1. Assessment Plan - Four Column

PIE - Professional Development: Professional Development Unit

Narrative Reporting Year

2018-19

Contact Person: Lianne Greenlee
Email/Extension: greenlee.lianne@gmail.com/6044
Program Planning Dialog: Professional and Organizational Development (POD) has focused on targeted program growth during the 2018-19 year, to meet professional learning needs of each employee group (Faculty, classified, and managers). Through use of needs assessments and collaboration with professional development committees, training was developed in alignment with data and college initiatives.
External Conditions, Trends, or Impacts: Professional development activities are integrated into many grants and college initiatives. Over the last three years there has been increased collaboration with POD to support these efforts. In 2018-19 requests for POD collaboration in professional learning efforts across the college increased significantly and included partnerships with Basic Skills, Guided Pathways, Information Technology, Human Resources, Presentation Services, Faculty Center for Learning Technology, Emergency Preparedness, Risk Management, the Developmental Education Study Team, various instructional departments, and many others. On July 1st POD was moved from the Instructional unit to Human Resources. As part of this transition, POD and HR have made efforts to ensure communication channels with other units remain open so that specialized professional learning needs can continue to be met.

Continued integration of professional development efforts on campus is critical for effective use of funding in support of student achievement, especially as new funding formulas place an emphasis on student achievement results. The 2017-2021 Strategic Plan recognizes professional learning as an important tool in supporting student success and includes "Expand Professional Development" as one of the five Mt. SAC goals. Additionally, full implementation of the Guided Pathways and the Integrated Plan will have an impact on professional development funding resources. State and federal changes and updates related to EEO, legal mandates, Accreditation, and Chancellor Office guidelines will impact employee training needs as well.
Internal Conditions, Trends, or Impacts : The current POD Database Application does not have the functionality to track professional development activities in relationship to approved contractual professional growth credit as established through CSEA contracts 262 and 651. Additionally, the currently system reporting features and calendar are not adequate to meet the current needs of the department. In November 2019 POD will launch "POD Connect", a new online database and registration system that is part of the California Chancellors Office Vision for Success Network. This new learning management system uses Cornerstone software and will integrate local professional learning with online providers such as Skillsoft and Lynda.com. Support for the integration will be provided by Information Technology.

The growth of POD programs is outpacing the POD office suite functionality. POD supported training activities that exceed participation of 20 must be held in other campus facilities that have limited availability. A larger, flexible space for participant training is essential for POD to meet professional learning needs. The POD LOFT, once renovated, will be able to meet these needs. Planned renovations will begin in Winter 2020, with a plan that all POD Offices will be moved to the LOFT.

Workload increases with program growth has put a tremendous strain on the current POD staff. In 2018-19 POD supported 746 individual workshops/events, a 62% increase over the last three years. An Assistant Director and Instructional Designer are needed to continue growth in development of new programs, increase collaboration with professional learning across the college, as well as sustain the quality of programs and services currently offered.

Active participation by employees on PDC, CPDC, and MPDC has been a tremendous asset in the growth of programs for each constituency group and the success of POD events. In fall 2019 FPDC became an Academic Senate Council. A collaborative relationship between FPDC with PDC has been established.

CSEA 262 and 651 collective bargaining agreement language for Professional Growth Credits makes it difficult for classified staff who work full-time to take advantage of this benefit. However, with the receipt of 2018-19 Professional Development for Classified Community College Employees Funds, increased opportunities to provide specialized professional learning for classified staff will be possible. POD will partner with CSEA and Human Resources to assist with development of programs aligned with Chancellor Office funding guidelines.

Changes in the faculty contract now provide adjunct faculty with 6 hours of paid professional growth each year. POD will work with the Faculty Association and the Office of Instruction to assist with implementation of this new incentive for participation of these faculty in professional learning opportunities.

Critical Decisions Made by Unit: Development of a new Mt. SAC Professional Development Plan has increased collaboration with college departments, committees, and constituent groups across the college. The new plan is outcomes based and will increase PODs ability to gather data regarding the impact of professional learning for Mt. SAC employees.

POD leadership stability has allowed for consistent outreach to campus departments and committees, been positively received, and resulted in new partnerships for training across the campus.

Targeted communication strategies, a redesigned website, and large campuswide POD events have increased the visibility of and participation in professional learning opportunities on campus.

The POD LOFT (Learning Opportunities for Transformation) has expanded POD's ability to serve employee training and collaboration needs across campus. This learning space has become a critical resource for employees of the campus.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: The Professional Learning Team, supported by POD, presented the innovative Magic Mountie podcast, at the Strengthening Student Success Conference and the 4CSD Conference.

Notable Achievements for Theme B: To Support Student Access and Success: POD co-sponsored Kimberly Papillon in presenting the Neuroscience of Decision-making at four sessions in 2018-19 with a focus on addressing the topics of unconscious bias and equity in hiring practices.

Training from the Back of the Room was transitioned into POD from Title V. This course provides a foundation for use of brain based instructional strategies in support of student engagement and achievement.

POD partnered with Guided Pathways to institute a Faculty Focus Retreat in which 30 faculty from across the college engaged in dialogue and planning with other colleagues about Guided Pathways pedagogy.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: POD Conference and Travel - Successfully managed the Conference and Travel budget in collaboration with the Professional Development Council to support 164 classified, faculty, and management employees participation in off-campus professional learning opportunities.

Professional Learning Academy Support- Collaborated in the continued development of Professional Learning Academy programs focused on strengthening the college's commitment to equitable student achievement.

