Division Goals Summary

PIE - Professional & Organizational Development Manager

Ongoing/Multi-Year Goal - Provide professional learning opportunities for faculty, managers, and staff that are consistent with the institutional mission, goals, and areas of college focus.

Goal Year(s): 2017

Updates on Goals	
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. **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 and also provide a follow-up Coaching café opportunity to extend learning of skills introduced at the retreat. **Reporting Year:** 2017-18 **% Completed:** 25	
The POD Budget received an increase of $13,500 in ongoing funding to support the annual CPD-Day event. Funds were 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. **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 interacting within the diverse college community. An additional 133 employees attended Color Code for Interpersonal Communication training.	

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Updates on Goals	
Reporting Year: 2017-18 **% Completed:** 25	
The Adjunct Faculty Resources website was created during 2017-18 with input from department chairs and programs throughout the campus. During the Spring 2018 semester it had 394 unique users with 772 total pageviews. Website Link:http://www.mtsac.edu/pod/resources/adjunctfacultypage/adjunctfacultypage.html (**Reporting Year:** 2017-18 **% Completed:** 25	
The PLA used the Magic Mountie podcast as a platform for collaborating with equity programs across the college. 19 episodes were made available, with the Summer 2018 series highlighting student equity programs and resources including DREAM, The Pride Center, ACES, Veterans Center, and ACCESS. 330 unique listeners used this resource in the Spring semester. **Reporting Year:** 2017-18 **% Completed:** 25	
Two New Employee Welcome (NEW) training sessions were conducted during 2017-18, introducing 43 classified staff to the history and culture of Mt. SAC. 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, 95%indicated an increased understanding of campus resources and increased confidence in referring students to them. **Reporting Year:** 2017-18 **% Completed:** 25	
POD successfully managed the Conference and Travel budget in collaboration with the Professional Development Council to support 173 classified, faculty, and management employees participation in 183 off-campus professional learning opportunities. **Reporting Year:** 2017-18 **% Completed:** 25	
292 faculty, staff, and managers attended the Sonia Nazario Lecture Event on February 23, 2018. 98% of employees who responded to an event survey agreed that faculty can do more to help immigrant students be successful in their educational journeys and 90% indicated they were more interested in techniques they can use to improve student success among immigrant students **Reporting Year:** 2017-18 **% Completed:** 25	

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Updates on Goals	
Through unwavering support by the President's Office a manager retreat was held in January 2017 with 78 managers attending. The retreat resulted in a cultural shift towards renewed focus on management professional learning to cultivate leadership development. **Reporting Year:** 2016-17 **% Completed:** 25	: An annual manager retreat contributes to support of student success. MPDC and Steering Committee will work together in 2017-18 through the Meet and Confer process to request additional $60,000 in resources to support the momentum initiated at the January 2017 managers retreat. (09/01/2017)
In December 2017 a New Employee Welcome event was held for employees hired May 2015 through November 2017. 100% of Classified staff who attended the orientation session (n=41) agreed that it was worth their investment of time to attend. A NEW series pilot was offered in Summer 2017. No evaluation results are available at this time. **Reporting Year:** 2016-17 **% Completed:** 25	: New Employee Welcome will be held twice annually in late fall and late spring. Each NEW event will be followed by a NEW series also to be offered twice annually in Summer and Winter terms. (09/01/2017)
A New Faculty Seminar Coordinator collaborated with the Professional Learning team, with input from an Academic Senate Task Force to redesign the New Faculty Seminar program and learning outcomes. 52 new faculty participated in 2016-17. 94% of 2016-17 New Faculty Seminar participants reported being motivated to close achievement gaps through their work in and out of the classroom. **Reporting Year:** 2016-17 **% Completed:** 25	: New Faculty Seminar outcomes evaluations were used to inform updates to the New Faculty Seminar curriculum for 2017-18. (09/01/2017)
The Professional Learning Academy sponsored "An Evening with Dr. Cornel West". This event addressed the topic of equity and social responsibility and was attended by 380 faculty, staff, and students. Employees who attended reported that they left with a greater sense of purpose about their role in supporting our diverse student body. **Reporting Year:** 2016-17 **% Completed:** 25	: Access to a high profile speaker led to increased participation and engagement with extended learning opportunity of employees across constituency groups. As funding permits, one high profile speaker aligned with collegewide initiatives and goals will be contracted with annually. (09/01/2017)
Yolanda Haro developed and piloted a Mindfulness for Wellness series in Summer 2017, with 20 employees participating for five weeks. **Reporting Year:** 2016-17 **% Completed:** 25	: This pilot will be fully implemented in 2017-18 (09/01/2017)

Ongoing/Multi-Year Goal - Evaluate Effectiveness: Systematically evaluate professional development opportunities and use results as the basis for program improvement.

