

Barstow Community College

Professional Development Plan



February, 2014

INTRODUCTION

Barstow Community College (BCC) considers the employees of the district its greatest asset. This is demonstrated by the College's Strategic Priority 5 which states that the College will strive to attract, retain and develop excellent employees. To that end, Strategic Goal X supports that priority by stating that the College will provide employees with a wide range of training and development opportunities to foster their professional growth:

- A) By the end of 2014–2015 academic year, the College will have in place a systematic Staff Development Plan that accommodates the College's dynamic mission;
- B) By the beginning of the 2014–2015 academic year, the College will have in place evaluation software that will track the timeliness of evaluations.

Because of the College's commitment to professional growth, BCC administrative leadership will consistently budget professional development activities. Participation takes many forms: administration directs, employees request, activities are held on campus, and/or travel is approved. The College encourages all employees to engage in activities that raise the level of expertise and professionalism. The purpose of the BCC Professional Development Plan is to provide and support activities and opportunities which will enhance personal growth, job performance, and social interaction among all constituency groups, thereby developing a sense of campus community and retaining quality employees. Every employee is encouraged to pursue his or her professional goals, and to that end, the College works to support those goals so that each department and the College improve as a whole. In addition, individual travel requests are reviewed and approved or denied depending on the needs of the College. Administrators, staff and managers are directed and/or encouraged to become active with regional and state-wide peers and list-serves to remain current on relevant topics and best practices. Participation in statewide leadership organizations remains a vital role of BCC's administration. There is an expectation that information gathered at any professional development activity will be shared with the College community.

The following identifies the process by which the Staff Development and Excellence Recognition Committee (SDERC) and divisions within the College coordinate efforts to provide and/or facilitate workshops and other opportunities for professional improvement. An annual report by the SDERC on professional development activities will be given to the President's Shared Governance Council and to the Board of Trustees each fall.

COLLEGE-WIDE

1. The SDERC surveys the college community each spring to determine professional development needs and compile suggestions. A schedule of workshops/events is published with a goal of having one event each month.
2. At each workshop/event attendees are asked to evaluate the session and the SDERC will review the evaluation forms from the past year's workshops/events and determine whether repeat offerings are necessary, and whether presenters were adequate in sharing information based on learning outcomes established at the beginning of the session.
3. Through the Human Resources Development Office, the SDERC requests funds to provide enhanced workshops/events.
4. In preparation for annual performance evaluations, the SDERC works with the Management Council each fall to provide training on appropriate and helpful performance evaluations. Overall, performance evaluations are to follow contractual guidelines; however, within those guidelines are opportunities to identify areas where good work can be turned into exceptional work, and areas needing improvement can be identified and suggestions for improvement can be made. Performance evaluations are also to be used to note areas where an employee is doing exceptional work, in order to both praise the high level of work being done, and to acknowledge to the employee that exceptional work does exist and should be maintained. Additionally, the SDERC provides training if needed for the Management Council each fall on appropriate and helpful performance improvement plans for individual employees. Each plan is designed to clearly identify specific performance areas where improvement is needed and specific actions are listed to help the employee achieve satisfactory performance.
5. The College supports institutional memberships in organizations that support understanding and professional growth in areas deemed essential to institutional viability.
6. To further enhance professional development for hourly employees, the District may fill a position with a current bargaining unit member for up to one year when a position is vacated (and is not due to a leave of absence) or a new position is created.

