




Director of Professional Development & Innovation New Position Proposal


Planning and Budgeting Council

11/10/2016

Overview

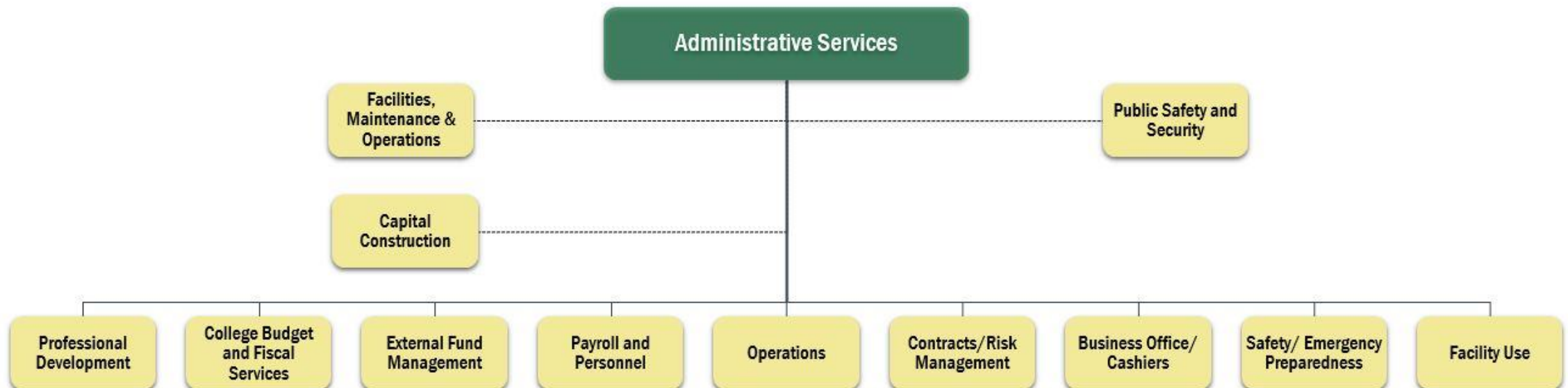
- **Position needs**
 - **Duties/Responsibilities/Role**
 - **Alignment with mission and goals**
 - **Impact**
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CCC Systems Office Perspective of Need

