

# 1. Assessment Plan - Three Column



## PIE - Human Resources: HR Operations & Employee Services Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p><b>Excellence</b> - Develop and maintain a team of highly qualified human resources professionals with the knowledge, skills, and competencies to effectively assist the College in attracting and retaining a highly qualified and engaged workforce (Faculty, Management and Staff); align HR staffing and service delivery to effectively support College objectives. Develop, maintain and deliver employee services (ex. Benefits and Compensation) that attract and retain a high performance workforce.</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19, 2019-20, 2020-21  <b>Goal Entered:</b> 07/01/2019</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2020-21  <b>% Completed:</b> 50            Benefits: Training for Medicare conversion for Active and Retired CalPERS enrollees.            Operations: (01/26/2021)</p>
<p><b>Collaboration</b> - Develop and maintain College-wide HR knowledge, skills, and collaboration among divisions and departments to ensure effective use of HR programs and resources in order to attract and retain a highly qualified and engaged workforce (faculty, managers, and staff).</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19, 2019-20,</p>	<p><b>Request - No Funding Requested -</b>            Training and ability to establish timely I-9 process across campus with multiple hiring managers/staff</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> I-9s are completed by the hired employee and submitted to HR for review; however, all components of the I-9 may not complete and</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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<p>2020-21  <b>Goal Entered:</b> 07/01/2019</p>	<p>requires significant follow up.  <b>Lead:</b> Alexis Carter  <b>What would success look like and how would you measure it?:</b> I-9 are completed entirely and submitted to HR within 3 days of hire.  <b>Type of Request:</b> OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.  <b>Planning Unit Priority:</b> High  <b>Total Funding Requested:</b> 0</p>	
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<p><b>Technological Integration</b> - Through the effective use of technology, develop and improve communication to increase employee's and manager's access to available HR services and improve processes to maximize efficiency of administrative and programmatic operations to make better data driven decisions. Make knowledge and resources easily available to current and prospective employees via electronic means such as websites and online applications.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19, 2019-20, 2020-21  <b>Goal Entered:</b> 07/01/2019</p>	<p><b>Request - No Funding Requested</b> - Business (HRIS) Analyst  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Access to a Business Analyst will assist HR in correlating the diverse information systems (PeopleAdmin, Banner, Maxient, OnBase, etc) to one another. Expected outcome would be to provide complete integration between all accessible systems with linked reporting. This would help the goal of technological integration by providing complete and accurate data from all avenues in order for the campus to make data informed decisions.  <b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.  <b>Planning Unit Priority:</b> Low</p>	<p><b>Request - Full Funding Requested</b> - Access to more efficient and</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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internally created reporting such as COGNOS

**Describe Plans & Activities Supported (Justification of Need):**  
 HR is tasked to create ongoing reports, submit ongoing scheduled reports, and consistently modify existing reports. This all has to be done through IT and at their own leisure. HR does not take priority. Having an internal reporting software available (COGNOS) would allow HR to take the needs of the campus and the data into its own department and make changes ad-hoc.

**Lead:** Alexis Carter

**What would success look like and how would you measure it?:** Able to accurately explain, promote, create, and distribute data as it is derived from Human Resources and the immediate requests submitted to HR.

**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

**Total Funding Requested:** \$100,000

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**Compliance -** Develop programs that ensure compliance with College-wide, State, Federal, and local laws and regulations relating to employee and temporary employment issues (ex. Benefits, Temporary Employment, trainings).

**Status:** Active

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**Goal Year(s):** 2018-19, 2019-20, 2020-21

**Goal Entered:** 07/01/2019

**Programs and Services -** Deliver programs and services that are timely, data driven, and effective in assisting faculty, staff, and managers in meeting its mission and goals of the College. Provide programs and services that are researched, in settings, are respectful and appropriate, and through utilizing multiple clear methods of communication.