POD expanded its collaborative role in supporting 23 new faculty (New Faculty Seminar) and 39 classified staff (New Employee Welcome), in an onboarding experience focused on the role of employees in supporting student achievement. Additionally, POD worked with Human Resources to provide 170 adjunct faculty with onboarding as well as training to support their applications for full-time faculty positions.

The POD LOFT (Learning Opportunities for Transformation) space was for employee professional learning, with 207 workshops and employee activities hosted during the 2018-19 academic year.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: POD was honored to be chosen as part of the first cohort to implement

Cornerstone software as part of the systemwide community college Vision Resource Center.

With support from POD, The VOICES Committee implemented two new employee recognition programs in 2018-19, "High 5" and "Light in the Night". 86 employees were recognized by their colleagues and sent a "Shout Out" in appreciation of their excellent work.

Professional and Organizational Development collaborated with departments and programs throughout the college to Partnerships and collaborations across campus to offer 746 professional learning opportunities for employees, a 62% 3-year increase in professional learning opportunities for all employees.

POD collaborated with MPDC and Management Steering to support leadership development through monthly professional learning opportunities for managers.
Contributors to the Report: Lianne Greenlee, Yolanda Haro, Maria Cardenas, Elda Blount, Brenda Dial

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Professional Learning Opportunities - Provide professional learning opportunities for faculty, managers, and staff that are consistent with the institutional mission, goals, and areas of college focus. **Status:** Active **Goal Year(s):** 2017-18, 2018-19 **Date Goal Entered (Optional):** 08/08/2017	**Request - No Funding Requested -** Implement consistent operational training for management through collaboration with MPDC and Management Steering. **Describe Plans & Activities Supported (Justification of Need):** Monthly opportunity for management training in conjunction with regularly scheduled management meetings. Collaboration with campus departments to secure expert trainers and funding for contracts with professional learning providers of specialized training. **Lead:** Lianne Greenlee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2018-19 **% Completed:** 100 Monthly manager professional learning opportunities were instituted in 2017-18 and have continued through 2018-19. MPDC developed an annual training calendar with mandated training, operational topics, and leadership development included. Feedback indicates that 93% of managers find these meetings valuable. Attendance averages 85 managers per month. (06/14/2019) **Reporting Year:** 2017-18 **% Completed:** 25 Monthly manager professional learning opportunities were instituted in 2017-18. MPDC developed an annual training calendar with mandated training, operational topics, and leadership development included. Feedback has been extremely positive with attendance averaging 85 managers per month. This practice will continue into 2018-19. (07/16/2018) **Related Documents:** MPDC Training Plan 2017-19 - as of May 2018.docx **Reporting Year:** 2016-17 **% Completed:** 25 MPDC held a summer retreat to brainstorm management training operational and leadership needs. Through collaboration between MPDC and Management Steering a plan has been established for monthly manager meetings to support this training beginning in 2017-18 (08/29/2017)
	Request - Full Funding Requested -	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Implement a New Manager Onboarding Series **Describe Plans & Activities Supported (Justification of Need):** MPDC collaboration with Management Steering to offer a comprehensive onboarding process for new managers **Lead:** Management Professional Development Committee - Management Onboarding Taskforce **What would success look like and how would you measure it?:** Training cohort participation with feedback on learning outcomes. **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium **Documentation Attached?:** No **On-Going Funding Requested (if applicable):** 20000	**Reporting Year:** 2018-19 **% Completed:** 50 MPDC is developing a Management Onboarding Plan which will include a one-day orientation as well as management practice series to be offered twice annually. This planning effort is being done in collaboration with management Steering. (06/14/2019)
	Request - No Funding Requested - CPDC review ongoing POD activities for Professional Growth Credit **Lead:** CPDC **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High	**Reporting Year:** 2017-18 **% Completed:** 50 CPDC reviewed and approved 34 professional learning activities for PGB credit in 2017-18. (07/16/2018)
		Reporting Year: 2016-17 **% Completed:** 25 CPDC has developed criteria for review of requests for PGC. (08/29/2017)
	Request - No Funding Requested - Annual manager retreat in support of management culture and learning. **Describe Plans & Activities Supported (Justification of Need):**	**Reporting Year:** 2018-19 **% Completed:** 100 On January 3 and 4, 2019, the annual management retreat was held at the La Quinta Resort in the Palm Springs area. 93 managers attended, with 100% of managers reporting they were satisfied or very satisfied with the overall retreat.

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	The manager team has increased over the last four years while the funding to support an annual manager retreat has remained stagnant. This funding is no longer adequate to serve the needs of over 120 managers. Additional ongoing funding for venue, material, and speaker costs is needed. Utilization of unused manager conference and travel funds, agreed upon through the Meet and Confer process, can supplement the designated annual manager retreat budget to provide leadership training identified through collection of data in the annual manager professional learning needs survey. **Lead:** Lianne Greenlee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High **Request - No Funding Requested -** Hold an annual CPD-Day event in support of Classified professional learning **Describe Plans & Activities Supported (Justification of Need):** Ongoing budget to support hiring consulatants, materials, and catering for CPD-Day events **Lead:** Classified Professional Development Committee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities	Paul Butler of Newleaf led the two-day training. Unused manager conference and travel funding was used to supplement the annual retreat budget and also provided 5 follow-up eLearning modules to extend skills introduced at the retreat. This retreat is now institutionalized and has become a valued part of continued development of Mt. SAC Management culture. (06/14/2019) **Reporting Year:** 2017-18 **% Completed:** 25 On January 4 and 5, 2018, the retreat was held at the Hotel Maya in Long Beach, hosting 85 managers. Eric Kaufmann of Sagatica Consulting led two training sessions:Coaching for Results and Leadership Courage. $60,000 of unused manager conference and travel funding was used to supplement the annual retreat budget. An ongoing plan for utilizing these funds annually is being put into place. (07/17/2018) **Related Documents:** PEAK Summit Retreat Executive Summary v4.docx **Reporting Year:** 2016-17 **% Completed:** 75 The January 2017 retreat was well attended, with assessment results demonstrating positive professional learning among managers. (08/29/2017) **Reporting Year:** 2018-19 **% Completed:** 100 The POD Budget supported an annual CPD-Day event. Funds were used to hire a keynote speaker, provide breakfast & lunch, materials, and ongoing classified leadership development training throughout the year. 242 classified staff attended CPD-day in August 2018 where workshops were offered in three pathways: Putting Students First, Skills Development, and Campus Culture Experiential Learning (06/14/2019) **Reporting Year:** 2017-18 **% Completed:** 50 The POD Budget received an increase of $13,500 in ongoing funding to support the annual CPD-Day event. Funds were

