

FULLERTON COLLEGE STAFF DEVELOPMENT

LONG-RANGE PLAN AND OBJECTIVES

AUGUST 2006 – JULY 2009

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Participants:

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The Staff Development Committee supports life-long learning for college staff, which is reflected in both the Fullerton College vision and core values.

The Staff Development Committee believes that the best possible educational environment for all students can be achieved when the college invests in the professional skills, academic knowledge and personal health of all of its employees. There are benefits to students when college employees attend professional workshops for the purpose of networking with colleagues, improving pedagogy and discipline specific knowledge, improving student services and workplace skills on campus, as well as enhancing and encouraging innovation in the classroom. Benefits to students may include:

1. improvement in the delivery of services provided by staff
2. enhancement of the content for specific courses or programs
3. enhancement of sensitivity to cultural diversity
4. improvement of leadership skills
5. improvement of technology skills
6. enhancement of employee's health and wellness

The Fullerton College Staff Development Committee has identified eight general goals along with specific outcomes for each goal to achieve within the next three years. The goals of the Staff Development Committee, outlined below in no particular order of importance, are aligned with the goals of the District and College as follows:

Goal 1: Promote and Market Staff Development Programs.

- Supports NOCCCD Goals 2006-2007: #8. Marketing/communications efforts are evaluated and refined on an ongoing basis to enhance effectiveness of outreach.
- Supports Fullerton College Institutional Goals 2007-2008: #4. Fullerton College will encourage communication, collaboration, and contributions within the community.

Goal 2: Provide Effective New Hires and Mentoring Programs for all Staff.

- Supports NOCCCD 2006-2007: #1. Provide the necessary skills training, current and relevant work place skills preparation, and life-long learning options to meet the needs of faculty and staff.
- Supports Fullerton College Institutional Goals 2007-2008: #1. Fullerton College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Goal 3: Promote Team-Building and Recognize Excellence.

- Supports NOCCCD Goals 2006-2007: #3 and #4. Foster a mutual understanding of and appreciation for each other's value and contribution among staff and faculty. Recognize that NOCCCD and the college are a vital and integral part of the community.

Goal 4: Increase Opportunities for the Development of Effective Leadership Skills.

- Supports NOCCCD Goals 2006-2007: #5. Effective leadership and decision-making are based on an inclusive process that uses data, standards, law, policies and procedures.
- Supports Fullerton College Institutional Goals 2007-2008: #5. Each of the governance units, divisions, and departments at Fullerton College will utilize effective and inclusive decision-making processes.

Goal 5: Provide Opportunities for all Staff to Keep Current in their Discipline or Work Assignment and Increase Technology Skills.

- Supports NOCCCD Goals 2006-2007: #1. Provide the necessary skills training, current and relevant work place skills preparation, and life-long learning options to meet the needs of faculty and staff.
- Supports Fullerton College Institutional Goals 2007-2008: #1. Fullerton College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Goal 6: Strengthen the Flex Program.

- Supports NOCCCD Goals 2006-2007: #1 and #3. Provide the necessary skills training, current and relevant work place skills preparation, and life-long learning options to meet the needs of faculty and staff. Foster a mutual understanding of and appreciation for each other's value and contribution among staff and faculty.
- Supports Fullerton College Institutional Goals 2007-2008: #1. Fullerton College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Goal 7: Maintain Staff Development Teaching Effectiveness Center to adequately support instructional programs and services through Staff development.

- Supports NOCCCD Goals 2006-2007: #1. Provide the necessary skills training, current and relevant work place skills preparation, and life-long learning options to meet the needs of faculty and staff.
- Supports Fullerton College Institutional Goals 2007-2008: #1. Fullerton College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Goal 8: Provide adequate training in online pedagogy, course design and implementation of course management tools to help support online teaching and learning.

- Supports Fullerton College Institutional Goals 2007-2008: #1 and 2. Fullerton College will offer excellent, responsive instructional programs to facilitate and improve student learning. Fullerton College will establish a centralized distance learning program to help support online teaching and learning.

Goals and Objectives

Goal 1: Promote and Market Staff Development Programs.

- 1) Objective: Increase participation in Staff Development programs by consistently advertising and promoting services through the Staff Development web site, Presidents Weekly, posters and email campaigns.
 - a) Person(s) responsible: Coordinator
 - b) Timeframe: *Ongoing*
- 2) Objective: Create both Faculty Senate and Classified Senate resolution to promote an awareness of Staff Development's role in meeting campus needs.
 - a) Person(s) responsible: Committee
 - b) Timeframe: Spring 2007
- 3) Objective: Publish Staff Development long-range plan and objectives on the Staff Development web site and J drive.
 - a) Person(s) responsible: Coordinator
 - b) Timeframe: Spring 2007 / Review second meeting of fall 2007 and fall 2008
- 4) Objective: Create and publish each semester a two- to four-page brochure to contain updated "Flex Guidelines" and a list of key campus workshops and trainings.
 - c) Person(s) responsible: Coordinator
 - d) Timeframe: Plan summer 2007 / Implement fall 2007 / *Ongoing*

Goal 2: Provide Effective New Hires and Mentoring Programs for all Staff.