**Status:** Active

**Goal Year(s):** 2018-19, 2019-20, 2020-21

**Goal Entered:** 07/01/2019

# 1. Assessment Plan - Three Column



## PIE - Human Resources: Labor Relations / Equal Employment Opportunity Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p><b>Excellence</b> - Develop and maintain a team of highly qualified human resources professionals with the knowledge, skills, and competencies to effectively assist the College in attracting and retaining a highly qualified and engaged workforce (faculty, managers, and staff); align HR staffing and service delivery to effectively support College objectives. Develop, maintain and deliver employee services (ex. Benefits) that attract and retrain a high performance workforce.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2018-19, 2019-20, 2020-21, 2021-22</p> <p><b>Goal Entered:</b> 10/06/2017</p>	<p><b>Request - Full Funding Requested -</b> Full travel reimbursement for candidates who are selected for interviews traveling more than 150 miles. Modify Board Policies and Administrative Policies.</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Do not want money to hinder the ability to interview with Mt. SAC.</p> <p><b>Lead:</b> Sokha</p> <p><b>What would success look like and how would you measure it?:</b> Competitive pool of diverse and equity minded candidates.</p> <p><b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p><b>Planning Unit Priority:</b> High</p>	
	<p><b>Request - Full Funding Requested - 2</b> -HR Recruiters</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Enter Description</p> <p><b>Lead:</b> Sokha Song</p> <p><b>What would success look like and how would you measure it?:</b> Enter Description</p> <p><b>Type of Request:</b> STAFFING: Requests for permanent employee positions or</p>	

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

temporary/hourly employees.  
**Planning Unit Priority:** Urgent  
**Total Funding Requested:** 0

# 1. Assessment Plan - Three Column



## PIE - Professional Development - Professional Learning Academy Unit

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No data found for the selected criteria.

# 1. Assessment Plan - Three Column



## PIE - Professional Development: Professional Development Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p><b>Professional Learning Opportunities -</b> Provide professional learning opportunities for faculty, managers, and staff that are consistent with the institutional mission, goals, and areas of college focus.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21</p> <p><b>Date Goal Entered (Optional):</b> 08/08/2017</p>	<p><b>Request - No Funding Requested -</b> Implement consistent operational training for management through collaboration with MPDC and Management Steering.</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> 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.</p> <p><b>*Lead:</b> Lianne Greenlee</p> <p><b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p><b>Planning Unit Priority:</b> Medium</p>	
	<p><b>Request - Full Funding Requested -</b> Implement a New Manager Onboarding Series</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> MPDC collaboration with Management Steering to offer a</p>	



<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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  
**On-Going Funding Requested (if applicable):** 20000  
**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  
**Request - No Funding Requested -** Annual manager retreat in support of management culture and learning.  
**\*Describe Plans & Activities Supported (Justification of Need):**  
 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 140 managers. Additional ongoing

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

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

**What would success look like and how would you measure it?:** Full manager participation in the annual retreat.

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

**Planning Unit Priority:** Medium

**Total Funding Requested:** None

**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 consultants, 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 for Mt. SAC employees.

**Planning Unit Priority:** High

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**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.

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

**Planning Unit Priority:** High

**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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

(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. POD will 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. The POD Coordinator will work with CSEA 651, CSEA 262, and CPDC to identify and prioritize learning opportunities.

**Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT

(POD): Requests that provide professional learning opportunities for Mt. SAC employees.

**Planning Unit Priority:** High

**Total Funding Requested:** None

**Request - Full Funding Requested -**

ACUE Certificate in Effective College

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

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 participants.

**\*Lead:** Lianne Greenlee, Lisa Amos

**What would success look like and how would you measure it?:** An

annual cohort of 30-35 faculty will be engaged in ACUE. Data will reflect the impact of their learning on student outcomes.