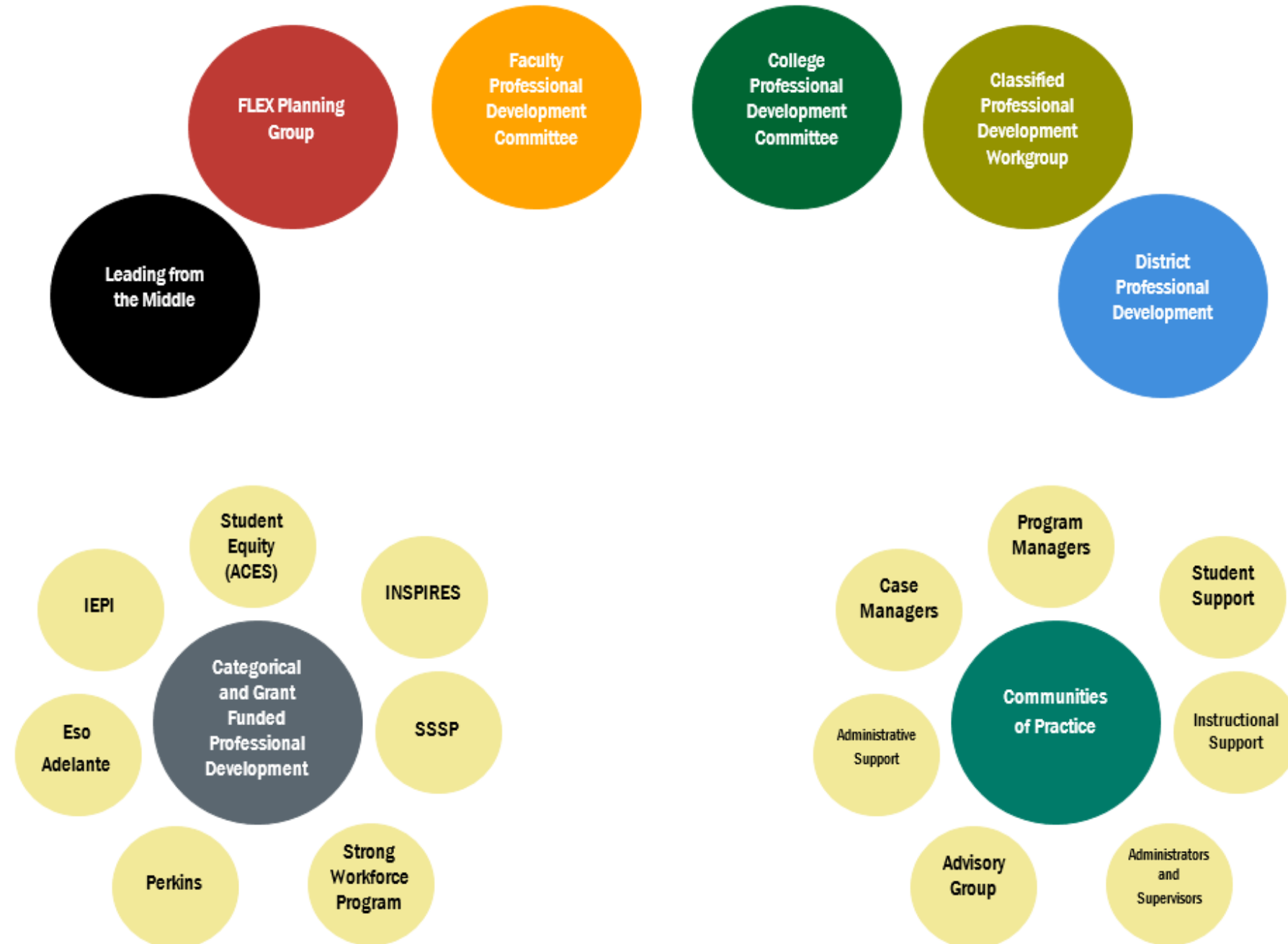
- State funding for PD was eliminated in 2002, and colleges have focused PD activities on Flex for faculty and not all campus employees.
 - AB 2558
 - Developed from Student Success Task Force recommendation to *“re-energize professional development opportunities and resources for all community college employees”*
 - Established the Community College Professional Development Program
 - State funding is authorized for PD activities under AB 2558 when available
 - AB 2558 Requires:
 - College wide PD plan
 - College wide PD committee (all employment groups represented)
 - Opportunities for all campus constituencies to participate
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Position Needs

