

Professional Development Plan

2020-2023





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LASC Mission Statement

In honor of its founding history, Los Angeles Southwest College is committed to providing a student-centered and equitable learning environment designed to empower a diverse student population and the surrounding community to achieve their academic and career goals by:

- attaining certificates and associate degrees leading to transfer and workforce preparation
- eliminating systemic racism and exclusion
- becoming a model educational institution for the success of students of color

Professional Development Mission Statement

To create an equitable, diverse, and inclusive Professional Development Pathway for faculty, staff and administrators to acquire and update necessary skills to teach, advise, and lead students to increased academic, career and personal successes.

Values

1. **Accountability and Integrity:** LASC responds to the needs of our community through the ethical assessment and implementation of our mission, vision, and values.
2. **Collegiality:** LASC creates a campus community of mutual respect and shared concern for the well-being of each other.
3. **Excellence and Innovation:** LASC ensures a culture of excellence using innovative pedagogy, technologies, and professional development resulting in our students meeting the highest standards.
4. **Student Learning and Success:** LASC provides a learner-centered environment that promotes academic excellence for its students by ensuring equity and clear pathways to transfer and job placement.
5. **Civic Engagement:** LASC sees itself through an equity lens focusing on academic success for our students, professional success for our employees, and personal success for members of our surrounding community. LASC is All In!



What we do?

The Professional Development Committee hosts activities throughout the year for all LASC employee constituent groups. We focus on faculty and classified staff but all are welcome at all trainings. Our cornerstone events are flex days: two full days in the fall and one day in the spring. Most of 2020-2021PD activities were hosted in a virtual format due to the 2020 pandemic. As a result, LASC will engage in hybrid PD models in the coming years.



Goals & Objectives

GOAL 1: Facilitate ongoing enhancement of professional, instructional, organizational, and personal skills sets among faculty, staff, and administrators.

- Objective 1: All professional development events will be aligned with the LASC SEMP.
- Objective 2: Provide training sessions to address specific needs and topics identified in the annual program reviews.
- *Objective 3: Provide training sessions that address the top three most requested needs in PD surveys.
- Objective 4: Identify personnel groups who have historically been unaddressed in PD programming.
- Objective 5: Increase the percentage of faculty, staff (to include athletic staff), and administrators by 50% who participate in professional development activities, using 2020/2021 as a baseline.
- Objective 6: Create new training series which addresses leadership, organizational, and efficiency skills to enhance career development on campus and within the district.
- Objective 7: Build leadership and engagement among classified professionals.

GOAL 2: Foster innovation and exploration of new ideas and strategies for institutional growth and increased student success.

- Objective 1: Provide employees with access to professional articles about innovations in the nation's community colleges. (i.e. Faculty Focus Articles, Higher Ed articles, etc.)
- Objective 2: Allocate release time and/or financial resources for employees to identify and prepare for emerging trends in Higher Ed.
- Objective 3: Ramp-up training on how to use the Vision Resource Center to explore new ideas and strategies.
- Objective 4: Provide an annual on-boarding/orientation to the college for all new faculty and staff.
- Objective 5: Provide faculty training on Competency Based Education (CBE) so it can be implemented



effectively in the near future.

GOAL 3: Support enhanced communication among all members of the college community.

- Objective 1: Provide at least three annual opportunities for building skills in human relationship interpersonal dynamics.
- Objective 2: Design formal and informal opportunities for members of the college community to meet, know, and learn about the work of others on campus.
- Objective 3: Provide personnel with information on available training opportunities on a systemic basis (i.e. weekly, monthly).
- Objective 4: Increase advertisement and marketing of efforts in order to ensure timely inter-campus communication regarding PD opportunities and activities.

GOAL 4: Identify and collaborate with personnel who excel in their respective disciplines or departments in order to encourage and highlight professional excellence.

- Objective 1: Establish and maintain awards programs for annual “Outstanding Faculty of the Year,” “Outstanding Classified Staff of the Year,” and “Outstanding Adjunct Faculty of the Year” awards.
- Objective 2: Publish outstanding achievements of personnel in college publications each semester/quarterly.
- Objective 3: Identify at least five new, on-campus personnel, who can serve as facilitators in our PD trainings/workshops annually.
- Objective 4: Identify at least 2 on-campus personnel who can serve as facilitators in our PD trainings/workshops.

GOAL 5: Promote the development of skills in new technologies.