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	for Mt. SAC employees. **Planning Unit Priority:** High	used in 2017-18 to hire a keynote speaker, provide breakfast & lunch, materials, and ongoing classified leadership development training throughout the year. 198 classified staff attended CPD-day in August 2017 where 20 different workshops were offered in five pathways: wellness, leadership, emergency preparedness, professional skills, and open focus options. (07/17/2018)	
		Reporting Year: 2016-17 **% Completed:** 25 CPD-Day has been established as a valuable professional learning experience for classified staff, with over 200 staff attending in 2016. (08/29/2017)	**:** $13,500 in one-time funding was prioritized for CPD-Day through the 2015-16 PIE resource request process. Annual funding is needed to provide a Continental Breakfast, boxed lunches, contracted keynote speakers and expert presenters on topics identified by CPDC. Funding in the amount of $15,000 is needed to adequately meet basic materials needs for the day as well as hire a keynote speaker. (09/01/2017)
	Request - No Funding Requested - Develop training programs that support personal and interpersonal effectiveness skills **Describe Plans & Activities Supported (Justification of Need):** Implement Emotional Intelligence for Diversity program for individuals and teams. **Lead:** Lianne Greenlee **What would success look like and how would you measure it?:** Foundational personal and interpersonal effectiveness training programs would be ongoing and available for registration in the POD calendar. Successful implementation of learning objectives demonstrated through assessment of participants.	**Reporting Year:** 2018-19 **% Completed:** 25 Yolanda Haro attended a train-the-trainers on Emotional Intelligence and Diversity for Teams. This new workshop will be offered in POD in 2019-20 in support of team efficacy. (06/14/2019)	
		Reporting Year: 2018-19 **% Completed:** 25 Yolanda Haro developed and piloted a Mindfulness for Wellness series in Summer 2017, with 20 employees participating for five weeks. This series is now offered two or more times during the academic year. Additionally, Yolanda collaborates with departments to offer specialized department training in mindfulness. (06/14/2019)	
		Reporting Year: 2017-18 **% Completed:** 25 41 faculty, staff, and managers attended Emotional Intelligence and Diversity training to improve intercultural competence, increase empathy, and learn strategies for	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans

Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: High

interacting within the diverse college community. An additional 133 employees attended Color Code for Interpersonal Communication training. (07/17/2018)

Reporting Year: 2016-17
% Completed: 25
Lianne Greenlee and Yolanda Haro attended a train-the-trainers emotional intelligence for diversity workshop in summer 2017. (08/29/2017)

Request - Full Funding Requested - Support Faculty in development and implementation of faculty professional learning opportunities
Describe Plans & Activities Supported (Justification of Need): The 2017-18 & 2019-20 Spring FLEX Day Opening session included a keynote speaker addressing the topic of immigration. Survey data indicate 98% overall satisfaction with this format, with 97% of faculty responded that they can do more to help immigrant students be successful in their educational journeys. Ongoing FLEX Day keynote speaker funding and funding to hire experts for faculty professional development will collegewide student success efforts. Current funding is being provided by the Professional Learning Academy.
Lead: Liesel Reinhart
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 12000

Request - Full Funding Requested -

Annual Faculty Focus Retreat to support critical dialogue about student success initiatives and pedagogy.

Describe Plans & Activities Supported (Justification of Need): Faculty are the only employee constituency group without designated funding to support an annual retreat. In 2018-19, funding through Pathways provided a one-time opportunity for faculty to engage in critical conversations and dialogue about pedagogy, and implementation of campus initiatives. Providing faculty with a space to gather, share, and inspire each other unites their work on institutional issues important in supporting student success.

Lead: Mark Boryta, Tania Anders

Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 30000

Request - No Funding Requested - Implement ongoing, specialized skills training for classified employees

Describe Plans & Activities Supported (Justification of Need): Through use of annual classified professional development needs assessment data, skills training areas of focus will be identified, training programs developed and implemented. In 2019-20 POD will

Reporting Year: 2018-19

% Completed: 100

The New Employee Welcome (NEW) onboarding has been institutionalized. 100% of Classified staff who attended New Employee Welcome and completed a survey reported they had a better understanding of Mt. SAC's culture, values, and its diversity. Additionally, 100% indicated an increased understanding of campus resources and increased confidence in referring students to them. (06/14/2019)