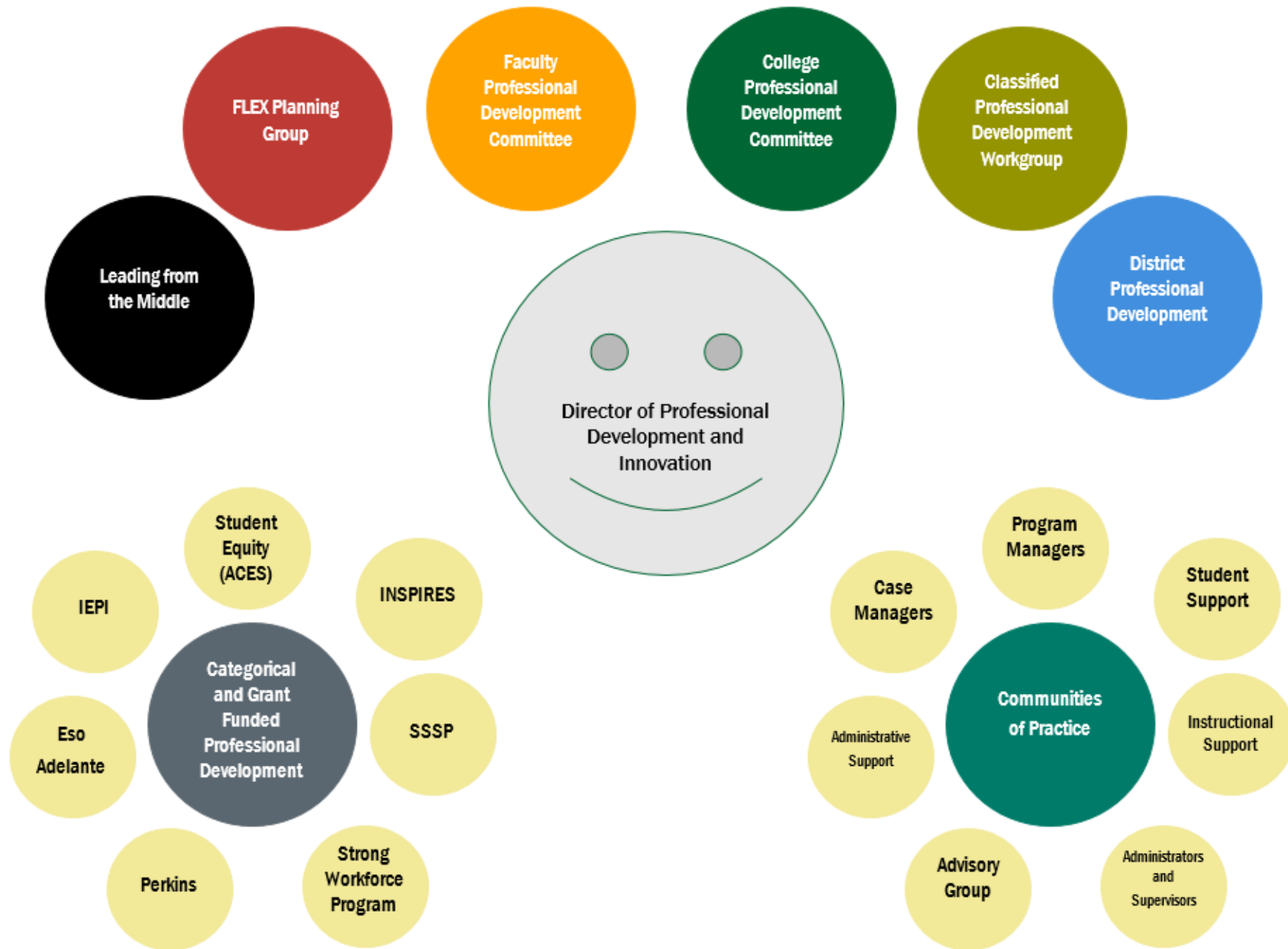
- 1.0 Director of PD and Innovation
- Temporary position since November 2015
- College commitment and investment in professional learning and teaching
- Develop, implement, and assess PD efforts across campus
- Grant/categorical program development and implementation
 - On-going support for the development, implementation, and close-out of programs



Professional Development Committees, Groups, Initiatives, and Efforts Cañada College



Professional Development Committees, Groups, Initiatives, and Efforts Cañada College



Duties/Responsibilities/Role

- **Adjustments to pilot position responsibilities:**
 - **Original position = Professional Development, Learning Outcome Assessment, and Technology Enhanced Learning**
 - **Revised position = Professional Development, External Funding Program Development and Implementation**



Proposed Changes – Director of Professional Development and Innovation Duties

Continuing Duties/ Responsibilities

- Coordinate the development, implementation, and assessment of campus professional development plan
- Identify, develop, and coordinate campus professional development efforts
- Provide professional development resource materials to faculty, staff and managers through a variety of FTF, cloud-based, and other innovative means
- Coordinate, monitor, and approve professional development funding expenditures
- Coordinate campus flex activities in coordination with the District and Flexible Calendar program
- Maintain database of flex hours for faculty participation in flex activities
- Develop and monitor systems to track staff development events and activities
- Develop and conduct ongoing training and professional development opportunities for faculty in instructional design, strategies, and pedagogies for distance education
- Research emerging trends in professional and organizational development and lead efforts to implement trends at the college

Proposed Changes – Director of Professional Development and Innovation Duties

Removed Duties/ Responsibilities

- Facilitate and lead the development, promotion, assessment, and implementation of learning outcomes at the course, program, and institutional level
- Provide faculty and staff with technical support for tracking learning outcomes
- 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
- Develop, maintain, and promulgate records and documentation of learning outcomes efforts
- Participate in District discussions about articulation with other learning management databases
- 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
- Develop and conduct ongoing training and professional development opportunities for learning outcome assessment
- Update and revise procedures for learning outcomes, professional development, and online education as necessary
- Facilitate the instructional design and development of projects in support of technology enhanced instructional offerings
- Provide leadership in promoting effective online education pedagogies at the college
- Lead efforts to align online education offerings with guidelines related to accreditation and other external standards
- Research emerging trends in instructional technologies, distance education initiatives, web-based course management technologies, and products and services related to delivery of distance education
- Work collaboratively with faculty, staff, and students to ensure that distance education activities meet student and community needs