**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

**Total Funding Requested:** 40,000

**Request - No Funding Requested -**

Collaborate with the SEAP funded Professional Learning Academy

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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

<b>Evaluate Effectiveness -</b> Systematically evaluate professional	<b>Request - No Funding Requested -</b> Collaborate with the Professional	
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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<p>development opportunities and use results as the basis for program improvement.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21</p> <p><b>Date Goal Entered (Optional):</b> 08/08/2017</p>	<p>Development Council to review Conference and Travel data for improvement of the Conference and Travel application and approval process.</p> <p><b>*Lead:</b> PDC and Lianne Greenlee</p> <p><b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p><b>Planning Unit Priority:</b> Medium</p> <p><b>Request - No Funding Requested -</b> Review and revise the Mt. SAC Professional Development Plan in collaboration with all college stakeholders</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Professional learning assessments and evaluations</p> <p><b>*Lead:</b> Professional Development Council</p> <p><b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>Related Documents:</b>  <a href="#">PD PLAN - Approved.docx</a></p>	
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<p><b>Assessment of Professional Learning Needs -</b> Conduct annual professional learning needs assessments, share results, and utilize results to inform program development.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21</p>	<p><b>Request - No Funding Requested -</b> 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.</p>	
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*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**Date Goal Entered (Optional):**  
08/08/2017

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Assessment survey tools such as Qualtrics

**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 -**

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

**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 built into POD Connect to reflect a deeper focus on professional learning outcomes for each activity.

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**\*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, 2019-20, 2020-21  
**Date Goal Entered (Optional):** 08/08/2017

**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

**Request - No Funding Requested -**  
 Collaborate with the Director of Risk Management to provide ongoing training for Mt. SAC employees, including Return to Campus Protocols, an annual Emergency Preparedness month with focused training opportunities, and online learning resources.  
**\*Lead:** Lianne Greenlee, Risk Management, Emergency Preparedness Committee  
**What would success look like and how would you measure it?:**  
 Effective emergency preparedness training  
**Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

for Mt. SAC employees.

**Planning Unit Priority:** Medium

**Total Funding Requested:** None

**Request - No Funding Requested -**

Collaborate with the IT trainer to support essential technology skills development for hardware and software.

**\*Lead:** Lianne Greenlee

**What would success look like and**

**how would you measure it?:** Ongoing

training opportunities for software and hardware development

**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

**Total Funding Requested:** None

**Request - Full 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.

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Each year the FLEX Day Opening session includes a keynote speaker address. Survey data indicate 98% overall satisfaction with this format and evidence of informed changes in the classroom to support student learning. Resources to fund the speaker are not consistent, with guided pathways, equity funds, EEO funds, and other resources utilized but not always available. Ongoing

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

FLEX Day funding will ensure collegewide student success efforts are supported with speakers and materials at future FLEX Events.

**\*Lead:** Lianne Greenlee and Academic Senate Vice President

**What would success look like and how would you measure it?:**

Dedicated funding to support keynote speakers at FLEX Day activities

**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

**Total Funding Requested:** 12,000

**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

**Request - No Funding Requested -**

Collaborate with FPDC and Salary and Leaves Committee to support implementation of Professional

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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  
**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 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  
**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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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leaders to define professional learning activities that will support ongoing implementation of the initiative.

**\*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:** High

**Request - Full Funding Requested -** Power of our Data Annual Event to engage employees with actionable research

**\*Describe Plans & Activities Supported (Justification of Need):** The Power of our Data annual event will provide an opportunity for 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 pedagogical techniques to engage attendees in the research and how to use the findings for action. This conference 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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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highlighted: Guided Pathways, SEAP, SCE, AB 705, to mention a few.

**\*Lead:** Lianne Greenlee, GPS Faculty, Barbara McNeice-Stallard, Title V Data Coach Coordinator, Title V Data Coaches

**What would success look like and how would you measure it?:** Annual Power of our Data Event

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

**Planning Unit Priority:** Low

**On-Going Funding Requested (if applicable):** 20000

**Total Funding Requested:** 20,000

**Request - No Funding Requested -** Implement the 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, an instructional designer for professional learning, podcasts, an

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

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:** Lisa Rodriguez and Lianne Greenlee

**What would success look like and how would you measure it?:**

Accomplishment of 7 Goals and 9 Outcomes as measured by qualitative and quantitative data.

