has provided an open, transparent process for faculty and staff to submit proposals for Flex Day.
- Collaborated with the Flex Planning team to organize campus-wide Flex Day events (January 2016, March 2016, August 2016, and October 2016 participation ranged 130 – 150 participants each day), and collected feedback on Flex Day sessions to inform future planning.
- Working with the campus Canvas Migration Team, provided Canvas training materials and in-person support for the District Canvas migration.
- Created a Cañada Canvas [webpage](#) for the college's migration to Canvas.
- Coordinated with Skyline College for the migration to TracDat 4 including creating Quick Start Guides.
- Working with the Planning and Budgeting Council, developed a Campus-wide Professional Development Committee made up of representatives across campus.
- Coordinated and facilitated Flex Day and summer Professional Learning opportunities for campus.
- Launched a campus Lynda.com initiative to promote professional learning opportunities for faculty and staff. More than 500 hours of course participation occurred from September 2015 – June 2016.
- Revised new employee orientation guides for staff, faculty, and managers
- Increased participation in new employee orientation to include representatives from collective bargaining units, senates, facilities, and public safety.

### **4. Explain how this work will be accomplished if the position is not filled.**

**If the position is not made permanent, the campus professional development efforts will likely revert back to volunteer efforts and silos based on funding availability. The college community is at a critical point right now to formally invest in continued professional teaching and learning, and to support the massive grass-roots external funding efforts. Collectively, we have done a great job building professional development and externally funded programs. However our campus is experiencing fatigue in initiatives, workload, and changing priorities. Having a permanent Director of PD and Innovation will allow our campus to strategically address external funding opportunities, participate (rather than identify, plan, recruit, set up, and run) in professional development, and focus on directly serving students and running programs.**