Goal Year(s): 2016

Updates on Goals	
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. Data was aligned with the Professional Development Plan and indicated that travel primarily was used to support instructional and organizational development. **Reporting Year:** 2017-18 **% Completed:** 25	
Survey assessment items for PLA outcomes were designed to be consistently implemented across PLA program offerings. Two reference documents were created including, "Assessment Techniques for Professional Learning Team Objectives" and "F-23 Outcomes survey items". **Reporting Year:** 2017-18 **% Completed:** 25	
$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 who created 423 new surveys. POD used this survey tool to evaluate all PLA programs, conduct annual needs assessments for each constituency group, and gather data on major POD events including NEW, NFS, EID, Colson Whitehead, and Sonia Nazario. **Reporting Year:** 2017-18 **% Completed:** 25	
Conference and Travel data was used to evaluate the 2016-17 process and use of funds. **Reporting Year:** 2016-17 **% Completed:** 25	: PDC voted to support changes to the C&T criteria, forms, funding availability, and evaluation process. Changes will be implemented in fall 2017. (09/01/2017)
POD has made significant strides to develop effective data tools for tracking, assessment, planning, and reporting of professional development outcomes. In 2016-17 all activities offered through POD had defined learning outcomes developed by the course facilitator. Efforts to evaluate professional learning course and program outcomes was initiated in the Equity Certificate, Leading for Equity, New Employee Welcome Series, CPD-Day event, FLEX day event, Inspired Teaching Conference, DREAM Ally training, and other large-scale trainings. **Reporting Year:** 2016-17 **% Completed:** 25	: There is a need to redesign the standard POD activity evaluation so that it is outcomes aligned. (09/01/2017)

Ongoing/Multi-Year Goal - Needs Assessment: Conduct annual professional development needs assessments, share results, and utilize results to inform program development.

Goal Year(s): 2016

Updates on Goals	
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. **Reporting Year:** 2017-18 **% Completed:** 25	
Needs assessments were developed by MPDC and the Wellness Committee and supported through the Qualtrics tool. **Reporting Year:** 2016-17 **% Completed:** 25	: Needs assessment survey responses are increased when the survey is administered in collaboration with a larger constituency specific event. In 2017-18 needs assessments will be in conjunction with CPD-Day and Fall FLEX Day. (09/01/2017)

Ongoing/Multi-Year Goal - Collaboration: Collaborate with key stakeholders to gather input, leverage resources, and develop and implement professional learning opportunities to support all faculty, managers, and staff.

Goal Year(s): 2016

Updates on Goals	
In 2017-18 POD established joint collaborative efforts to offer ongoing monthly or quarterly training with colleagues across campus including IT, Faculty Center for Learning Technology, Emergency Preparedness, Health Center, Human Resources, the Wellness Committee, Public Safety, Guided Pathways, DEST, Title V, and Fiscal Services. **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. **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. **Reporting Year:** 2017-18 **% Completed:** 25	
In June 2017 POD partnered with the Dream Program to offer AB 540 DREAM Ally training for a cohort of 24 Mt. SAC faculty, staff, and management leaders committed to serving undocumented students through ongoing campus involvement with these students and about AB 540 issues. **Reporting Year:** 2016-17 **% Completed:** 25	: Building on this successful effort, collaborations with LEAD, ANAPISI, and Title V are being explored for 2017-18 (09/01/2017)
In 2016-17 POD established joint collaborative efforts to offer ongoing training with departments across campus including IT, Faculty Center for Learning Technology, Emergency Preparedness, Health Center, Human Resources, the Writing Center, Facilities, and School of Continuing Education. **Reporting Year:** 2016-17 **% Completed:** 25	: Establish early fall planning meetings with each department to create quarterly and annual rotations of workshops in POD. (09/01/2017)

Ongoing/Multi-Year Goal - Communication: Increase communication about and visibility of professional development.