ACADEMIC AFFAIRS

1. Each month the Academic Affairs Office holds a mandatory All Division meeting with full-time faculty and available adjunct faculty. These meetings discuss College business that directly impacts the operation of the academic side of the College. The information discussed assists faculty with understanding the workings of the College to improve student learning in the areas through Program Review, Student Learning Outcomes, Basic Skills Initiative, and the Student Success Act. Additional meetings/workshops are held on specific topics to improve more in-depth understanding of program reviews, student learning outcomes, etc. sponsored by various committees that have taken leadership in these areas.
2. Each month the Academic Affairs Office holds a mandatory Best Practices meeting with full-time and available adjunct faculty. These meetings are a forum to discuss ways to improve student learning, student engagement, and new ideas to help students persist.
3. The Academic Affairs Office sponsors and encourages attendance at events to increase collaboration with and understanding of the College's K-12 feeder districts.
4. Workforce and Economic Development Department-Career Technical Education (CTE) provides monthly Saturday workshops for full- and part-time faculty to attend live or in conjunction with CCC Confer webinars. The workshops focus on Student Learning Outcomes, Assessment, Program Reviews, and Student Success/Retention.
5. Monthly Mentor Training workshops are held on Saturdays to assist full- and part-time faculty with support and guidance pertaining to Student Learning Outcomes, Assessment, Student Success/Retention, and other paperwork, policies, and procedures of the College.
6. An In-Service day is scheduled for faculty prior to the beginning of the fall semester. The day is divided into large group sessions for general announcements and a message from the President, and break-out sessions to enhance knowledge in various topics to improve teaching and learning. There is also an evening In-Service for adjunct faculty at the beginning of the fall semester. An additional In-Service event is scheduled before the beginning of the spring semester especially for new adjuncts to orient them on the workings of the College and to share best practices.
7. The Instructional Technology Center (ITC) provides both online and hands-on training to students/faculty/staff. The ITC monitors internet and distance education issues and will create new training materials as needed.

STUDENT SERVICES

1. The Student Services Office provides cross-training meetings one Friday afternoon each month to insure that a wide range of staff can service students in a variety of areas. These sessions cover enrollment, financial aid, advising, Banner training, categorical services and other vital areas.
2. The Vice President of Student Services utilizes local experts to provide in-house training to staff regarding local resources, social agencies, and business.

ADMINISTRATIVE SERVICES

1. Administrative Services holds trainings and cross-trainings as needed when new procedures are implemented to assure accuracy in accounting and budgeting. Staff and managers are directed and/or encouraged to become active with regional peers and list-serves to remain current on relevant topics and best practices.
2. On an ongoing basis Administrative Services staff attend trainings provided by San Bernardino County Superintendent of Schools. The county is in the process of rewriting all areas of the financial (including payroll) software used by staff. In addition, when various laws or regulations change the county ensures the College is in compliance.
3. Maintenance and Operations management and staff attend regional sponsored workshops and networking opportunities.
4. Informational Technology personnel participate in CCC related training as well as business specific services and networking conferences.
5. Staff offers training opportunities to the campus community in areas of budgeting, purchasing, safety, and use of technology.
6. Administrative Services provides training to all managers regarding the financial health of the institution and the impact uninformed decisions regarding purchasing, travel, etc. can have on everyone's budget.

HUMAN RESOURCES

1. In coordination with the Staff Development and Excellence Recognition Committee, the Human Resources Development Office provides workshops/events as described in the College-Wide category above.
2. The Human Resources Development Office identifies opportunities provided by JPAs (Joint Powers Authorities) to educate employees on health care, labor and case laws and brings those workshops to campus.
3. The Human Resources Development Office, in conjunction with the Cabinet, supports half-day mini retreats on topics that can enhance employee performance and growth.

PUBLIC INFORMATION OFFICE

1. The Director of Public Information regularly budgets for, attends and participates in local, regional and state-sponsored public information and communication conferences to remain current on public information and communications trends and strategies.
2. The Director consistently participates in the Public Information Officer list-serve established through the State Chancellor's Office for relevant and emerging information that will have impact on BCC, and shares that information with the Cabinet and committees on which the Public Information Officer serves.
3. The Director periodically trains staff on press relations (i.e., media interviews) and producing quality printed media that protects the brand image of the institution.
4. The Director trains the Associated Student Government and other clubs in the following areas: media relations, special event planning, social media and communication.

PRESIDENT'S OFFICE

1. The President's Office consistently budgets funds to support leadership training in support of the College's Strategic Priorities. These funds are available to bring experts to campus or to underwrite opportunities not supported by other budgets.
2. The President actively engages with other community college presidents/superintendents through regional meetings and statewide conferences to remain current on relevant topics and best practices.
3. The President's Office holds a monthly All College meeting to provide opportunities for all employees and students to participate in the leadership of the College.
4. The President's Office supports the Board of Trustees' annual retreat to strengthen the leadership of the College.
5. In coordination with the Board of Trustees, the President's Office arranges study sessions for the Board to increase its knowledge and understanding of local political and socio-economic issues that impact the mission of the District.