REPORT

Subject: **BOARD MONITORING REPORT (March 2013)**

Attachment

Board Monitoring Report (BMR)—Professional Development

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                   Shoreline Community College
                   March 19, 2013

Title: Professional Development	Type: Interim Report
Policy Number: CT-4 (Access and Diversity) Date of Report: March 19, 2013 **Interim Report for Indicator 4.2c** (Employee Professional Development)	**I submit that the findings and data as reported constitute a reasonable interpretation of this policy requirement:** _____ President **The Board of Trustees accepts the findings and data as reported:** _____ Chair, Board of Trustees

Internal Monitoring Report

Objective 4.2:
   The College recruits, employs and develops a diverse college workforce

Findings:
   Shoreline Community College is in compliance with the standards for Indicator 4.2c (Professional Development) for faculty, classified and administrative/exempt staff.

Applicable Standards: Classified Employees WFSE CBA Article 9 (Training and Employee Development) , SCCFT Faculty CBA Appendix A, Article XVII (Professional Growth), and Administrative/Exempt Terms and Conditions of Employment

Action Items: Review and implement online training resources to expand professional development opportunities for all employees.

During the 2012-13 academic year, the following professional development activities have supported the advancement of skills and learning to enhance the capacity of our employees to serve the educational, workforce and cultural needs of our diverse community. A summary of administration sponsored trainings this year for each employee group follows below.

Classified Staff
2012-13 Voluntary Overtime Trainings
Starting in July 2012, the College presented an average of two 3.5-hour voluntary overtime training opportunities each month for classified staff. These trainings are provided after regular business hours and on weekends to minimize disruption to staff productivity during regular business hours, increase the opportunities to receive mandatory and elective training information, and provide the opportunity to earn overtime compensation during a year in which most overtime-eligible employee wages were impacted by a negotiated 3% reduction.

Voluntary overtime training topics provided:
o Current WFSE labor contract
o FMLA, ADA, and Workers Compensation
o Sexual Harassment Prevention
o State Ethics in Public Service Act
o eLearning (online) College resources
o Data analysis: using (Excel) pivot tables
o Stress Management (I and II)
o Identifying and Solving Problems
o Serving student veterans and persons with disabilities
o Conflict Resolution Skills
o Understanding International Education and Campus Internationalization

Classified Professional Development Committee (CPDC)
The CPDC reviews and approves individual classified staff requests for professional development funds that are applied for training and conference attendance, which totaled approximately $1,909. This year, the CPDC also contributed $564.00 for printing copies of the updated WFSE contract that were used in training for all classified employees, and $1,675 towards the partial cost of a group communications skills training that also included administrators.

<u>Faculty</u>
Following the recent adoption of a new learning management system, Canvas, which will replace BlackBoard for online instruction in Summer Quarter 2013, the College Administration presented the following Canvas trainings for faculty:

Canvas Workshops: January 10-March 8, 2013

Training Description	Number of Faculty
Face-to-Face trainings	105
Online Canvas Training Course	57
Faculty Mentor Training (1:1)	50
Faculty Canvas Retreat in January	22
Individual Coaching in eLearning office	20

Faculty Mentor Trainings were presented at four (4) different department meetings and Faculty Learning Communities.

Department Trainings were conducted by eLearning and Faculty Mentors in the following programs: Automotive, Math, Chemistry and Nutrition.

Anticipated Transitioning to Canvas:
- Winter quarter will focus on training faculty to teach at least one class on Canvas for spring quarter.
- Full implementation by summer quarter 2013. Faculty who are scheduled to teach for Summer quarter can choose to take training in Spring quarter to teach in Canvas Summer quarter.

Administrative Employees

In the 2012-13 academic year, the Operations Committee divided meetings into general supervisor training and specific Leadership Team development activities for administrative supervisors. Topics covered have included both routine compliance and specialized discussions focused on our developing strategic action plans to address our recent Accreditation findings and planning for advancement of major College initiatives. Meeting and training topics covered have included:

- Accreditation Recommendations and Commendations
- CSSE Data Mining: Building a Culture of Evidence and Action
- Alignment of Major Initiatives with Core Themes
- Developing and using SMART objectives
- Performing Classified staff and Administrative Performance Evaluations
- Ethics in Public Service
- Sexual Harassment Prevention for Supervisors

[End of Report]