

## **ACBO Community College Self-Evaluation Report - Excerpt**

### **III.A.5**

*The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.*

### **III.A.5.a**

*The institution plans professional development activities to meet the needs of its personnel.*

### **Descriptive Summary**

Flex days are provided for staff development each academic year at ACBO College. Two days are organized in the fall semester and one in the spring semester. In their professional development activities, faculty members are encouraged to further education by applying and receiving approval for salary progression as per the AFT contract, Article 123

Classified staff are encouraged to enroll in a Professional Development program continuing their education which benefits the employees and the District. Upon approval, classified staff may be compensated \$500 for each 15 credits completed as specified in the CSEA contract, Article 456

College-wide professional development funds are limited due to budget restraints.

### **Self-Evaluation**

Staff professional development is funded from AB 1725 and distributed District-wide. This state program no longer exists, so funds are carried over from prior years until the funds are exhausted. In the past, the College Staff Development committee reviewed and made recommendations for individual and campus involvement in staff development programs.

However, since the funding has been eliminated, the committee has been dormant. Despite the handicap of funding and the inactivity of the College Staff Development Committee, the College continues to bring staff development programs to all employees. Throughout the year, a variety of technology training events are usually offered.

Frequent presenters include the College's Web Coordinator, the College's IT technicians, the Educational Media Design Specialist (EMDS), a ACBO Community College District (ABCCD) technology representative or, occasionally, representatives of hardware or software vendors.

In the past, the committee reviewed and made recommendations for individual and campus involvement in staff development programs.

In addition, College staff is encouraged to participate in the ABCCD Leadership Program.

### **Actionable Improvement Plans**

During the budget planning process for 2013-14, the Budget Committee will consider cost-effective ways to bring additional professional development programs to all staff.

#### **III.A.5.b**

*With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.*

### **Descriptive Summary**

The Vice President of Academic Affairs and the Academic Senate President organize the staff development workshops for the flex day schedule. Surveys were used as a tool to improve its programs and offerings, however, have not been used to evaluate flex day workshops since 2007. In spring 2007, participants were asked what information they wanted in the workshops. In fall 2007, participants were asked to rate the activities. Surveys are conducted after the new hire orientations at the District. Currently there are no surveys given for the College orientation.

### **Self-Evaluation**

The College partially meets this standard. Although surveys have not recently been conducted for the flex days recently, surveys are conducted to evaluate other areas. The surveys given for the September 2011 District Orientation were given high ratings by the attendees, stating the presentation was very informative. Surveys need to be re-introduced as part of the professional development program in order to evaluate workshops and the needs of the employees.

### **Actionable Improvement Plans**

Beginning fall of 2012, surveys will be conducted by the Flex Day Coordinators at the conclusion of each Flex Day to provide input on the effectiveness of the activities.