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

**Planning Unit Priority:** High

**Total Funding Requested:** None



<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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<p><b>Communication</b> - Increase communication about and visibility of professional development  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 08/08/2017</p>	<p><b>Request - No Funding Requested -</b>            Continually update the POD website for relevancy and use as an effective communication tool for campus professional development  <b>*Describe Plans &amp; Activities Supported (Justification of Need):</b>            Staffing to continually update POD website  <b>*Lead:</b> Lianne Greenlee  <b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  <b>Planning Unit Priority:</b> High</p>	
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	<p><b>Request - No Funding Requested -</b>            Explore communication tools in support of employee access to and engagement with professional learning.  <b>*Lead:</b> Lianne Greenlee  <b>Type of Request:</b> MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.  <b>Planning Unit Priority:</b> Medium</p>	
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<p><b>Use of Resources</b> - Leverage department and collegewide resources to address staffing needs, maintain and enhance delivery of professional learning, and secure access to facilities.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2017</p>	<p><b>Request - Full Funding Requested -</b>            Renovation of POD LOFT  <b>*Describe Plans &amp; Activities Supported (Justification of Need):</b>            The growth of POD programs is outpacing the POD office suite functionality. POD programs and support of professional learning campuswide has increased 62% over the last three years. As more employees across the college engage</p>	
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*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

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

**Total Funding Requested:** Being determined by Facilities Planning Team

**Request - Full Funding Requested -**

Secure staffing to support POD Connect professional development learning management system

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

The reclassification of an Administrative Specialist I to Administrative Specialist III is

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

needed in order to support the daily administration of POD Connect and the Title V grant. Additionally this position needs to go from a .475 to a .75 FTE. In November 2019 POD transitioned from a simple database to the use of the Cornerstone learning management system. This new professional development software is a powerful online professional development tool which is incredible nuanced, requiring a sophisticated understanding of its many features, including ILT set-up, session development, registration, learning assignments, attendance, reporting, and user troubleshooting. The more advanced skills needed to support POD Connect exceed the class characteristics of the Admin Specialist II position, as they require a higher level of independence, decision making, and judgment.

**\*Lead:** Lianne Greenlee

**What would success look like and how would you measure it?:** The

.475 FTE Administrative Specialist I position would be reclassified to a .75 FTE Administrative Specialist III position.

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

**Planning Unit Priority:** Urgent  
**One-Time Funding Requested (if applicable):** 29397

**On-Going Funding Requested (if applicable):** 39295

**Total Funding Requested:** 39,295

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**Related Documents:**

[20-21 Salary Proj-Template-CA9596 - Reclassification.pdf](#)

**Request - Full Funding Requested -**

POD Assistant Director - Transition from Title V

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

POD supports the academic mission and goals of the College by providing professional learning to develop well-qualified and engaged faculty, staff, and managers. The POD Assistant Director position is currently the project management lead for the Title V Grant and is 75% funded on the grant, which will conclude in 2023. This position is essential to the ongoing function of the department and a full transition of the position to the general fund is needed in order to ensure ongoing functions related to 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 diversity, equity, and inclusion training.

**\*Lead:** Lianne Greenlee

**What would success look like and how would you measure it?:**

The POD Assistant Director will be fully funded through the general fund.

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

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 164610  
**Total Funding Requested:** 164,610  
**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 is 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. Additionally, in the online working and learning environment it is essential to the basic delivery of professional learning.  
**\*Lead:** Lianne Greenlee  
**What would success look like and how would you measure it?:** The POD Instructional Designer will be

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

fully funded through the general fund.

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

**Planning Unit Priority:** High

**On-Going Funding Requested (if applicable):** 131309

**Total Funding Requested:** 131,309

**Request - Full Funding Requested -**

Administrative Specialist III -

Transition from Guided Pathways

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

POD currently supports the professional development learning needs of over 3,000 employees. Administrative specialist support is critical for effective and timely training to occur. At this time one of POD's Administrative Specialist III positions is 34.89% SEAP (ongoing equity funds) and 65.11% Guided Pathways. Guided Pathway funds expire in June 2022. The work of this position is essential for operations and needs to be transitioned onto general funds.

**\*Lead:** Lianne Greenlee

**What would success look like and how would you measure it?:**

Administrative Specialist III Position (Elda Blount) will be 100% General Fund

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

**Planning Unit Priority:** Urgent

**On-Going Funding Requested (if applicable):** 69198

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**Total Funding Requested:** 69,198