Reporting Year: 2018-19

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	work with CSEA and Human Resources to utilize Chancellor Office Funds for Professional Development for Classified Community College employees. **Lead:** Classified Professional Development Committee **What would success look like and how would you measure it?:** Specialized training for classified staff will be provided, with learning opportunities communicated in quarterly flyers. **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High **Documentation Attached?:** No **Request - Full Funding Requested -** ACUE Certificate in Effective College Instruction **Describe Plans & Activities Supported (Justification of Need):** Faculty are hired as subject matter experts and many do not receive formal pedagogy development. This facilitated online program guides faculty through implementation of research-based instructional practice to support student success in the classroom, with an equity focus. It is nationally recognized and accredited by the American Council on Education and has special concentrations for online instruction. A faculty lead will support implementation on campus for an annual cohort of 30 faculty	**% Completed:** 25 In response to classified requests by Fiscal Services, Facilities planing, and administrative assistants across the college, Excel Beginner/Intermediate and Advanced classes were developed to meet specific needs. These were offered in a series model throughout the year. (06/14/2019) **Reporting Year:** 2017-18 **% Completed:** 25 In Spring 2018 CSEA Training U was contracted to offer a series of three Leadership Training Courses for classified staff. 49 participants attended workhops: Develop Your Inner Leader, Motivate and Influence, and Building Your Network. (07/17/2018)

participants.
Lead: Lianne Greenlee, Tania Anders
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 40000
Request - No Funding Requested - Collaborate with the SEAP funded Professional Learning Academy
Describe Plans & Activities Supported (Justification of Need): Through ongoing collaboration with the Professional Learning Team, design and develop professional learning opportunities for all constituency groups to advance the Mt. SAC Professional Development Plan, with a focus on Equity, diversity, and cultural competence.
Lead: Sun Ezzel, Tania Anders, Lianne Greenlee
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: High

Request - No Funding Requested - BP and AP on Professional Development
Describe Plans & Activities Supported (Justification of Need): In collaboration with the Professional Development Council and the Faculty Professional Development Council, POD will support the

	development with a professional development BP and AP to ensure ongoing institution support for employee learning. **Lead:** Tania Anders, Lianne Greenlee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High	
Evaluate Effectiveness - Systematically evaluate professional development opportunities and use results as the basis for program improvement. **Status:** Active **Goal Year(s):** 2017-18, 2018-19 **Date Goal Entered (Optional):** 08/08/2017	**Request - No Funding Requested -** Collaborate with the Professional Development Council to review Conference and Travel data for improvement of the Conference and Travel application and approval process. **Lead:** PDC and Lianne Greenlee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2018-19 **% Completed:** 50 In collaboration with the Professional Development Council, POD supported the participation of 164 classified, faculty, and management employees in off-campus professional learning opportunities. (06/14/2019) **Reporting Year:** 2018-19 **% Completed:** 50 End of year Conference and Travel data has been collected and evaluated since the 2016-17 academic year. In 2018-19 PDC did an analysis of how this funding aligned to the Mt. SAC Professional Development Plan and reviewed self-reported outcomes of participants to inform changes in application criteria and approval. (06/14/2019) **Reporting Year:** 2017-18 **% Completed:** 25 Utilizing 2016-17 data PDC revised the POD Conference and Travel application to increase the total funding amount per year allotted up to $1,800, request information regarding need for out of state/international travel, and implemented a group travel process. 213 C&T requests were reviewed in 2017-18, with 173 employees attending 183 approved off-campus conferences. Data was aligned with the Professional Development Plan and indicated that travel primarily was used to support instructional and organizational development. (07/17/2018) **Related Documents:**

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
		2017-18 POD C & T Use of Funds.xlsx

Reporting Year: 2016-17
% Completed: 75
Conference and Travel data was used to evaluate the 2016-17 process and use of funds. PDC voted to support changes to the C & T criteria, forms, funding availability, and evaluation process. Changes will be implemented in fall 2017. (08/29/2017)

Request - No Funding Requested - Implementation of a new Professional and Organizational Development database application.
Describe Plans & Activities Supported (Justification of Need): The current POD database application has served the department well but does not have the capacity to support tracking of specific professional development activities and training that is included in the CSEA 262, CSEA 651, and Faculty Association contracts, nor does it track mandatory training that is required of specific employee groups by state and federal laws. In collaboration with the Foundation for California Community Colleges, a new POD database learning management system will be implemented. This project will include collaboration with an IT Project team, Human Resources, and the Chancellors Office.
Lead: Lianne Greenlee, Monica Cantu-Chan
Type of Request: IT SUPPORT: Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional

Reporting Year: 2018-19
% Completed: 25
POD has begun work with the Foundation for California Community Colleges to implement the Cornerstone learning management system in alignment with the Vision Resource Center as the new POD Connect database. In collaboration with the IT Project Team, training of system administrators has begun. Implementation is planned for fall 2019. (06/14/2019)

Reporting Year: 2017-18
% Completed: 25
The POD Director and Admin Specialist II have worked with IT Business Analysts to design POD database workflow charts that will be used to obtain bids from consultants on development of a new POD APEX application. Simultaneously, Cabinet has approved the investigation of Mt. SAC's participation in the Chancellor supported Cornerstone Professional development database project. (07/17/2018)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans

technologies.
Planning Unit Priority: High
Documentation Attached?: Yes
Related Documents:
[MOU between The Foundation for California Community Colleges and Mt. SAC.docx](#)

Request - No Funding Requested - Review and revise the Mt. SAC Professional Development Plan in collaboration will all college stakeholders
Describe Plans & Activities Supported (Justification of Need): Professional learning assessments and evaluations
Lead: Professional Development Council
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: High
Documentation Attached?: Yes
Related Documents:
[PD PLAN - Approved.docx](#)

