

IMPERIAL VALLEY COLLEGE

PROFESSIONAL DEVELOPMENT PLAN

2008-2011

Mission Statement:

The Mission of the Imperial Community College District's Professional Development Program (PDP) is to strengthen and support a dynamic learning and working environment enriched by diversity that is conducive to personal, professional, and organizational development for all employees.

Program Goals:

By effectively managing human, physical and financial resources the College aims to improve its organizational processes and effectively support the learning environment. A brief summary of the PDP's goals of objectives are outlined on the table below:

GOALS/OUTCOMES	OBJECTIVES	ACTIVITIES	TIMELINES	FUNDING SOURCE
Goal #1: Encourage enhancement of competencies in instructional and organizational areas.	1.1 Establish an effective strategy to meet WASC's performance standards in the areas of awareness, development, proficiency, and sustainable continuous quality improvement.	SAO/Accreditation District Strategy: •SLOs/SAO Committee •Training •Departmental Participation •Public Meetings •Newsletters •Use of Technology	Annually	Institutional
	1.2 Provide professional development, training and job enrichment in a variety of specialized subject areas for groups of college employees	Conferences/ Professional Development Program- Classified/ Memberships	Ongoing	Institutional
	1.3 Provide opportunities for building skills in human relationships, interpersonal dynamics, comprehensive overview of College practices, procedures, benefits, and policies to newly hired full time and adjunct faculty. Service Area Outcomes (SAO): The District is thoroughly working toward assessing Student Learning Outcomes in the following areas: Communication skills, critical thinking skills, personal responsibility, information literacy, and global awareness.	Faculty and staff Orientation	Annually	Human Resources
Goal # 2: Provide an academic and work environment that respects the dignity of individuals and groups	2.1 Promote professional development programs designed to uphold College policies on preventing sexual harassment and employment discrimination. Funding: These programs will be	Mandatory Regulatory Training : •Sexual Harassment Awareness	Ongoing	Human Resources

	<p>offered and funded at the College level.</p> <p>SAO: Students will be better served by faculty and staff who are sensitive to their unique needs; embrace diversity.</p>	<ul style="list-style-type: none"> • Anti- Discrimination • Safety • Administrative Procedures 		
<p>Goal # 3: Provide an internal succession plan that will identify, assess and develop internal talent to assume key roles within the company</p>	<p>3.1. The PDP Committee annually reviews and makes recommendation regarding continuance of GLEAM program.</p> <p>3.2 Provide cost effective opportunities for professional development, training, on the job enrichment in a variety of specialized subject areas for groups of college employees.</p> <p>SAO: Students' needs will be better served by qualified faculty and staff</p>	<p>Leadership Opportunities</p> <ul style="list-style-type: none"> • GLEAM • Out of Class • Interim Opportunities 	Based on the needs of the District	Human Resources
<p>Goal # 4: Promote group participation in the decision making process.</p>	<p>4.1 Implement a new strategy to enhance the effectiveness of the governance and decision-making processes.</p> <p>4.2 Developing a new cross-functional committees: Professional Development Plan and Staffing Plan</p> <p>SAO: Students will be better served by faculty and staff who participate in professional development</p>	<p>Participatory Governance/Standing Committees</p> <p>Refer to Institutional Response # 6</p>	Ongoing	Institutional/ Human Resources
<p>Goal # 5: Promote use of technology</p>	<p>5.1 Begin using the current Banner system to track all district training and professional development.</p> <p>5.2 Offer flexible programs to meet the needs of the population;</p> <p>5.3 Cost-efficient access to relevant training</p>	<p>BANNER</p> <p>Online/Distance Education Programs</p> <p>Webinars & ETUDES training</p>	Refer to Technology Plan	<p>Institutional Technology</p> <p>Academic Services</p> <p>Departments/ ACCESO</p>
<p>Goal # 6: Support better communication among all members of the College Community</p>	<p>6.1 Provide opportunities for building skills in human relationships and interpersonal dynamics and to provide comprehensive overview of College practices, procedures, benefits, and policies to newly hired full-time and adjunct faculty.</p> <p>SAO: Students will be better served by faculty, classified Staff, and administrators who have participated in opportunities for building skills in human relationships and interpersonal dynamics</p>	<p>Faculty and staff Orientation</p> <p>Town Hall Meetings</p> <p>Portal Discussions</p>	<p>Yearly</p> <p>Semester</p> <p>Ongoing</p>	<p>Human Resources</p> <p>Institutional</p>
<p>Goal #8: Promote a work environment that promotes the health and well being of employees</p>	<p>8.1 Provide programs that promote the health and well being of our employees.</p> <p>SAO:</p>	<p>Employee Wellness Program</p> <p>EAP</p>	<p>2009-2011</p> <p>Ongoing</p>	Human Resources

COLLEGE SPECIFIC ACTIVITIES AND PROGRAMS 2008-2009

STUDENT LEARNING OUTCOMES (SLOs)/ SERVICE AREA OUTCOMES (SAO)

The role of faculty and staff is crucial in the full development and achievement of SLOs/SAO. The current Master Educational Master Plan established a strategy to meet WASC's performance standards in the areas of awareness, development, proficiency, and sustainable continuous quality improvement.