Goal Year(s): 2016

Updates on Goals	
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 followup emails marketing specialized training sent to targeted groups. **Reporting Year:** 2017-18 **% Completed:** 25	
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 such as Sonia Nazario and Colson Whitehead. **Reporting Year:** 2017-18 **% Completed:** 25	
The POD website was completely designed in March 2017 to provide greater clarity of and access to professional learning information. **Reporting Year:** 2016-17 **% Completed:** 50	**:** A POD staff member has been designated to ensure relevancy of POD website information and timely posting of professional learning opportunities. Exploration of digital resources such as videos, podcasts, and social media links needs to be considered. (09/01/2017)

Ongoing/Multi-Year Goal - Use of Resources: Leverage department and collegewide resources to address staffing needs, maintain and enhance delivery of professional development, and secure access to facilities.

Updates on Goals	
$13,500 in ongoing funding for CPD-Day was prioritized through the 2016-17 PIE resource request process and added to the POD budget. **Reporting Year:** 2017-18 **% Completed:** 25	
An ongoing budget allocation of $3,500 was secured through the PIE resource request process to support VOICES Committee efforts. Funding was used for implementation of three new employee recognition programs. 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. **Reporting Year:** 2017-18 **% Completed:** 25	
$18,000 in one-time funding was prioritized through the PIE resource request process in 2017-18 for the purchase of a three-year Qualtrics contract from June 2018-2021 **Reporting Year:** 2017-18 **% 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 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 2019. **Reporting Year:** 2017-18 **% Completed:** 25	
$13,500 in one-time funding was prioritized for CPD-Day through the 2015-16 PIE resource request process. **Reporting Year:** 2016-17 **% Completed:** 100	: Classified Professional Development Day (CPD-Day) is held annually each August. Initial support for this event was provided through one-time support by the Foundation and the President's Office. A one-time budget request was granted in 2016-17 for support of the August 2017 CPD-Day event. Annual funding in the amount of $15,000 is needed to provide a Continental Breakfast, boxed lunches, contracted keynote speakers and expert presenters on topics identified by CPDC. At this time there is no ongoing budget allocated to support the success of this annual event. (09/01/2017)

Ongoing/Multi-Year Goal - Use of Resources: Leverage department and collegewide resources to address staffing needs, maintain and enhance delivery of professional development, and secure access to facilities.

Updates on Goals	
$5000 in one-time funding was prioritized through the PIE resource request process in 2015-16 for the purchase of a one-year Qualtrics contract. **Reporting Year:** 2016-17 **% Completed:** 100	: Qualtrics is a valuable electronic survey tool used to evaluate programs, assess needs, and provide information for employee evaluations. This is a campuswide license collaboratively supported by IT, Research, and POD that is utilized by Mt. SAC employees and students. The software program allows for mobile access, is ADA compliant, and can be translated into multiple languages. In 2016-17 this survey software was used campus wide to create over 230 surveys with more than 15,000 responses. A three-year Contract in the amount of $19,000 is needed to support ongoing use of this survey tool. (09/01/2017)
A POD Assistant Director position was created and opened in Spring 2017. Unfortunately, funding cuts led to the position not being filled. **Reporting Year:** 2016-17 **% Completed:** 0	: The Assistant Director position was not staffed, yet a need still exists for full operation of POD department. $119,389 will be requested through the PIE Resource Request process to support hiring for this position. (09/01/2017)
An immediate needs request to increase the POD Administrative Assistant III position from 0.475 to 1.0 was sponsored by the Instruction Office but not successfully approved by President's Cabinet. **Reporting Year:** 2016-17 **% Completed:** 0	: Request ongoing funding for the increase of the Administrative Assistant III position to a 1.0 position through the PIE Resource Request allocation process in 2017-18. $50,888 will be requested for the increase in salary and benefits. (09/01/2017)
The Professional Development Council successfully managed the Conference and Travel to support 157 classified, faculty, and management employees participation in 199 off-campus professional learning opportunities. **Reporting Year:** 2016-17 **% Completed:** 25	: No loss of conference and travel funding for 2017-18 (09/01/2017)