**Professional Development/Flex Meeting Agenda**

**Wednesday, 10/02/24 2:30pm – 3:30pm Via Zoom**

1. **Review Minutes from 9/18/24**
2. **Updates**

A. CSEA

B. MCC

C. Technology

D. Leadership Academy

E. Distance Education

F. Retiree Project Final Product

G. Proposition Forum

H. Facilitation Training for Hiring Committees

I. Other

III. **Grants**

1. Maurice Herman – CTE - $240
2. Melissa Alvarez-Mejorado & Steve Gomez, Grants Department - $2400
3. Other

IV. **Oth**er

1. New Employee Flipbook
2. All Staff Teambuilding Retreat
3. Ideas for Winter Teaching for Learning Institute
4. Other

**V. Program Plan**

A. Review/Update Objectives (see current objectives/program description below)

B. Requests

C. Other

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| **FLEX Meeting**  **I. FLEX Reporter**  A. Reminders about Mandatory Training Reporting  B. Other  **II. Other**  Objective 1:  Continue and deepen collaboration and coordination across the campus with those involved in initiatives that require professional development to ensure a balanced slate of program offerings serving diverse and emerging professional development needs. In particular, in consultation with Student Equity offer at least one "Culturally Responsive Teaching" online course and 1 "Teaching for Learning" workshop each year in addition. Additionally, CSEA focused breakouts will continue to be expanded during pre-semester Professional Development Days - May 2025  Update: Met. The program continues to currate a calendar of events and weekly email updates that includes both externally sponsored and campus based training and professional development opportunities that integrate offerings on Equity, Distance Education among other programs. In winter of 2024, a 1 day "Teaching for Learning Institute" was offered focused on faculty and student use of Artificial Intelligence and another session of the "Culturally Responsive Teaching" online course was offered.  Professional Development also continues to support and help market all staff trainings related to "De-Escalation"  and "Anti-Bias" and offered 9 breakout sessions during the fall 2024 Convocation Day open to all staff.  Additionally, a falll 2023 New Faculty Success seminar was completed by all new Full time tenure track instructors and 8 employees, including faculty, manager, and classified completed cohort 9 of the Leadership Academy in May of 2024.  Objective 2:  Create and implement a New Classified Success Seminar  The lack of timely and ongoing onboarding has been discussed as a challenge in the Professional Development Committee, and the creation of a New Classified Success seminar is being suggested. A potential model could involve identification of key content, people and resources that should be included and then creation of monthly modules that could run in 4-5 month cycles. New employees could enter at any point and would continue until they complete each module in the cycle. This could perhaps take place at a monthly two hour lunch meeting. Administrative and department commitment to enable participation, and time for seminar creators and facilitators would be key in making this a success.-May 2025  Update: Not met. This concept was brought to the acting V.P. of Human Resources in spring of 2024 but did not gain traction at the time.  As the permanent V.P. of Human Resources has returned from her leave, this will be broached again.  Objective 3:  Provide regular ongoing Technology training to all employees  The campus Technology trainer left the college in 2022. As the need for regular and ongoing technology training across employee groups will only continue to grow, a replacement for this position or contracted service must be secured to meet this campus wide professional development need. - December 2024  Update: Partially met. The campus is in the midst of a hiring process for this position in the fall 2024 semester.  **Resource requests**  Increase Staff Development/FLEX Coordinator position from 50% release time to 60%  Update: Not Funded  Increase district funding of the Clerk III position from 50% to 100% by September of 2020.- $30,000  Update: Not funded.  Fund Bi-Annual Overnight Retreat- $10,000  Update: Not funded.  **Services and Target Audience**  The services identified in the program description are aimed at and open to all faculty, staff and managers at the college. The Professional Development/FLEX office regularly engages in and is responsible for the following activities:  1. Organizing one-time workshops/trainings for individuals, work groups, and the campus community to enhance professional skills and knowledge  2. Curation and regular updating of Integrated Professional Development Calendar that offers a one stop online location for college based workshops and trainings from across the campus (inclusive of  offerings sponsored by college initiatives such as Equity, Distance Education, Institutional Effectiveness...) as well as links to externally sponsored workshops and trainings of interest.  