Reporting Year: 2017-18
% Completed: 25
In June 2018 PDC held a summer retreat and reviewed data from alignment of POD 2016-2018 activities with the professional development plan areas of focus. Training offered over the last two years was concentrated in the following three areas: Technology skills, Teaching & Learning best practices, and Student success & support services. PDC determined that redesigning the PD plan to be outcomes based will more fully allow for evaluation of the impact of professional development on employee skills growth and student achievement. PDC will draft a new plan for collegewide input for review in fall 2018. (07/17/2018)
Related Documents:
[PD Plan Alignment 2016-18.pdf](#)

Assessment of Professional Learning Needs - Conduct annual professional learning needs assessments, share results, and utilize results to inform program development.
Status: Active
Goal Year(s): 2017-18, 2018-19
Date Goal Entered (Optional): 08/08/2017

Request - No Funding Requested - Conduct a campus wide professional development needs assessment for each constituency group (classified, managers, faculty) on an annual basis. Utilizing a survey that has been agreed upon by all key stakeholders.
Describe Plans & Activities Supported (Justification of Need): Assessment survey tools such as Qualtrics

Reporting Year: 2018-19
% Completed: 100
In accordance with Title 5 regulations each constituency group (faculty, classified, and managers) develops and completes an annual needs assessment. Each assessment is done in conjunction with a large event: Fall Faculty FLEX, Classified CPD-Day, and Managers PEAK Summit. Results are reviewed by FPDC, CPDC, and MPDC and shared with PDC to inform development of professional learning programs for each employee group. This process is institutionalized. (06/14/2019)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Type of Request: RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking). **Planning Unit Priority:** Medium **Documentation Attached?:** Yes	**Reporting Year:** 2017-18 **% Completed:** 50 In 2017-18 each constituency group (faculty, classified, and managers) developed and completed an annual needs assessment. Each assessment was done in conjunction with a large event: Fall Faculty FLEX, Classified CPD-Day, and Managers PEAK Summit. Results were reviewed by FPDC, CPDC, and MPDC and reported to PDC to inform development of professional learning programs for each employee group. (07/17/2018) **Related Documents:** 2017-18 Classified PD Annual Survey Results.docx 2017-18 Faculty PD Annual Survey Results.pdf 2018 Manager PD Survey Results 2018.pdf
	Request - No Funding Requested - Conduct qualitative or quantitative assessment of learning outcomes for each professional development activity in POD. **Lead:** Lianne Greenlee **Type of Request:** RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking). **Planning Unit Priority:** Medium	**Reporting Year:** 2016-17 **% Completed:** 25 MPDC created a needs assessment for managers and used the results to inform planning for the Winter 2017 managers retreat. (08/29/2017) **Reporting Year:** 2018-19 **% Completed:** 25 Learning outcomes for major programs and events were assessed through Qualtrics surveys and reported through executive summaries. Learning outcomes for each individual workshop session were assessed through paper-based evaluations which are documented in the POD database application. More robust assessment is needed to determine the impact of professional learning on student achievement. (06/14/2019) **Reporting Year:** 2016-17 **% Completed:** 25 Learning outcomes were established for each activity offered through POD in 2016-17. (08/29/2017)
	Request - Full Funding Requested - Support campus assessment activities through training on campuswide, web-based survey tool used to conduct survey research, evaluations, and other data	**Reporting Year:** 2017-18 **% Completed:** 100 $18,000 in funding was secured through the PIE resource request process to enter into a 3-year contract with Qualtrics from June 2018 through June 2021. During the 2017-18 year use of this software increased to 327 users

collection activities.

Describe Plans & Activities Supported (Justification of Need): Three-year Qualtrics contract to support students, faculty, staff, and managers in research, evaluations, and other data collection activities. There are 400 surveys ongoing. Qualtrics allows others to collaborate on surveys. It allows the RIE office to work work with students to provide feedback on their surveys. It also is ADA Compliant. The price deal we've received in the past may no longer be possible. The estimated costs is $50,000 for a 3-year pricing.

Lead: Lianne Greenlee

Type of Request: RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking).

Planning Unit Priority: Medium

On-Going Funding Requested (if applicable): 18000

Request - No Funding Requested - Use POD assessment data from all activities to create an annual professional development report.

Lead: Lianne Greenlee

Type of Request: RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking).

Planning Unit Priority: Medium

Request - No Funding Requested - Revise the standard POD evaluation form and utilize the evaluation tools

who created 423 new surveys. (07/17/2018)

Reporting Year: 2016-17

% Completed: 75

Approximately 125 Mt. SAC faculty, staff, and students utilized this survey tool to create over 189 new surveys in Qualtrics during the 2016-17 year. POD offered Qualtrics training through courses and individualized training opportunities. (08/30/2017)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	built into POD Connect to reflect a deeper focus on professional learning outcomes for each activity. **Lead:** Lianne Greenlee **Type of Request:** RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking). **Planning Unit Priority:** Medium	
Collaboration - Collaborate with key stakeholders to gather input, leverage resources, and develop and implement professional learning opportunities to support all faculty, managers, and staff. **Status:** Active **Goal Year(s):** 2017-18, 2018-19 **Date Goal Entered (Optional):** 08/08/2017	**Report directly on Goal**	**Reporting Year:** 2018-19 **% Completed:** 50 During the 2018-19 academic year POD actively collaborated with programs, committees, and departments across the campus to provide 746 individual professional learning activities for employees, a 62% in offerings over the last 3-years. (10/10/2019) **Reporting Year:** 2018-19 **% Completed:** 25 POD worked with Human Resources to provide 170 adjunct faculty with onboarding as well as training to support their applications for full-time faculty positions by offering a new workshop entitled, "Getting a Full-Time Faculty Job at a Community College". This session was recorded for the Magic Mountie podcast and was the most listened to episode of 2018-19. (06/14/2019) **Reporting Year:** 2018-19 **% Completed:** 50 POD has established joint collaborative efforts to offer ongoing training with departments across campus including IT, Faculty Center for Learning Technology, Emergency Preparedness, Wellness Center, Health Center, Human Resources, the Writing Center, ACCESS, Facilities, and academic departments within Instruction. (06/14/2019) **Reporting Year:** 2018-19 **% Completed:** 100 POD Collaborated with Fiscal Services to provide training for implementation of Workforce timesheets for all classified

