BOARD PRESENTATION:
FACULTY & STAFF DEVELOPMENT

December 6, 2010
Presenters

- Renée Kilmer
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- Francine Van Meter
  Director, Teaching and Learning Center
Staff Development Committee

- Renée Kilmer
- Francine Van Meter
- Marcy Alancraig
- Nancy Brown
- Sesario Escoto
- John Govsky
- Mark Hopkins
- Loree McCawley
- Patrick Meyer
- Beatriz Perez
- Sue Slater
- Chuck Smith
- Sylvia Winder
Agenda

I: Definition

II: State Regulations

III: Cabrillo Staff Development & CMP

IV: Professional Development @ Cabrillo
Definition

- **Short Term**: a strategy for implementing specific improvements, such as best practices.

- **Long Term**: a strategy for basic organizational change in the way faculty and staff work and learn together, including building collaboration and teamwork.

State Regulations: Academic Year

- 175 Days of Instruction
- Primary Semesters: Fall and Winter
- Traditional academic calendar: 17.5 weeks of instruction
- Flexible academic calendar: 16 weeks of instruction and flex days for professional development
Legislation

- **ASSEMBLY BILL 2232 (1976)**
  Flexible calendar pilot project authorized: Cabrillo, Grossmont, Consumnes, Saddleback, San Jose City, and Evergreen Valley

- **ASSEMBLY BILL 836 (1985)**
  Provided technical change to the formula to adjust ADA as a way to further assure a no-loss in funding: F-Factor

- **ASSEMBLY BILL 1725 (1988)**
  Created the community colleges faculty and staff development fund.
Flex Calendar State Guidelines

- Annual certification process with Chancellor’s Office
- Faculty choices in determining their development needs.
- Faculty governance of the college program.
- Inclusive of other constituent groups
Flexible Calendar State Guidelines

- Provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (Title 5, section 55720).

- Create a staff development program as a major vehicle for faculty participation in professional development activities.
Cabrillo Flexible Calendar

- Two sixteen week semesters
- Two flex weeks: 5 days prior to fall, 5 days prior to spring
- Additional flex days
- Individual flex activities
Strategy B2b

Provide ongoing professional development for faculty and staff to improve teaching and learning in basic skills and send personnel to state-sponsored professional development activities in accordance with statewide BSI recommendations.
Strategy B4b

Offer one or more flex week activities to help instructors incorporate interdisciplinary themes of global sustainability, social justice and community service into existing classes.
Strategy D1a
Develop and implement robust professional development program for all employees.

Strategy D5a
Complete development of SLOs for all services for students, and develop assessment plans by 2009-2010.
Kinds of Activities

- Developing new programs
- Academic advising
- Meetings to improve learning resource support services
- Workshops on how to mentor students or how to mentor faculty
- Orientation/education
- Student, faculty, and staff diversity
- Meetings designed to improve a cohesive working relationship among members of the group
Kinds of Activities

- Workshops on how to write grants
- Improve or enhance a person’s skills or knowledge in his/her own discipline
- Assist individuals to be physically and mentally better able to perform their jobs (e.g., humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)
- Learning a second language to better communicate with the diverse student population
- Disaster preparedness
- Improving or learning how to deal with computers and technology
Professional Development @ Cabrillo

- Flexible Calendar
- Conference, symposia, seminar attendance
- Sabbatical Leaves
- Administrative/Management sessions
- Teaching & Learning Center
Conference attendance

- Faculty stipends (*division funds*)
- Classified stipends (*CCEU funds*)
- Department funded
- Categorical funded
- Grant funded
Cabrillo Flex Participation

- Workshops Offered: 48 – 56/term
- Fall Workshop Attendees: average 1150
- Spring Workshop Attendees: average 1200
Cabrillo Flex Participation

- Instructional Planning
- SLO & Assessment Development
- Teaching Best Practices: “how to”
- Addressing basic skills in non-basic skills classes
- Diverse learning styles
- Disabled students
- Student conduct
Additional Workshops

- Online Teaching Conference
  - 3 days
  - 27 faculty participated
- Online Teaching (winter workshop)
  - 2 days
  - 25 faculty will participate
- Desktop seminars, online workshops
Additional Workshops

Faculty Experiential Learning Institute (FELI)
- One week program, offered winter & summer
- 80 Cabrillo faculty have participated
Additional Workshops

On Course

- Promoting academic success and retention
- 3 days
- 60+ faculty participants to date
- Spring 2010 Flex session scheduled
Additional Workshops

- 3CSN (CCC Success Network)
  - Statewide workshop
  - Funded by BSI
  - Focuses on performance of basic skills students
    - Teaching strategies
    - Student Support strategies
    - Organizational strategies
  - 10 faculty and administrators attended
Additional Workshops

- CAPS (Collaborative Alliance for Postsecondary Success)
  - Collaboration with CSUMB and Hartnell
  - Summer Conference on developmental education in Mathematics and English
  - Design of new classroom assignments and activities
  - Funded by the Lumina Foundation
  - 11 faculty have participated
Faculty Professional Development

- Sabbatical Leaves
  - One semester or one year in length
  - Approvals through the Sabbatical Leave Review Board
  - Several faculty per year
- Graduate or upper division course work
- Alternative Credit for activities other than college classes (publications, continuing education in CTE field)
Classified Professional Development

- Classified Professional Growth Program
  - classes, workshops, conferences, non-college courses or service in an educational or professional association
  - salary increases commensurate with dollar value of professional growth unit
Administrative/Management sessions

- Coordinated by Administrators

- Occasional professional development opportunities
  - Year long leadership training
  - Emergency preparedness
  - Diversity in hiring

- Admin/manager representation on Staff Development Committee
Teaching & Learning Center

- Technology training and support
- Centralized facility
  - Instructional technology workshops
  - Datatel/WebAdvisor training
  - Curriculum, CTE training
  - Vendor demonstrations
- Director > Flex Week
TLC Training

Google docs

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Blackboard

Adobe Acrobat

CCC Confer

WordPress.com

Microsoft Office 2010

iTunes

Adobe

Dw

Ps

Id

Cp
Discussion