The initial phase of the plan included the creation of the Student Learning Outcomes & Assessment Committee (SLO & A). The SLOA&A meetings and agendas, accreditation updates, assessment plans, resources, goals, timelines, and other relevant information are posted on the District's website <http://www.imperial.edu/index.php?pid=3771>

SLOs/SAO Committee Recommendations:

One of the highest priorities of the SLOs/SAO Committee is the implementation of SLOs/SAO training. SLOs training is crucial to the effectiveness of the Institutional programs and services. The Committee recommends offering training to all faculty members, including adjunct faculty members, to ensure the implementation of SLOs in all courses. The Committee has identified and ranked the need for training as follows:

1. Training related to the implementation of SLOs shall be given the highest priority;

First Level Priority: SLO's Training	Workshops/Activities	Purpose	Dates
SLOs Activities (varies)	SLOs activities are recorded on the SLOs Committee website at http://www.imperial.edu/index.php?pid=3771	Meet Accreditation standards	Ongoing

2. Second-level priorities are those training needs that are necessary in order to address accreditation, state contract, and/or program certification requirements, as well as national standards.;

Second Level Priority Training	Workshops/Activities	Purpose	Dates
Regulatory training to meet state contract requirements, national standards, certification, accreditation	CA Fire Technology Director's Association Training Fire Command 1C/1-Zone Firefighting for Company Officers Nursing Simulation Conference- Use of Manikins Sexual Harassment and Awareness Training SEMS and NEMS Training/Campus Safety Preschool Personnel Training (varies)	Essential to implement fire technology programs Obtain Fire Officer Certificate Implement new technique in the Nursing Dept. Compliance Training Compliance Training Compliance Training	May & Nov 2009 N/A March 2009 Ongoing Ongoing Ongoing

3. Third-level priorities are those training needs necessary for faculty and staff to stay current in their field or subject area.

Third Level Priority Training	Workshops/Activities	Purpose	Dates
Necessary training for faculty and staff to be current on their areas or fields	Imperial Valley Human Resources Association Society for Human Resources Management Sand Diego Imperial Counties Community Colleges (SDICCCA) ACHRO EEDEC Liebert Cassidy and Whitmore Training ((LCW) Community College League Association (CCLA) Community College League of CA- Procedures (CCLC) Imperial Valley Economic Development Corporation (IVEDC) International Consortium for Educational and Economic Development (ICEED) Public Relations and Communication Training Technology Department Training (varies) Finance training (varies) Technology Training (MIS, Banner, ect..)	Professional development through conference support	Ongoing

G.L.E.A.M. (Gaining, Leadership, Expertise, Aptitude, and Mentoring)

Imperial Community College initiated a systematic process to identify, assess and develop internal talent to make sure employees are ready to assume key roles within the company. The purpose of the program is to help provide continuity in leadership and to avoid extended and costly vacancies in key positions. G.L.E.A.M. is also used to identify and prepare candidates for high-level management positions that will likely become vacant due to retirement, resignation, or new opportunities. With a growing number of administrators and managers becoming eligible for retirement, programs like G.L.E.A.M. are essential in proactively preparing staff to continue meeting the needs of the community.

With an exceptionally limited budget or with no budget at all, this program allows employees an opportunity to obtain professional development and leadership training at no cost. The intent of the program is to expose participants to a variety of community college and general leadership knowledge. The program consists of monthly educational topics, mentoring partnerships, and an ability to present innovated projects to administration. Some of the topics include an introductory session on leadership, an overview of Student Services, Real Colors training, CCC Governance, community college finance, information and MIS reporting, HR function, and a presentation on Academic Services.

G.L.E.A.M graduates have been responsible for some innovative program concept ideas, including: The Student Mental health Office, F.I.R.S.T. Step parent orientation, Bike Patrol, a Financial Aid computer lab, Employee Zumba dance classes, Automation of Student Request forms, Green committee, Facebook and Twitter.

MANDATED REGULATORY TRAINING

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District has developed comprehensive policies and procedures to educate and protect its employees and students from unlawful discrimination and harassment. The District policies are available in the Human Resources Website at <http://www.imperial.edu/index.php?pid=4815>

The District is required to provide training to fulfill obligatory sexual harassment training sessions to all new hired employees within six months of employment; promoted employees within the first six months they assume supervisory responsibilities and all supervisors at least every two years. In compliance with federal and state regulations, the District provides regular onsite sexual harassment awareness training for full time employees and supervisors. An online learning module is also available for part time faculty members.