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Report directly on Goal	and managers. (06/14/2019)
		Reporting Year: 2017-18 **% Completed:** 25 During the 2017-18 year POD collaborated with committees and departments across the campus to develop and support employee workshops, retreats, and conferences. Examples include the Instruction Team Managers Retreat, EAS Retreat, and Biology Department training. (07/17/2018)
	Request - No Funding Requested - Collaborate with the Wellness Committee to support wellness activities and training at Mt. SAC **Lead:** Lianne Greenlee and Wellness Committee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2017-18 **% Completed:** 25 POD collaborated with the Wellness Committee to offer monthly wellness training classes on topics from stress reduction to Healthy Cooking classes. Additionally, 47 employees participated in the Mindfulness for Wellness series which was offered in fall, winter, and summer to teach the concepts and practice of Mindfulness Based Stress Reduction (MBSR). (07/17/2018)
		Reporting Year: 2016-17 **% Completed:** 50 POD supported a needs wellness assessment through Qualtrics, funded a keynote evening address by Dr. Sears, and collaborated to host a monthly wellness speaker. (08/30/2017)
		Reporting Year: 2016-17 **% Completed:** 25 Yolanda Haro developed and piloted a Mindfulness for Wellness series in Summer 2017, with 20 employees participating for five weeks. This pilot will be fully implemented in 2017-18 (06/29/2017)
	Request - No Funding Requested - Collaborate with the Director of Emergency Preparedness to provide ongoing training for Mt. SAC employees, including an annual Emergency Preparedness month with focused training opportunities as well as online learning. **Lead:** Lianne Greenlee, Risk Management, Emergency	**Reporting Year:** 2017-18 **% Completed:** 25 POD collaborated with the Director of Emergency Preparedness to cluster offer 22 workshops in October 2018, as well as monthly classes which including the addition of CERT and DSW-in-Action offerings. Additionally, data gathering and planning for mandatory training was done in Spring 2018 with anticipated implementation planned for fall 2018 (07/17/2018)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Preparedness Committee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2016-17 **% Completed:** 50 Through ongoing collaboration Disaster Service Worker training was offered during October 2017 and integrated into the New Employee Welcome Series. (08/30/2017)
	Request - No Funding Requested - Collaborate with the IT trainer to support essential technology skills development for hardware and software. **Lead:** Lianne Greenlee and Evelyn Ojeda **Type of Request:** IT SUPPORT: Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies. **Planning Unit Priority:** Medium	**Reporting Year:** 2017-18 **% Completed:** 25 POD collaborated with IT to provide training for O365 implementation in Fall 2018. Technology training for BoardDocs and document accessibility were jointly supported as well. Additionally, 68 workshops in support of collegewide operational systems were offered during 2017-18 in collaboration with the IT trainer. (07/17/2018)
	Request - No Funding Requested - Collaborate with the Faculty Professional Development Council, the Vice President of Academic Senate, and the FLEX Day Committee to support Flex Day events. **Lead:** Lianne Greenlee and Academic Senate Vice President **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2018-19 **% Completed:** 100 POD co-sponsored Kimberly Papillon in presenting the Neuroscience of Decision-making at four sessions in 2018-19 with a focus on addressing the topics of unconscious bias and equity in hiring practices. 386 staff, faculty, and managers attended these sessions. (06/14/2019) **Reporting Year:** 2017-18 **% Completed:** 25 The Director of POD collaborated with the FLEX Taskforce to support implementation of two FLEX Days during 2017-18. The addition of an equity speaker to the Spring FLEX day Opening Session increased attendance for both full-time faculty and resulted in the highest levels of participation of adjunct faculty (166) in a FLEX Day over the last four years. (07/17/2018) **Related Documents:** FLEX Day Adjunct Participation 2014-2018.pdf

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Request - No Funding Requested - Collaborate with the Faculty Center for Learning Technology, Presentation Services, and other interested departments to provide high quality professional learning for supporting faculty integration of instructional technology. **Lead:** Lianne Greenlee and FCLT Team **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2017-18 **% Completed:** 25 POD collaborated with Presentation Services to provide training in Audio Visual Classroom Basics for all faculty teaching in the new Business Center Complex. Additionally, Carousel Digital Signage and Dynamic Presentations Using an Interactive Whiteboard were developed. POD also brought FCLT and the LLC together to assist with the first collaboration of Learning Technology Week offered in April 2018. (07/17/2018)
	Request - No Funding Requested - Collaborate with FPDC and Salary and Leaves Committee to support implementation of Professional Growth Increment contractual language. **Lead:** Lianne Greenlee and Faculty Professional Development Coordinator **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2017-18 **% Completed:** 25 During the 2017-18 year all backlog of courses submitted for PGI review to Salary and Leaves were completed and updated lists of approved courses are posted on the POD website. (07/17/2018)
	Request - No Funding Requested - Collaborate with the VOICES Committee to identify, develop, and communicate employee recognition activities and awards. **Describe Plans & Activities Supported (Justification of Need):** Annual budget in support of	**Reporting Year:** 2018-19 **% Completed:** 75 With support from POD, The VOICES Committee implemented two new employee recognition programs in 2018-19, "High 5" and "Light in the Night". 86 employees were recognized by their colleagues and sent a "Shout Out" in appreciation of their excellent work. (06/14/2019) **Reporting Year:** 2017-18