- Objective 1: Provide technology training that supports instructional and non-instructional needs as identified in the annual professional development survey and program reviews (examples: SAP, MS Office, Share Point, how to use VRC).
- Objective 2: Maintain and enhance hybrid and other formats of professional development.
- Objective 3: Develop a library of completed trainings for future use.
- Objective 4: Maximize use of the VRC by providing training to all faculty and staff on it use and resources.
- Objective 5: Provide Microsoft Teams training to all campus personnel.

GOAL 6: Increase the quality of the Professional Development Program activities.

- Objective 1: Increase the quality and relevance of professional development content based upon annual survey results.
- Objective 2: Conduct a bi-annual evaluation of the Professional Development Plan



and corresponding activities to ensure progress on goals and intentional planning.

Objective 3: Institute the use of annual professional development calendar that is developed in the Spring/Summer of the preceding academic year. Align budget expenditures to activities to ensure the year begins knowing how/what/when the budget is being expended.

Program Leadership

LASC's professional development efforts are led by our Professional Growth Coordinator (PGC). The PGC is appointed by the Faculty Academic Senate. Our Professional Development Committee is chaired by the PGC and is composed of faculty, classified, and administrative employees. The committee shares in all decision making and decisions are made by consensus. We hope to hire a classified Professional Development Coordinator (PDC) by the year 2023. The Professional Development Committee will then co-chair the PDC and assume responsibility for all non-faculty training needs.

Funding

Our campus commits funds from our general budget annually. PD funds are placed in a specific fund and managed by the PGC and the committee. Since these funds come from the general budget some restrictions limit the creative use of these funds as the Committee seeks to implement new, and innovative programs and measure the impact of PD activities. Specific professional development programs are also supported by the LASC Guided Pathways Steering Committee and the Academic Senate. Grant acquisition would aid in the further expansion of activities and increase PD staffing.

Measuring Success

Evaluation surveys are administered to measure the impact of activities on the improvement of teaching and learning and the overall goals of the college. The PDC reviews the response of attendees in order to improve future training and better serve the needs of the College. Time is also allocated during monthly meetings to discuss the observations of committee members and weigh the value of any concerns. Attendance at all events is tracked in order to measure engagement in planned trainings. Anecdotal comments are systematically elicited on all surveys and via direct email to the PGC.

Identifying Needs

Staff and faculty assist the Committee in identifying professional development needs through a mid-year and year-end survey. The results of surveys are reviewed and discussed by the Committee. PD programming and goals are an outgrowth of these surveys.

Accomplishments

LASC's professional development efforts are led to the following accomplishments:

- Increased faculty engagement; attendance in online workshops/trainings compared to in-person attendance earlier in the 2019-2020 academic year.
- Greater employee response to flex feedback surveys, the mid-year survey and the end-of-year survey.
- Creation of the Faculty Recognition Program
- Launch of the Teaching and Learning Institute

- More PD offerings throughout the year.
- An increased number of "in-house, homegrown" presenters for workshops.
- Our new PD webpage (includes upcoming events, the PD calendar, links for a PD suggestion form, and presentation proposal forms.

Distinguished Faculty Honorees



Dr. Sandra Lee, Assoc. Professor, Psychology

Cougar Excellence!



Dr. Jessica Saint-Paul, Health Sci. Adjunct

Annual Goals

2020-2021 Academic Year

- Create and distribute revised Flex Guidelines and re-institute individual flex contracts.
- Update the Professional Growth website
- Offer a series of campus-wide workshops which address Inclusion, Diversity, Equity, and Anti-Racism (IDEA)
- Offer a series of workshops which focus on Teaching & Learning and gather evidence of implementation of new ideas into actual courses
- Revise the Professional Development Plan 2020-2023
- Plan and implement Fall and Spring Flex Days
- Develop Buddy Program for new employees (Faculty, Staff, Deans)

2021-2022 Academic Year

- Engage more campus constituents as facilitators during the 2021-2022 academic year.
- Engage all campus employees in an intentional professional development program.
- Launch a Leadership Workshops Series in Spring 2022.
- Begin the inaugural cohort of the LASC Teaching & Learning Institute in Winter/Spring 2022.
- Develop three SMART goals for the classified unit and complete goals by April 2022.
- Launch a new/revised PD webpage by Spring 2022.
- Incorporate at least two "roundtable discussions" per semester surrounding IDEA, instruction and student support services.
- Plan and schedule an annual New Employees Orientation by Fall 2022.