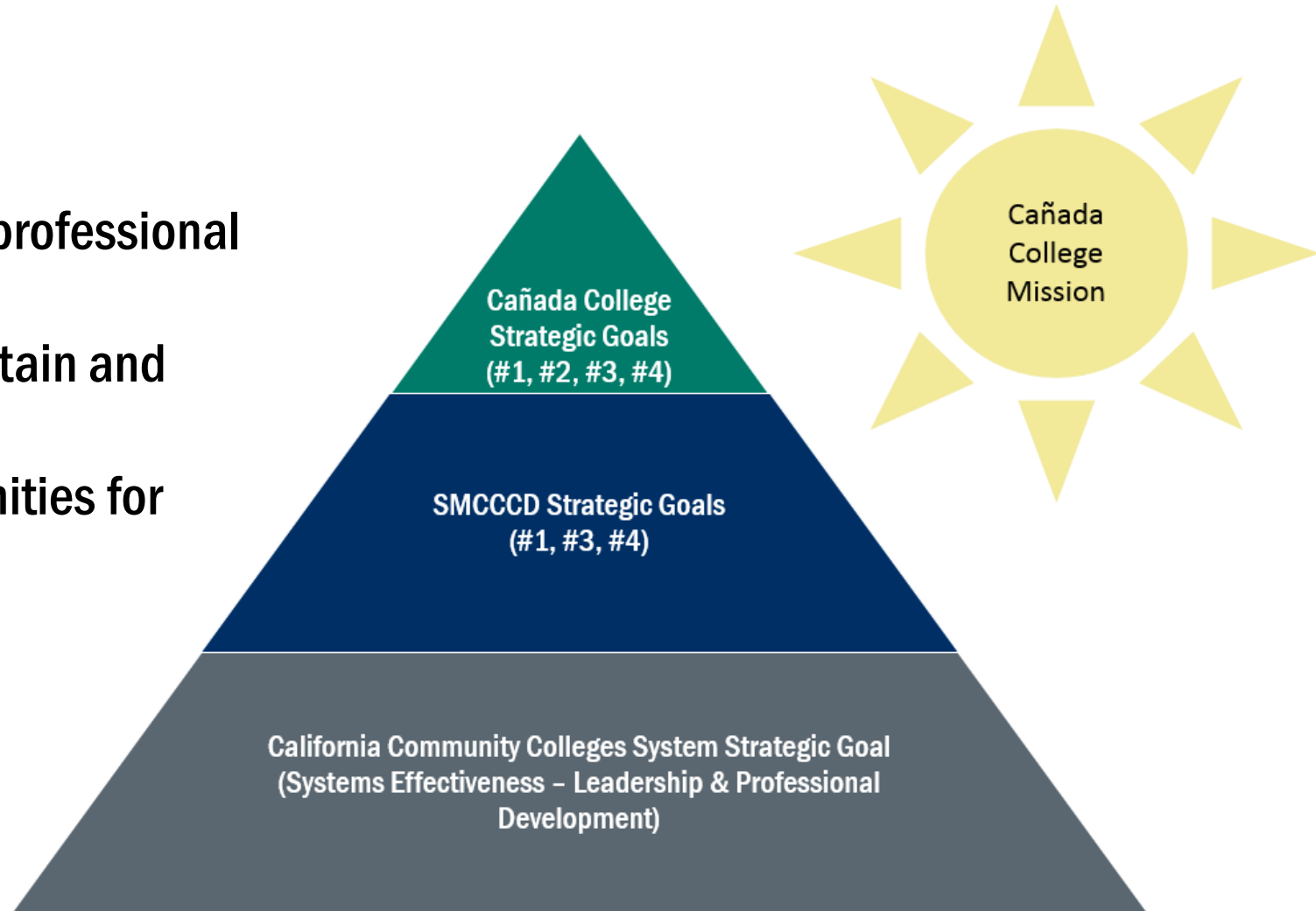
Proposed Changes – Director of Professional Development and Innovation Duties