Unit Goals	Resources Needed	*Where We Make an Impact: Closing the Loop on Goals and Plans*
	materials and staffing for employee recognition activities. **Lead:** Lianne Greenlee and VOICES Committee **What would success look like and how would you measure it?:** Budget allocation and use **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High	**% Completed:** 50 An ongoing budget of $3,500 was secured through the PIE resource request process to support implementation of three new employee recognition programs through the VOICES Committee. 102 individual "Shout Outs" for excellence were distributed. The Way to Go Joe quarterly department award was created, and the first annual Celebration of Excellence was held. (07/17/2018)
	Request - No Funding Requested - Collaborate with Guided Pathways leaders to develop professional learning opportunities in support of full initiative implementation. **Describe Plans & Activities Supported (Justification of Need):** Work with the Guided Pathways leaders to define professional learning activities that will support ongoing implementation of the initiative. **Lead:** Lianne Greenlee and Faculty Professional Development Coordiantor **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High	**Reporting Year:** 2018-19 **% Completed:** 50 POD partnered with Guided Pathways to institute an annual Faculty Focus Retreat in which 30 faculty from across the college engaged in dialogue and planning with other colleagues about Guided Pathways pedagogy. (06/14/2019)
	Request - Full Funding Requested - Informed for Action Day Annual Event to engage employees with actionable research related to Guided Pathways, SEAP, and AB705. **Describe Plans & Activities**	

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Supported (Justification of Need): Informed for Action Day is proposed for March 13, 2019. It will provide an opportunity for 80-100 employees to attend conference sessions on campus to engage in the following: (1) research being conducted on campus by our employees and others for their doctorate/master, (2) research being conducted on campus by our employees to improve programs and services, and (3) research and evaluation tools (Qualtrics). The sessions will use Data Coaching and Training From the Back of the Room techniques to engage attendees in the research and how to use the findings for action. Informed for Action Day will be part of a larger series of events to engage the campus in reflective and actionable research using Data Coaching. Various project areas will be highlighted: Guided Pathways, SEAP, SCE, AB 705, to mention a few.
Lead: Lianne Greenlee, GPS Faculty, Barbara McNeice-Stallard
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 20000

Communication - Increase communication about and visibility of professional development
Status: Active

Report directly on Goal

Reporting Year: 2018-19
% Completed: 25
Training newsletter templates continue to be used for each employee group (managers, classified, faculty). and are

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Goal Year(s): 2016-17, 2017-18, 2018-19 **Date Goal Entered (Optional):** 08/08/2017	**Report directly on Goal**	used to advertise specialized program offerings in each term so that employees can see the breadth of offerings in one location. Additionally, monthly emails with all POD offerings are sent to all employees, with followup emails marketing specialized training sent to targeted groups. (06/14/2019)
		Reporting Year: 2017-18 **% Completed:** 25 Training newsletter templates were designed by marketing for each employee group (managers, classified, faculty). and are used to advertise specialized program offerings in each term so that employees can see the breadth of offerings in one location. Additionally, monthly emails with all POD offerings are sent via Outlook to all employees, with follow-up emails marketing specialized training sent to targeted groups. (07/17/2018)
	Request - No Funding Requested - Continually update the POD website for relevancy and use as an effective communication tool for campus professional development **Describe Plans & Activities Supported (Justification of Need):** Staffing to continually update POD website **Lead:** Lianne Greenlee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High	**Reporting Year:** 2018-19 **% Completed:** 50 The POD website continues to be updated with Highlights for current programs leading directly to essential information, specialized pages for each constituency group, updated photos of professional learning events, and special webpages developed for major events. In 2018 the main POD webpage had 53,511 page views with 11,534 unique visitors and 3,059 returning visitors. (06/14/2019)
		Reporting Year: 2017-18 **% Completed:** 25 The POD website continues to be updated with Highlights for current programs and special webpages developed for major events such as Sonia Nazario and Colson Whitehead. (07/17/2018)
		Reporting Year: 2016-17 **% Completed:** 75 The POD website was completely redesigned in March 2017 to provide greater clarity of and access to professional learning information. (08/30/2017)
	Request - No Funding Requested - Explore communication tools in support of employee access to and	**Reporting Year:** 2018-19 **% Completed:** 50 The PLA used the Magic Mountie podcast as a platform for

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	engagement with professional learning. **Lead:** Lianne Greenlee **Type of Request:** MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media. **Planning Unit Priority:** Medium	collaborating with equity programs across the college. The Magic Mountie Podcast was created to provide greater access of Mt. SAC employees to professional learning topics, including an exploration of how to improve the success of students from designated campus equity populations. 53 Episodes have been produced with a total of 5,861 unique downloads. (06/14/2019)
		Reporting Year: 2018-19 **% Completed:** 25 Training newsletter templates continue to be used for each employee group (managers, classified, faculty). and are used to advertise specialized program offerings in each term so that employees can see the breadth of offerings in one location. Additionally, monthly emails with all POD offerings are sent to all employees, with followup emails marketing specialized training sent to targeted groups. (06/14/2019)
		Reporting Year: 2018-19 **% Completed:** 100 The Professional Learning Team, supported by POD, presented the innovative Magic Mountie podcast, at the Strengthening Student Success Conference and the 4CSD Conference. (06/14/2019)
Use of Resources - Leverage department and collegewide resources to address staffing needs, maintain and enhance delivery of professional learning, and secure access to facilities. **Status:** Active **Goal Year(s):** 2017-18, 2018-19 **Date Goal Entered (Optional):** 09/01/2017	**Report directly on Goal**	**Reporting Year:** 2018-19 **% Completed:** 100 POD received an increase in staffing for a full-time Administrative Assistant III for support of faculty professional development through Guided Pathways to augment SEAP funding for this position. (06/14/2019)
	Request - Full Funding Requested - Secure a larger space for participant professional development training **Describe Plans & Activities Supported (Justification of Need):** The growth of POD programs is outpacing the POD office suite functionality. POD programs and support of professional learning	**Reporting Year:** 2018-19 **% Completed:** 25 The PLA Office space was refreshed with paint, carpeting, and removal of old cabinetry however, furniture to complete the office was placed on hold as space allocations in the POD office suite were discussed. In Spring 2018 POD annexed the LOFT space "as is" and began using it for training purposes. In June 2018 COMPAC approved the move of all POD offices to the LOFT space, with renovation

