Long Beach City College Professional Development Plan

In response to our Board of Trustees Goals for 2007-2009, and our Superintendent-President's 18 Month Plan, a Professional Development Program (PDP) for administrative/managerial and classified staff was initiated to coincide with our existing Faculty Development Program.

A task force comprised of faculty, administrators, and classified staff worked together to develop the plan. A mission statement and program goals were developed as well as a first year action plan.

Program Mission:
Mission Statement:

In support of the Educational Master Plan, the Mission of Long Beach City College's Professional Development Program (PDP) is to strengthen and support a dynamic learning and working environment enriched by diversity that promotes personal, professional, and organizational development for all employees.

Program Goals:
Program goals align with the College's Educational Master Plan, highlighting several key initiatives (Basic Skills Initiative, Staff Equity Initiative, and Student Success Initiative) and focusing on developing an understanding of these and the skills and functions each cohort group must demonstrate to support each.

Additionally, a structured Succession Planning Program focused on the professional and personal development of administrative and classified staff for advancement into key positions as the College grows and experiences attrition is being addressed.

The strands the program addresses are:
> Learning - Knowledge, Skills and Abilities
>> Basic Skills
>> Student Learning Outcomes
>> Innovations in Instruction/Curriculum
> Equity - Diversity
>> Retention
>> Transfer
> Team/Organizational Development - Organizational Development
>> Leadership Competencies
>> Skills for Organizational Processes
> Infrastructure - Technology Training & Health and Safety
>> Disaster Preparedness (Emergency)
> Other – Wellness & Student Issues

The program is being coordinated through the offices of Human Resources. A Staff Development Coordinator position was created and filled in December 2007. The official program kick-off was College Day, August 17, 2007. A PDP web site was developed and

launched, serving as a central location for information on workshops scheduled, special training events and additional functions of the professional development area such as educational cost reimbursement, conference attendance guidelines, and as a central repository for the requisite forms.

Additionally, a survey requesting information on the types and frequency of training was distributed. An analysis of the responses is below:

Response rate by cohort:
- Classified: 41%,
- Management Team: 65%,
- Faculty: 50%

Top five Survey Results by Cohort:
Classified Staff
- Retirement Planning
- Emergency preparedness
- Personal/Emotional Health (Nutrition/ Stress Management/Fitness)
- Programs & Services available to Students
- Insurance Availability (Health/Dental/Vision/Life)
Management Team
- Emergency preparedness
- Retirement Planning
- Emerging Technologies
- Personal/Emotional Health (Nutrition/ Stress Management/Fitness)
- Retention Strategies
Faculty
- Retention Strategies
- Use of New Technologies in the Classroom
- Retirement Planning
- Addressing classroom delivery & activities for the under-prepared student
- Emergency Preparedness

Activities - 2007-2008:
In 2007-2008, the Professional Development Program initiated and presented a variety of workshops and events based on the feedback provided in the survey results.

During the program's inaugural year, the PDP held 51 workshops and 3 major events. In all, 783 staff members participated in the PDP offerings. (See Professional Development 2007-2008 Workshop /Development Recap - June 2008 for details).

In addition, three major professional development programs have been developed. A *Management Development Program*, designed to provide administrators and managers information about the College and its goals and processes, was completed and is slated for launch September 12, 2008. Two additional programs, a management *Leadership Academy* and a *Mentoring Program*, which can be utilized as a freestanding program for

management and/or classified staff earmarked for advancement or in conjunction with the *Leadership Academy,* have been outlined and are under management review.

Professional development through conference support was also paramount during 2007-2008. The PDP supported participation in four major educational/leadership development conferences as enumerated below:

ACCCA Admin 101 (July 27 - July 31)   4 participants
CCLDI (July 27 - July 31)   5 participants
NISOD (May25 - May 28)   2 participants
EduComm/InfoComm (June 18-June 20)   2 participants
Leadership Long Beach (October 2007-June 2008) 1 participant

In all, 14 administrative staff members and 3 classified staff members were sponsored.

Planned Activities - 2008-2009:
During 2008-2009, the PDP anticipates launching several major initiative as well as continued development of workshops relevant to the development and enhancement of staff skill sets and significant conference support.

As noted above, the *Management Development Program* (See Management Development Program FINAL JUNE 2008) will launch on September 12, 208. This multi session program will commence with a session on the College's accreditation report and planning agendas, as well as sessions presented by all of the major college functional groups: ACIT/ Technology, Fiscal Operations & Payroll, Human Resources, Public Relations & Marketing, and Economic & Resource Development. An assessment and fine-tuning of the program will follow its completion. Additionally, kick-off of either the *Leadership Academy* and/or the *Mentor Program* is anticipated during spring 2009.

In August, PDP is hosting nationally renowned author and speaker Dr. John Roueche, Community College Leadership Program Director at The University of Texas at Austin to campus to present a pre-College Day presentation on "Visionary Leadership" to our institutional leadership. Dr. Roueche will also serve as our College Day speaker, addressing the entire college community on the topic of "Leadership is Everyone's Business."

An anniversary of the October 31, 2007 Staff Development Day event is being planned. The agenda is currently under development but will include information addressing the role staff plays in and the impact staff has on institutional initiatives and a review of the Accreditation Report Exit Interview.

Currently 47 workshops are under consideration for 2008-2009, including new workshops dealing with Ethics, Decision Making, Critical Thinking, and Managing Responses to Anger.

In addition, the original PDP plan has been revised with areas undergoing development highlighted in blue text (See Professional Development Plan - Revised June 2008).

Future Activity: 2009-2010 / 2010-2011:
A three-year plan has been developed for the PDP (See Professional Development Three Year Plan). While activities for 2008/2009 are clearly defined, the subsequent years, 2009/2010 and 2010/2011, are designed to allow PDP the flexibility to work with the College's departments in pinpointing current or specific needs as they develop and/or change. Goals and workshop quantity for these years have been established, but in most cases, workshop topics for staff skill-set enhancement and development are not specified and are tied to broad-based initiatives. Human Resources topics will provide on-going training to newly hired administrative and classified staff members. Conference support and new programs will be added and developed as input is gathered from campus departments.

A summary of the number of workshops, anticipated conference support and events/ program launches as enumerated in the Professional Development Three Year Plan is below:

	Technology	Skill Development	Human Resources	Health/Wellness	Conference Support/ Additional Events Programs
2008/2009	6 workshops	15 workshops	13 workshops	10 workshops	5 Conferences/ 4 Major Events 1 Major Program Launch 2 Items Under Development
2009/2110	6 workshops	15 workshops	15 workshops	9 workshops	7 Conferences/ 4 Major Events 2 Major Program Launches
2010/2011	6 workshops (minimum goal)	20 workshops (minimum goal)	20 workshops (minimum goal)	9 workshops (minimum goal)	7 Conferences/ 3 Major Events 1 Major Program Launch/ 1 Program Re-introduction/ 1 Program Continuation (Mentoring)
Totals:	**18 workshops**	**50 workshops**	**48 workshops**	**28 workshops**	**17 Conferences/ 11 Major Events 4 Major Program Launches / 1 Program Re-introduction/ 1 Program Continuation (Mentoring)**