



Professional Development Advisory Committee (PDAC)

Report to SGC

February 2011



PDAC Membership

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Office of College Advancement

PD Coordinator

Faculty Representative

Faculty Representative

Faculty Representative

Faculty Representative

Classified Representative

Classified Representative

Classified Representative

Classified Representative

Management Representative


Management Representative

Management Representative



Historical Review:

- Professional Development Task Force
- RAP Proposal Spring 2009
- “Plan B”
- Office of College Advancement and PDAC (Spring 2010)



Mission, Values, PDOs and Guidelines:


The Mission of PD at LMC is to strengthen and support a dynamic learning environment that promotes and enhances the personal, professional and organizational development for all staff.

PDAC Values: LMC values and encourages accessible PD opportunities for all staff, including full and part-time faculty, classified staff and managers.



PDOs:

- Create and sustain learning and working environments that are characterized by these qualities: inclusive, engaging, challenging, relevant, welcoming, purposeful and responsive to diverse cultures,
- Contribute to and participate in a culture of inquiry and institutional learning that fosters leadership and documents and builds on lessons learned,
- Effectively assess relevant aspects of college life, such as instruction, programs, services, activities, administration and student services, in order to improve student learning, college services, and institutional effectiveness,

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- Be effective users of current technology,
 - Use instructional and organizational models that are research-based and grounded in sound theoretical frameworks and good practice,
 - Demonstrate a commitment to lifelong learning,
 - Promote activities that contribute to the morale and well-being.



PDAC Guidelines:

Support will be provided for PD activities which:

- Align with college goals and objectives with PDOs,
- Support the needs of faculty and staff as expressed in program review and unit planning; or identified through institutional, program, or course level assessments, or PD survey results,
- Integrate evaluation, assessment and equity into their design,
- Promoting the success and engagement of students.



Charges from SGC:

1. Establish PD objectives which are in alignment with college and district priorities and professional development outcomes.
2. Identify and inform the campus about PD activities and opportunities.
3. Develop new PD activities for faculty, classified staff and managers.
4. Develop operating procedures for the PD program.
5. Recommend resource allocations for PD program activities to the SGC.

#1: Establish PD Objectives Which are in Alignment with College and District Priorities and PD Outcomes

Our 2010-11 Objectives are to address SGC's charges and to provide relevant PD opportunities for all LMC employees in the following priority areas:

- Teaching and Learning (including assessment and equity),
- Technology,
- Leadership & Organizational Development,
- Health and Wellness.



#2: Identify and Inform the Campus About PD Activities and Opportunities

- PDAC has informed the campus about PD activities – including FLEX, PDAC-sponsored activities, internal sharing of resources and third-party resources.




#3. Develop New PD Activities for Faculty, Classified Staff and Managers.

- New Staff Orientations
- Teaching and Learning:
 - New Faculty “Nexus-Lite”
 - Readings and Flex re: Equity
- Technology:
 - Portal Trainings
 - Flex: Digital Natives, Social Media in the Classroom
 - Outlook and Excel Trainings
- Health and Wellness:
 - Flu shots
 - Programs about healthy eating and life-styles



Other New Activities Planned for Spring 2011:

- Teaching Network
- Leadership / Organizational Development Workshops
(Leadership Academy in 2011-12)
- Health and Wellness Workshops



#4. Develop Operating Procedures for the PD Program

- Operating procedures as identified in the Spring 2009 PD Task Force report were modified to fit the new OoCA/PDAC structure as approved by SGC in December 2009.
- Four PDAC sub-committees work closely with OoCA staff
- Staff and committee liaisons meet with other committees as necessary.



Specific Procedures Developed This Year:

- Committee/sub-committee structure,
- Integration of evaluation and assessment into all PDAC activities,
- Reconstitution of LPG for Flex,
- Recommendation to the president re: Allocation of PDAC funds; including conference approvals,
- (working with other committees/PD initiatives on campus).

#5. Recommend Resource Allocations for PD Program Activities to the SGC

PD budget for 2011-12 = \$33,930

- State one-time only \$12,300
- District Funds 12,500
- LMC Funds 9,130



Resource Allocations:

- Committee recommendation, with presidential approval:
 - \$15,000 - Conference and Travel
 - 4,514 - Orientations
 - 3,300 - Teaching and Learning
 - 3,257 - Technology
 - 2,175 - Leadership/Org Dev
 - 1,000 - Health and Wellness
 - 4,684 - TBD



Self-Evaluation

- This report is the beginning of a self-evaluation that PDAC will be completed by fall 2011.



Does PDAC Committee Structure Function Efficiently?

- Active and committed membership w/need for student participation,
- Expanded sub-committee membership works well (LPG, Orientation, Leadership). Will continue to grow this structure,
- Need for campus-wide input



Recommended Charges for 2011-12:

1. Create and begin implementation of a three-year PD Strategic Plan, including self-assessment.
2. Identify and inform the campus about internal and external PD activities and opportunities.
3. Expand and enhance PD activities for faculty, classified staff and managers.
4. Develop operating procedures for the PD program.
5. Recommend (or report) resource allocations for PD program activities to the SGC.



- **Your Questions???**

- **Our Question?**