3. Facilitation of workshops  4. Planning and help in facilitating cohort experiences such as the New Faculty Success Seminar, Leadership Academy and Leadership Academy Alumni workshops  5. Offering grant funding for individuals, groups and departments who self-identify professional development projects  6. Creating and facilitating Reflection and Renewal sessions and retreats  7. Partnering with other areas (Student Equity, President's Office) to support speakers and training opportunities as appropriate  8. Monitoring and processing of professional development grants and faculty stipend projects  9. Creation and updating of Canvas modules available to the campus community to navigate pre-semester Convocation/Professional Development days.  10. Planning and facilitating Staff Development/FLEX Committee meetings and recording of minutes  11. In conjunction with IRP, creating and utilizing evaluation results from Convocation/Professional Development Days and other professional development events  12. In conjunction with IRP, administering and analyzing a bi-annual all campus Professional Development Needs assessment  13. Participating in regional and statewide professional development initiatives and organizations such as the SanFACC Mentor program and California Community College Council on Professional Development (4CPD)  14. Collaborating with campus stakeholders to plan and then organize all aspects of pre-semester Professional Development Days that include remote, live stream and hybrid offerings.  15. Verifying inputs and generating completion reports for all faculty regarding FLEX obligations  16. Securing of quotes and processing of contracts and payment for outside consultants, trainers and vendors  17. Maintaining and updating Professional Development/FLEX website  18. Monitoring and updating FLEX Reporter Online  **Below is a summary of 2023-2024 activities:**  -Winter "Equity & Culturally Responsive Teaching" courses including processing of faculty stipends  -9 month Leadership Academy experience with 8 participants from across all employee groups  -26 hour New Faculty Success Seminar in Fall 2023 with 9 new full time faculty  - Fall remote Reflection & Renewal session and a spring full day "R & R" off campus retreat  -Recruitment of SanFACC Mentor program participants for 2024-2025  -Continuation of Integrated Professional Development Calendar and Weekly "Coming Attractions"  emails highlighting campus based and external professional development offerings related to areas  such as Equity, Distance Education, OER, Outcomes, Leadership, and Wellness.  -Fall "Rio Talk"  -Supported 10 employees to participate in "Women Hold up Half the Sky" conference  -Funding for Self-Identified Individual/Small Group Grants  -Creation of a flipbook honoring the legacies and contributions of 30+ retirees from all employee groups  **FLEX**  -Monitor completion of all Part-time faculty’s semester FLEX obligation and Full time faculty’s annual obligation to ensure adherence to Title V and campus requirements and generate and forward a  fall and spring report of those with unfulfilled obligations to Human Resources and Payroll for over 300 faculty.  -2 Professional Days consisting of both in person and live remote sessions and including 15 different breakout sessions.  -The FLEX Reporter software system has been updated and is now designated a "secure" website.  **Budget, Space Allocation, and Staffing** The current operational budget for 2024-25 is $103,000.  Professional Development/FLEX is located in LR 206 where the FLEX Clerk and Professional Development/FLEX  Staffing consists of a 50% Clerk III typist and a 50% Faculty release time faculty coordinator.  **Projects, Grants, and Initiatives** Professional Development continued to collaborate with other initiatives/areas of the campus (Distance Education, Student Equity, President’s Office ) to offer support and organization of trainings,  workshops and stipend opportunities.  Additionally, in 2023-2024 the area continued to distribute and monitor state funds to support the professional development of Culturally Responsive Teaching in faculty.  **Professional Development** The Staff Development/FLEX staff engaged in 2023-2024 professional activities that included:  Clerk Mandatory Title IX trainings  Faculty Coordinator -De-escalation Part II in-service  -1 RIO Talks event  -Attended Counseling Department Retreat  -Reflection & Renewal fall session and spring retreat  -Title IX Trainings  **Additional Information**  As a result of conversations with the President, it was suggested that the Professional Development/FLEX committee re-imagine itself to ensure that the structure and reporting lines truly met the needs of all campus constituencies.  After much discussion and eventual agreement by the Academic Senate, a recommendation was made to update the Governance Manual with the following changes:  -Move to a tri-chair model to include the Assistant Director of HR, a Classified appointee, and the Faculty Coordinator  -Expand the reporting structure to include the Planning Fiscal Council along with the Academic Senate.  The area is currently waiting for the Governance Manual update process to be completed and will proceed with implementation of these changes at that time.  While the official pandemic has ended, offering remote professional development opportunities is still valued by many on the campus. This has broadened the reach of our offerings, however due to a lack of a designated position and/or service to ensure accurate captioning and other Accessibility measures across the college, recordings for these remote offerings cannot be made generally available.  Finally, the state is proposing changes to Title V language that would allow expandsion of FLEX obligations to include Classified Staff and Managers.  The current language appears to suggest that each constituency group would negotiate the obligation appropriate for their employee group.  This may not change faculty FLEX obligation, however could greatly increase staff participation in professional development.  Potential changes could also result in the need for a significant increase in FLEX reporting infrastructure in the event all employees are required to complete FLEX hours. |
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