

Professional Development Standing Committee: 2017-2018 Summary

Submitted by Jason Robinson (Committee Co-chair)

The 2017-2018 academic year was a productive one for the Professional Development Standing Committee (PD SC). Below is an overview of the committee's activities and key accomplishments, and an outline of plans for the 2018-2019 academic year.

Activities

- Reviewed and revised the PD SC charge/mission (see: College Council webpage)
- Established consensus around the allocation of 2017-2018 budget resources
- Approved the annual update for Professional Development and set priorities for 2017-2018 (priorities included: develop the PD program, conduct a needs assessment, and support hiring of PD Director)
- Reviewed and drafted potential amendments to AP 7160 (i.e., *Comprehensive and Coordinated Professional Development Program*)
- Reviewed AP 4011 (i.e., *Flexible Calendar Program*) and stayed abreast of its movement through the various governance channels
- Established a general understanding of how the guided pathways framework is being implemented at PCC (this involved a presentation from Stephanie Flemming)
- Drafted and adopted a set of agreements to guide the committee members' joint work
- Provided ongoing feedback/support related to Spring 2018 Flex Day
- Reviewed needs-assessment data collected during "Meet & Greet" sessions that the new PD Director convened for faculty and classified employees during Spring 2018 (this occurred in lieu of an online survey)
- Established initial consensus about the general components that ought to compose PCC's PD program
- Discussed ways in which greater coherence could be achieved between the PD program and PCC's mission/vision, educational master plan, institutional learning outcomes, etc.

Key Accomplishments

- The PD Director was hired and began work in January, 2018
- AP 4011 (i.e., *Flexible Calendar Program for Faculty*) and AP 4012 and (i.e., *Flexible Calendar Program for Classified Employees*) were both approved by College Council in May, 2018
- Spring 2018 Flex Day occurred in March, and included a half-day session in which faculty, classified employees, and managers collaboratively examined a case study about Mariana (a fictional student) and her experience entering, progressing through, and exiting PCC

Plans for 2018-2019

- Complete revisions to AP 7160 and then support its movement through appropriate governance channels
 - As noted above, this project has already begun. The aim is to complete it by Spring 2019.
- Approve and implement a new PD organizational structure at PCC (including a new structure for this standing committee's membership)

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- One challenge throughout 2017-2018 has been getting all PD SC members to attend meetings. With the move to “flexible flex,” and the college’s broader need to bring greater coherence to the PD program, consistent engagement of PD SC members is essential. The new organizational structure will seek to address this.
- Provide necessary guidance related to redesign of the college’s PD website
 - This project commenced in Spring 2018 and will have an initial launch in Fall 2018. Throughout 2018-2019, the committee will consider further redesign needs as plans for the new “Student Equity & PD Center” take shape.
- Provide necessary guidance related to the early implementation of AP 4011 and AP 4012
 - Initial implementation of these two administrative procedures includes identifying a Flex Coordinator. Once that has occurred, the PD SC committee will need to collaborate with this person in establishing the structures/processes that will characterize the Flex Calendar program.
- Provide necessary oversight related to selection of the various components (e.g., PD courses/trainings) that will become part of the college’s core PD program
 - Currently, the college does not have in place a permanent collection of PD experiences for each constituent group that can function as the core of our PD program. While there always will be, and should be, a plethora of PD experiences that emerge throughout a given academic year, having a permanent collection of experiences would be beneficial.
- Provide necessary guidance related to planning for the “Student Equity and PD Center”
 - While the physical space for this center will not likely be ready until Spring 2019 (or later), initial plans related to mission/vision and such need to be created and vetted in advance.
- Provide necessary guidance in developing a plan for evaluating PD at PCC
 - The evaluation of PD at PCC has not been occurring consistently nor comprehensively. Through collaboration with the PD Director and Institutional Effectiveness office, a more intentional and robust plan will be established.