- 1) Objective: Research adjunct faculty needs among the divisions and coordinate best practices and outreach.
 - a) Person(s) responsible: Mentoring Sub-Committee
 - b) Timeframe: Plan fall 2007 / Implement spring 2008 / *Ongoing*
- 2) Objective: Establish mentoring program for managers.
 - a) Person(s) responsible: TBD
 - b) Timeframe: By spring 2009
- 3) Objective: Strengthen New Hires orientations by including a campus tour, syllabus development training, and at least one workshop on best practices in teaching and learning.
 - a) Person(s) responsible: New Hires Sub-Committee
 - b) Timeframe: Plan spring and summer 2007 / Review last meeting of each semester
- 4) Objective: Research models for a future mentoring program for classified staff.
 - a) Person(s) responsible: TBD
 - b) Timeframe: By fall 2009

Goal 3: Promote Team-Building and Recognize Excellence.

- 1) Objective: Coordinate a “Lunch Hour Luminaries” series in which members of the campus community share their passions and expertise. Coordinate invitation to Board members and surrounding community.
 - a) Person(s) responsible: Innovation and Excellence Sub-Committee
 - b) Time frame: Plan spring 2007 / Implement fall 2007 / *Ongoing*
- 2) Objective: Schedule a minimum of one training or workshop per semester to promote faculty and staff morale, health and wellness such as a “Laughter – For the Health of It” workshop.
 - a) Person(s) responsible: Innovation and Excellence Sub-Committee
 - b) Time frame: TBD
- 3) Objective: Establish displays of faculty publications and other types of staff achievements in appropriate venues on campus.
 - a) Person(s) responsible: Innovation and Excellence Sub-Committee
 - b) Timeframe: Plan fall 2008 / Implement spring 2009

Goal 4: Increase Opportunities for the Development of Effective Leadership Skills.

- 1) Objective: Convene a college leadership retreat.
 - a) Person(s) responsible: President Hodge, Carol Mattson and the Innovation and Excellence Sub-Committee
 - b) Timeframe: TBD

Goal 5: Provide Opportunities for all Staff to Keep Current in their Discipline or Work Assignment.

- 1) Objective: Conduct needs assessment to determine campus-wide goals and desired outcomes and modify, if required, long-range plans and objectives.
 - a) Person(s) responsible: Coordinator, Brandon Floreke
 - b) Timeframe: Plan fall 2006 / Implement spring 2007
- 2) Objective: Evaluate and implement improved process for distributing funding for off-campus conferences and review and allocate funds for constituent groups.
 - a) Person(s) responsible: Committee
 - b) Timeframe: Plan fall 2007 / Implement spring 2008
- 3) Objective: Provide web-based tutorials for each software program available in the Teaching Effectiveness Center.
 - a) Person(s) responsible: Cathryn Collopy O’Donnell
 - b) Timeframe: Spring / Summer 2007
- 4) Objective: Coordinate “Technology Blitz” workshops (45 minute sessions that introduce staff and faculty to software programs available in the Staff Development Teaching Effectiveness Center).
 - a) Person(s) responsible: Cathryn Collopy O’Donnell
 - b) Timeframe: Start Fall 2007 / *Ongoing*

- 5) Objective: Enhance and update instructional materials for checkout in the Staff Development Teaching Effectiveness Center.
 - a) Person(s) responsible: Committee
 - b) Timeframe: *Ongoing*

Goal 6: Strengthen the Flex Program.

- 1) Objective: Implement “Teaching Tools and Tips” program in which new and seasoned faculty share best practices and meet new faculty allies/colleagues.
 - a) Person(s) responsible: Janna Anderson, Sheila Stokes
 - b) Timeframe: Spring 2007 / *Ongoing*
- 2) Objective: Provide a minimum of two trainings or workshops per semester on best practices for student retention and success.
 - a) Person(s) responsible: Committee
 - b) Timeframe: *Ongoing*
- 3) Objective: Coordinate a “Get to Know Your Campus” day for Fall Flex each year.
 - a) Person(s) responsible: Committee
 - b) Timeframe: Spring 2008 / Implement fall 2009
- 6) Objective: Schedule a minimum of two trainings or workshops per semester designed to meet the needs of classified staff.
 - a) Person(s) responsible: Committee
 - b) Timeframe: *Ongoing*

Goal 7: Maintain Staff Development Teaching Effectiveness Center to adequately support instructional programs and services through Staff development.

- 1) Objective: Identify staffing needs to ensure adequate availability to faculty and staff.
 - a) Person(s) responsible: Coordinator
 - b) Timeframe: *Ongoing*
- 2) Ensure adequate access to Teaching Effectiveness Center and improve signage.
 - a) Person(s) responsible: Carol Mattson, Coordinator
 - b) Timeframe: Fall 2007
- 3) Objective: Identify funding, procedures and other means for keeping continually updating hardware and software.
 - a) Person(s) responsible: Coordinator
 - b) Timeframe: *Ongoing*
- 4) Objective: Institutionalize the Teaching Effectiveness Center.
 - a) Person(s) responsible: Carol Mattson, Coordinator
 - b) Timeframe: TBD

Goal 8: Provide adequate training in online pedagogy, course design and implementation of course management tools to help support online teaching and learning.

- 1) Objective: Establish a mentor program for new and continuing online faculty to provide additional support to instructors.
 - a) Person(s) responsible: Cathryn Collopy O'Donnell in consultation with DEAC and Distance Learning
 - b) Timeframe: TBD / *Ongoing*
- 2) Objective: Provide training in WebCT Campus Edition 6.0 to at least one online instructor in each division for the purpose of implementing a mentor program.
 - a) Person(s) responsible: Committee
 - b) Timeframe: Implement spring – fall 2007
- 3) Objective: Update online Virtual Instruction Academy course to include new modules in WebCT Campus Edition 6.0 interface, design tasks, tools and improved features.
 - a) Person(s) responsible: TBD
 - b) Timeframe: TBD