



Organizational & Professional Development Committee Summary ~ [9/8/11]

Mission Statement

Adopted 6/15/10

Mission College's first priorities are students, their learning and their success.

Our College serves the diverse educational, economic and cultural needs of the student population of Santa Clara, the Silicon Valley and our global community by providing associate degrees, transferable, career and basic-skills courses and programs, as well as opportunities for life-long learning.

Through participatory governance in support of our first priorities, Mission College systematically commits to evaluating and improving educational programs, technological resources and student support services by making informed decisions, allocating resources and establishing institutional policies and procedures.

Present: Tim Kara, Sarah Randle, Pamela Couch, Sarah Khan, Sarah Wyly, Penny Johnson

Absent: Asmare Tadesse, Curtis Pembroke

Goal One: College-wide professional development planning (Flex)

Discussion:

There was a recap of the August 2011 Flex Day. Overall, too many workshops were offered in a single time band. There was a good response to the workshop provided by Claremont (EAP).

We would like to offer more training opportunities with a staff focus this academic year.

The college has several themes for the academic year, including Health/Wellness and Technology. Heather Rothenberg and Roz Chan have developed several professional development activities around Health/Wellness. Sarah Khan reported the District will pilot a Wellness program in 12/13.

Actions:

To have one/two keynote speakers at the Spring Flex Day. The AANAPISI grant will fund the speaker. Suggestions for names should be given to Sarah Wyly.

The committee will review/select other topics provided by Claremont for workshops throughout the year. Sarah Randle will follow-up with the Classified Senate concerning a prioritized list. Sarah Khan will be our contact person with Claremont.

Tim will send a reminder concerning the upcoming Leading People training.

The new faculty training calendar was modified to add "Research" to February's focus-Program Review.

Sarah Khan will send out information regarding a partner organization "Upwardly Global". We will discuss if this organization can provide trainings related to Diversity/Inclusion.

Goal Two: New employee orientation and learning communities

Discussion:

There was a recap of the August 2011 new employee orientation day. A handout was distributed listing topics of the monthly training for new FT faculty. A mentor program was re-started this year. Each new FT faculty has been given a mentor faculty member.

Actions:

Francine C. will be asked to join our group relating to faculty/employee orientation program.

Goals Three: Create an online calendar of all staff/professional development events

Discussion:

Ideas were discussed related to online calendar/registration available. There is the potential that Datatel could be leveraged to handle workshop registrations.

Actions:

Tim will continue to maintain the blog and post professional development related information

Sarah Khan and Tim will work on implementing the calendar function of the new employee Portal

Goal Four: Leveraging Resources for Across Disciplines/Constituencies

Discussion:

We brainstormed ideas related to creating online training modules.

Actions:

Pamela will investigate the idea of creating a repository of teaching demonstrations from various departments.

Next meeting dates:

Thursday, October 13, 2011 at 1:30pm (library instruction room)

<http://insidemission.wvm.edu/mc/> Inside Mission

<http://insidemission.wvm.edu/mc/committees/staffDevelopment/index.php> Staff Development Committee