

Classified Professional Development Committee (CPDC)

Strategic Plan

July 1 2019 - June 30, 2022

Approved June 18, 2019

Committee Objective

Provide information and access to professional development activities and funding opportunities to all Folsom Lake College classified staff.

Committee Purpose

- To encourage growth by providing assistance, guidance, and financial support to classified staff in the pursuit of their professional development.
- To inform classified staff of Professional Development opportunities.
- To provide access and assistance to classified staff when applying for Professional Development Funding.
- To create Classified Professional Growth opportunities by drawing on our college's own intellectual resources as well as external sources.

Membership

Total number of members is eight (8) to nine (9) including representation as follows:

One(1) Administrator, Administrative Liaison

One (1) Professional Development Coordinator (non-voting)

Seven (7) Classified (minimum of 5 unique members; a member may represent more than one area)

One (1) Chair - (2 year)

One (1) LRCEA Professional Development Fund Committee Chairperson

One (1) Campus Professional Development Fund Committee Chairperson

One (1) Classified Senate President or designee

One (1) FLC LRSA Representative or designee

One (1) Member at Large (2 year)

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Goals

1. To increase participation in professional development activities among the classified staff of FLC Main and the EDC and RCC centers.
2. To ensure all Classified staff have the professional development resources they need to thrive.
3. Encourage college wide collaboration, equity, diversity and inclusion.

Goal 1: To increase participation in professional development activities among the classified staff of FLC main and the EDC and RCC centers.

Objective	Action	Deadline
1.1a Schedule opportunities at a variety of times, days, locations, and formats.	Survey staff and supervisors & administrators every June to determine optimal attendance for each department.	Ongoing
1.1b Offer training of interest to all departments.	Survey classified staff and administrators every June about trainings of interest and need.	Ongoing
1.1c Increase CPDC offerings by at least two sessions per year.	Evaluate the results of the survey from 1.1 and 1.2 to establish offerings.	Ongoing

Indicator: Track the number of PD activities attended and funding requests.

Goal 2: To ensure all Classified staff have the professional development resources they need to thrive at FLC.

Objective	Action	Deadline
2.1a Develop an interactive Online Form to make requesting funds easier.	Work with PISO on new form using LRCCD Formstack.	12/2019
2.1b Develop a central online PD portal for easy accessibility to professional development assistance and opportunities.	Work with the Professional Development Coordinator to establish.	6/2020
2.1c Publish brochures, flyers, and e-communications directing staff to the PD portal.	Work with PISO on effective design.	Ongoing
2.2a Onboarding	Develop a New Employee Orientation/Mentor program	6/2020

Indicator: Compare results of 2017 Professional Development Needs Survey to next survey.

Goal 3: Encourage college wide collaboration, equity, diversity and inclusion.

Objective	Action	Deadline
3.1 Activities focusing on equity, diversity, inclusion	Work with the Professional Development Coordinator and the Equity Center to coordinate activities.	Ongoing
3.2 Collegewide collaboration to strengthen a culture of professional development.	Work with the Professional Development Coordinator, Faculty Professional Development Chair, and management team representative to coordinate professional development opportunities, scheduling events, and providing other opportunities for all constituencies to come together.	Ongoing.
3.3 Create a cross departmental "Subject Matter Experts" to better assist one another. (ie: Excel, Outlook, Google Docs, Ad Astra, Event Scheduling, Roberts Rule of Order, etc.)	Send out requests for volunteers. The list should be housed on the central online Professional Development portal.	12/19 and Ongoing.

Indicator: Compare results of 2018 Campus Climate Survey to next survey.