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campuswide has increased 62% over the last three years. As more employees across the college engage in professional development the current POD Office Suite has been unable to accommodate the workshops, especially for any classes with greater than 20 participants. In Winter 2018 POD annexed the LOFT space in building 6. This new space will allow for larger capacity groups to simultaneously use the facility and engage in learning. The space needs to be renovated to include office space for POD staff, updated presentation technology, greater wifi access, multi-purpose furniture, demo of old cabinetry, and refreshed flooring, painting, and lighting.

Lead: Lianne Greenlee

What would success look like and how would you measure it?: A larger training space for POD identified and in use

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High

Request - Full Funding Requested - Secure staffing to support employee enrollment, attendance verification, and evaluation of professional learning activities.

Describe Plans & Activities Supported (Justification of Need): Increase in hourly Administrative Assistant II position to 0.60

of the space to include furniture for POD offices, updated presentation technology, wifi access, furniture for training space, demo of cabinetry, new flooring, painting, and lighting. No project manager has been assigned and no budget has been developed. It is hoped that the renovations will begin in Winter 2020. (06/14/2019)

Reporting Year: 2018-19
% Completed: 50
The POD LOFT (Learning Opportunities for Transformation) space for employee professional learning, hosted 207 workshops and employee activities during the 2018-19 academic year. (06/14/2019)

Reporting Year: 2016-17
% Completed: 100
$30,000 in one-time funding was provided to annex and refresh office space adjacent to the POD suite for use by the Professional Learning Team beginning in fall 2017. (09/01/2017)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans

Lead: Lianne Greenlee
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 27000
Request - Full Funding Requested - POD Assistant Director
Describe Plans & Activities Supported (Justification of Need): POD supports the academic mission and goals of the College by proving professional learning to develop well- qualified and engaged faculty, staff, and managers. An Assistant Director position is needed to help with planning, organizing, managing and assisting with the oversight of POD functions, activities, and specialized project implementation including delivering training, assisting with managing employee recognition, overseeing mandated training programs, and implementing grant funding outcomes.
Lead: Lianne Greenlee
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 164610

Reporting Year: 2016-17
% Completed: 0
A POD Assistant Director position was created and opened. Unfortunately, funding cuts led to the position not being filled. (09/01/2017)

Request - Full Funding Requested - Classified Professional Development Coordinator (Full-time Release Position)
Describe Plans & Activities Supported (Justification of Need):

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Classified have developed programs such as the Great Staff Retreat, CPD-Day, and ongoing professional learning opportunities through efforts of the Classified Professional Development Committee (CPDC). All planning and coordination of this intensive work has been completely voluntary. There is currently no designated classified professional development representative to lead these efforts. With state funds for Professional Development for Classified Community College employees now available there is a need for a classified full-time release coordinator, appointed by the Classified Senate, to coordinate these efforts on behalf of the classified units. **Lead:** Lianne Greenlee **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** High **Request - Full Funding Requested -** Instructional Designer (Classified Staff) **Describe Plans & Activities Supported (Justification of Need):** Professional development learning platforms have evolved from a traditional face-to-face model to include use of technology to support just-in-time learning through online workshops, hybrid classes, and podcasts. Through the new Cornerstone "POD Connect" learning management system POD will be able to offer employee learning in	

these new formats. Specialized and technical support is needed for the development and design of coursework and curriculum in Canvas, eLearning module development, podcast production, and other online learning formats. This alternate mode of delivery is especially critical for use by classified staff and adjunct faculty who often have less flexibility in their daily schedule for engagement with professional learning.

Lead: Lianne Greenlee

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 81202

Request - No Funding Requested - Apply for a Title V Grant focused on Creating an Equity-minded Campus Culture to Improve Student Outcomes

Describe Plans & Activities Supported (Justification of Need): This project will provide a comprehensive set of activities to improve the academic achievement and personal development of Hispanic students, low-income students, and other students underrepresented in higher education. Specific activities include: an Equity Certification for faculty, a community of practice for equity, professional development in brain-based teaching and learning, universal design in syllabus creation,

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	an instructional designer for professional learning, podcasts, an annual campus summit on equity, use of open educational resources, professional development for distance education faculty and staff, integration of technology tools to connect students with support services, data coaching, an onboarding process for student workers, equity workshops for student workers, infusing equity components into new employee onboarding, personal and leadership development workshops for students, online modules for student professional development and financial literacy, the creation of a Consumer Resource Center, financial literacy workshops for students and educators, an annual Consumer Resource Fair, a student-led conference focused on issues of equity, and various events (e.g., annual expert speaker, One Book, One Campus) that promote greater campus-wide cultural competence. **Lead:** Adrienne Price and Lianne Greenlee **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** High	