Sexual Harassment Awareness and Discrimination training is offered on an ongoing basis. During 2008, The District Title IX Officers and the Human Resources office coordinated a total of 8 Sexual Harassment Awareness training sessions. A total of 174 employees attended Sexual Harassment Awareness training. During the current fiscal year, 3 training sessions have been offered. A total of 38 classified employees, faculty, administrators, and managers have attended sexual harassment awareness training this year.

In addition to providing a work environment free of harassment and discrimination, the District is committed to fostering a climate of safety and security. The Human Resources in partnership with the Environmental Health and Safety Committee (EHSC), and the Parking Control

Office ensure that the safety needs of the campus community are met by providing information on crime prevention, crime reporting (Clery Act), crime awareness, and general safety training.

The Environmental Health and Safety Committee meets periodically to review the District's emergency procedures and determine the safety training needs of the Institution. Under the recommendation of the EHSC, emergency training and education programs, events or drills are coordinated on as needed basis. Recent examples are the District participation in a county-wide Campus Safety training program hosted by Homeland Security and the coordination of National Campus Safety Awareness Day 2009.

Detailed information regarding the EHSC activities are posted on the Committee's website at <http://www.imperial.edu/index.php?pid=3771>

PARTICIPATORY GOVERNANCE

The participation of all constituents groups in the decision making process is essential to the advancement of Imperial Community College District. The participatory governance model is designed to improve the communication process; broad collaboration is indispensable for the continuous improvement of programs and services.

The participation of District personnel, students and community members occurs through organized governance groups or standing committees. The standing committees are formed to deal with designated subject matters that they are required to discuss and make recommendations through the Academic Senate or College's Council.

As part of the accreditation review, the District is implementing a new strategy to enhance the effectiveness of the governance and decision-making process. Under the new leadership, the District is redefining the roles of committees and evaluating the development of an adjusted college committee structure. With the potential development of a new committee structure, the process for identifying, defining and assessing the new committees is outlined on the Institutional response to Recommendation #6.

As part of the restructuring process, the District is proposing the merging the Staff Development Committee and the Flex Committee into a cross-functional Professional Development Committee (PDC). The goals of the new PDC would be to develop and promote the goals, skills, and competency development needed for all levels of employment.

FACULTY AND STAFF ORIENTATION

Imperial Community College organizes a Faculty and Staff orientation at the beginning of the fall semester. The intent is to welcome faculty and staff and to provide a broad overview of district goals and expectations for the academic year. For newly hired employees, the information presented should help them to gain a better understanding of the College's expectations and help them to feel more at ease in the College environment.

PROFESSIONAL DEVELOPMENT (MEMBERSHIPS)

Professional development through membership support was also vital during 2008-09; the value of professional memberships includes sharpening old skills, learning new skills, keeping up to date on industry trends, and networking opportunities. The District supported participation in several major educational/leadership development memberships as listed below:

MEMBERSHIPS		
Institutional Memberships Budget Amount: \$ 46,065.00 11001-101-5310-6600	Community College League of California (CCLC)	San Diego/Imperial Counties Community Colleges (SDICCCA) Faculty Internship Program
Accrediting Commission for Community and Junior Colleges (Fund 11012)	Community College League of California (CCLC) FY2009 Special Budget Advocacy Assessment	National Association for Development Education (NADE)
American Association of Community Colleges (AACC) Institution Membership 1/1/09 - 12/31/09	Community College League of California (CCLC) - Policies/Procedures Subscription Renewal Services 7/1/09 - 6/30/10	San Diego/Imperial Counties Community Colleges (SDICCCA)
Association of Community College Trustees (ACCT) 7/1/09-6/30/10	Council for Higher Education Accreditation (CHEA) 7/1/09-6/30/10	Inland Valley Trustee & CEO Association
American Association of Community Colleges (AACC) Individual Membership	El Centro Chamber of Commerce	International Consortium for Educational and Economic Development (ICEED)
Brawley Chamber of Commerce	El Centro Rotary Club	Imperial Valley Economic Development Corporation (IVEDC)
Calexico Chamber of Commerce 3/09 - 3/10	Hispanic Association of Colleges and Universities (HACU) 1/1/09 - 12/31/10	League for Innovation in the Community Colleges 7/1/09 - 6/30/10
Calipatria Chamber of Commerce	Holtville Chamber of Commerce	Imperial County School Boards Association
College Going Initiative - 2nd Payment College Board	Imperial Chamber of Commerce	