

**LASSEN COMMUNITY COLLEGE**

**FACULTY AND STAFF DEVELOPMENT PLAN**



**2011-2013**

**Approved by Committee: May 8, 2012**  
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## **LCC Faculty and Faculty and Staff Development Plan** **Fall 2011 – Spring 2013**

### **Mission and Values**

The Faculty and Staff Development Committee members believe that the educational environment for all students is enriched when the college invests in the professional skills, academic knowledge, technological competency and cultural proficiency of its employees. Thus, provision for continued faculty and staff development opportunities for Lassen College employees is essential for college success.

### **Operational Principles**

The following principles provide a framework for faculty and staff development and serve as criteria for making decisions on faculty and staff development activities. In general, those principles foster faculty and staff development as the college's efforts to support college values by providing resources to build the ability of staff to meet the goals of the college and create a collaborative working relationship among employees.

Faculty and Staff Development is defined as an activity that has as its goals the development of skills, competencies and personal qualities that will provide the potential for better performance and satisfaction on the job. To that end, the LCC Faculty and Staff Development Committee plans, coordinates, and provides financial support for a variety of activities that engage faculty, staff, and administrators in an active and creative intellectual life.

We group our principles under these headings:

#### **1. Contribution to Employee Collaboration:**

Faculty and staff development activities serve as a vehicle for enhancing employee interactions, building a cooperative environment that accepts ideas and suggestions from individuals across the campus and fosters a healthy working relationship among employees.

## **2. Contribution to Student Success:**

Faculty and staff development activities must have either a direct or an indirect student benefit. These benefits to students should increase their success as measured by agreed-upon learning outcomes at the institutional, program and course levels.

Benefits to students may accrue through:

- improvement of the service a staff member provides
- enhancement of a specific course or program of instruction or student service
- enhancement of cultural proficiency of the staff member
- improvement of leadership skills
- enhancement of knowledge of shared governance, collaboration, and relationship building
- improvement of technological skills

## **3. Meeting Needs**

Faculty and staff development activities include those that meet the needs of LCC employees as expressed in needs assessment surveys, workshop evaluation forms, and internal documents such as program reviews, accreditation self-study reports, district and college plans, shared governance committee activities, and faculty, classified, or management initiatives. Moreover, the Faculty and Staff Development Committee should be proactive in identifying college needs and encouraging employees to explore ideas and competencies that facilitate continuous improvement at the organizational and individual levels.

## **4. Allocation of Resources**

Since resources are limited, we believe that faculty and staff development activities should be designed to provide the greatest effect on the college, its programs and students. Consequently, college resources should be allocated to activities that have broad institutional impact. At the same time, we recognize (a) that faculty and staff development may involve activities which are beyond staff's ordinary or current job descriptions but are likely to be integrated into their present or future contribution to the college and (b) the importance of faculty and staff development for all college employees, which requires that resources be allocated equitably among disciplines, employee categories, and types of activities.

## **5. Accountability**

We evaluate what we do and learn from our evaluations of major training activities. We recognize the importance of ensuring appropriate accountability for those who engage in faculty and staff development activities. We abide by federal, state, district, and college policies and regulations as well as by the requirements of funding sources. Our policies and operations are open.

**FACULTY & STAFF DEVELOPMENT COMMITTEE**  
**Planned Activities**  
**2011-2012**

	<b>NEED</b>	<b>Suggested Activities</b>	<b>Responsible</b>	<b>Suggested Date</b>
1.	Instructional Improvement	Technology in the classroom	Committee	Fall and Spring
2.	Health and Safety	Workplace and Customer Safety	Committee	Once each academic year
3.	Customer Service	Technology on the Job	Committee	Fall and Spring
4.	Personal Development	Retirement Education	Committee	Once each academic year

**Planned Activities**  
**2012-2013**

	<b>NEED</b>	<b>Suggested Activities</b>	<b>Responsible</b>	<b>Suggested Date</b>
1.	Institutional Effectiveness	Accreditation Mechanics	Committee	Fall and Spring
2.	Health and Safety	Customer and Workplace Safety	Committee	Fall
3.	Customer Service	Customer Interaction	Committee	Fall
4.	Customer Service	Tech. on the Job	Committee	Spring
5.	Personal Development	Retirement Education	Committee	Spring
6.	Personal Development	Collaboration	Committee	Fall
7.	Personal Development	Collaboration	Committee	Spring
8.	Instructional Improvement	Technology in the Classroom	Committee	Fall
9.	Child Abuse Reporting	Group Presentations	Committee	Fall
10.	Institutional Effectiveness	New Employee Orientation EEO Training Disaster Preparedness Training Family Education Rights to Privacy Acts (FERPA) Training	Partnership with HR	Fall and Spring
11.	Maximizing Student Learning	WeaveOnline Cultural Proficiency Tools for Teaching Learning and Generational Styles Delivery Modes	Partnership with Academic Services	Fall and Spring

## **Responsibilities**

Ultimately, the responsibility for faculty and staff development at LCC lies with each employee. The College President and Faculty and Staff Development Committee must nurture a climate where continued personal and professional growth is valued and pursued. The Faculty and Staff Development Committee is also responsible for ensuring that adequate opportunities for Faculty and Staff Development exist. At present, the responsibilities of the Faculty and Staff Development Committee include the following:

- ❑ plans and conducts activities for all employees
- ❑ provides a forum for explorative and open discussion of new and innovative procedures and strategies
- ❑ advises and assists in planning, evaluating and improving interactions
- ❑ supports training and re-training opportunities
- ❑ distributes information on workshops, seminars, and available resources related to faculty and staff improvement
- ❑ provides programs for campus awareness
- ❑ develops a comprehensive Faculty and Staff Development plan

## **Faculty and Staff Development Goals and Strategies**

The goals of the Faculty and Staff Development Committee (professional skills, academic knowledge, technological competency and cultural proficiency) are aligned with the goals of the District and College. Most directly, the Faculty and Staff Development Committee supports these goals through the development of skills, knowledge and attitudes in the college goal areas of:

- ❑ Student Success
- ❑ Responsive Curricula
- ❑ Student Access
- ❑ Resource Development
- ❑ Organizational Effectiveness
- ❑ Community Leadership

**ALIGNMENT OF FACULTY & STAFF DEVELOPMENT WITH COLLEGE GOALS**

	College Goals					
	Student Success	Responsive Curricula	Student Access	Resource Development	Organizational Effectiveness	Community Leadership
Professional Skills	✓	✓	✓	✓	✓	✓
Academic Knowledge	✓	✓	✓	✓	✓	✓
Cultural proficiency	✓	✓	✓	✓	✓	✓
Technological competency	✓	✓	✓	✓	✓	✓

**Objectives, Activities and Performance Outcomes**

Faculty and staff development objectives, activities and performance outcomes identified in this plan reflect college planning directions as of 2011-2012 academic year. As the college updates its plans, new faculty and staff development needs may be identified and existing needs may change. The Faculty and Staff Development Committee will review the plan on a regular basis and update it as needed. The document is living and flexible.

**LASSEN COMMUNITY COLLEGE  
FACULTY AND STAFF DEVELOPMENT ACTIVITIES  
2011-2012**

<b>DATE</b>	<b>TITLE OF WORKSHOP</b>	<b>PRESENTER</b>	<b>STRATEGIC GOAL</b>
9/28/2011	DSPS	Cindy Howe	Remove Barriers, Student Access
10/10/2011	Automated Attendance	Roger Shenkman	Technology Resource Development
10/10/2011	New Datatel	Elaine Theobald	Technology Resource Development
10/10/2011	Eno Boards	Victor Rudd – PolyVision	Technology Student Success
1/12/2012	Classroom Clickers	Kam Vento	Technology Student Success/Resource
1/12/2012	Apple Ipad + Education	Kam Vento	Develop Student Success/Resource
1/12/2012	Computer Security	Logan Merchant	Technology Resource Development
1/13/2012	CPR/Defibrillation	Cheryl Aschenbach	Resource Development
3/1/2012	Accreditation	Sue Mouck	Organizational Effectiveness
3/1/2012	On-line Course Development	Cheryl Aschenbach	Responsive Curriculum & Resource Development
3/13/2012	Classroom Clickers	Kam Vento	Technology Student Success
3/13/2012	Apple Ipad + Education	Kam Vento	Resource Development
3/13/2012	Microsoft 2010 Office/Outlook	Kam Vento	Responsive Curriculum & Resource Development
3/13/2012	Workplace Ergonomics	Phil Clark – Keenan & Assoc.	Resource Development
3/13/2012	Sexual Harassment	Keenan & Assoc. Online Group	Resource Development & Organizational Effectiveness
4/3/2012	CALPers Retirement	Maria Alvarez CSEA	Resource Development



<p style="text-align: center;"><b>LASSEN COMMUNITY COLLEGE</b>  <b>FACULTY AND STAFF DEVELOPMENT ACTIVITIES</b>  <b>2012-2013</b></p>			
<b>DATE</b>	<b>TITLE OF WORKSHOP</b>	<b>PRESENTER</b>	<b>STRATEGIC GOAL</b>
8/16/2012	Accreditation Mechanics	Sue Mouck/Accred. Chairs	Organizational Effectiveness
8/16/2012	ROPES Course – Off-Campus	Denise Stevenson	Resource Development
8/17/2012	CPR	Cheryl Aschenbach	Resource Development
8/17/2012	Workplace Safety	TBA	Resource Development
8/17/2012	ENO Boards	TBA	Technology Student Success
8/17/2012	Clicker Training	TBA	Technology Student Success
11/21/2012	Students as Customers	TBA	Resource Devel/ Organizational Effectiveness
1/10/2013	Accreditation	Sue Mouck/Accred. Chairs	Organizational Effectiveness
1/10/2013	Technology in the Office	TBA	Technology Resource Development
1/11/2013	Retirement Education	STRS/PERS	Resource Development
2/14/2013	Strengths Quest	TBA	Resource Development
4/30/2013	TBA	TBA	

**Lassen Community College**  
**Faculty and Staff Development Committee Members**  
**2011-2012**

**Administration:** Kayleigh Carabajal, Dean of Academic Services

**Management:** Vickie Ramsey and Susie Hart

**Classified Staff:** Mary Hasselwander, Tami Wattenburg, Sandra Jonas

**Faculty:** Nancy Bengoa Betterbide, Cindy Howe, Carrie Nyman, Kathy Rhymes