New Duties/ Responsibilities

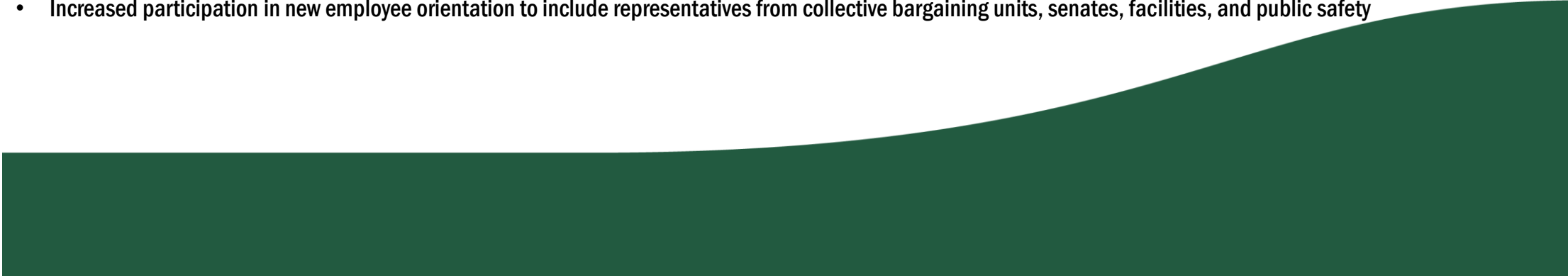
- Coordinate the efforts of campus teams to capture and manage external resources supporting college programs, services, and professional development
- Facilitate funding proposal development and strategic partnerships with external partners
- Support grant/categorical managers to ensure successful program implementation and close-out in accordance with contract terms, funding compliance requirements, and district policies and procedures
- Develop and maintain efficient and complete administrative records of external fund and PD activities
- Coordinate with program officers at the local, state, and federal level to provide current information for campus personnel
- Facilitate and support strategic partnerships with funding and professional learning agencies
- Coordinate with District human resources personnel on district professional development efforts
- Coordinate with state professional learning network to increase awareness and access to resources and opportunities throughout the state
- Coordinate external fund development and implementation teams and serve as a liaison with funding agencies
- Coordinate with CSM and Skyline to leverage and coordinate future professional development opportunities and initiatives
- 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
- Coordinate committees and work groups related to campus wide PD
- Make data-driven decisions related to professional development opportunities and grant implementation

Alignment with College Mission and Goals

- **Supports college mission through:**
 - **coordination and administration of professional teaching and learning**
 - **providing support to successfully obtain and administer external funds**
 - **maintaining consistency in opportunities for campus professional development**



Impact

- Working with Classified Senate, established a classified PD work group
 - Developed an application review process for allocation of Classified Professional Development funds.
 - 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.
 - Collaborated with the Flex Planning team to organize campus-wide Flex Day events (participation ranged 130 – 150 participants each day), and collected feedback on Flex Day sessions to inform future planning
 - Working with the Flex Planning Team, developed and implemented a process for faculty and staff to submit proposals for facilitating Flex Day sessions.
 - Result = open, transparent process for faculty and staff to submit proposals for Flex Day
 - 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 PBC, 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
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Impact

- Honor and support all existing PD efforts
- Strategically address external funding opportunities
- Campus community can participate in professional teaching and learning
 - Rather than planning, recruiting/advertising, setting up, facilitating, etc.
- Decrease campus fatigue from initiatives, workload, changing priorities
- More focus on directly serving students, running programs

PD is important because students don't thrive in a vacuum. They need effective and well-trained personnel to help them with activities such as developing an education plan, navigating the assessment process, arranging their financial aid, and utilizing online resources. The diversity of our students also requires that campus personnel be trained and ready to serve a wide range of student needs. Finally, the changing nature of higher education demands that employees adapt to new technologies to stay up-to date to better assist students. A highly skilled campus workforce will help our students become successful and complete their educational goals.

- CCCC AB 2558 Fact Sheet

Questions, Answers, and Discussion!