

LASSEN COMMUNITY COLLEGE

FACULTY AND STAFF DEVELOPMENT PLAN



2006-2008

Approved by Committee: April 19, 2007
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TABLE OF CONTENTS

Mission and Values	1
Operational Principles	1
1. Contribution to Employee Collaboration.....	1
2. Contribution to Student Success.....	2
3. Meeting Needs	2
4. Allocation of Resources.....	2
5. Accountability.....	2
Needs Assessment	3
Responsibilities.....	4
Faculty & Staff Development Goals and Strategies	4
Alignment of Faculty & Staff Development with College Goals.....	5
Objectives, Activities and Performance Outcomes.....	5
1. Organizational Competency, Communication & Morale	6
2. Competence in the Workplace	6
3. Cultural Proficiency.....	7
4. Technological Competency/ Datatel Training	7
Faculty & Staff Development Activities Plan	8
Future Development Activities.....	9
Request Form for Faculty & Staff Development Funds	10
Faculty & Staff Development Committee Members.....	11

LCC Faculty and Faculty and Staff Development Plan Fall 2006 – Spring 2008

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, 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 and implementation of Datatel

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) the value of the individual's rejuvenation through individual faculty and staff development activities, such as attendance at lunch and learn activities or professional conferences; (b) 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 (c) 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 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

NEEDS ASSESSMENT

January 29, 2007

	NEED	Suggested Activities	Responsible	Suggested Date
1.	Response to Training Needs Identified by Accreditation Visiting Team	Behavior change Conflict resolution Stress management Dealing with Difficult People Anger Management Understanding Culture	Shelly Baxter Mary Hasselwander	March through December – periodically every two or three months
2.	Training and Re-Training on the Job	Professional development in changing career needs	Elaine Theobald John Martin	March through December – periodically every couple of months
3.	Faculty and Staff Presentations	Brown-bag lunches with a faculty or staff talk on a special topic	Sandy Beckwith	Monthly, starting February 13, 2007
4.	Leadership Retreat	Campus leaders meet to discuss future plans for the college	Karen Grosz	June 2007

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 that lead to enhanced employee collaboration and respect
- ❑ provides a forum for explorative and open discussion of new and innovative procedures and strategies
- ❑ advises and assists in planning, evaluating and improving constituent group interactions
- ❑ supports training and re-training opportunities
- ❑ distributes information on workshops, seminars, and available resources related to faculty and staff improvement
- ❑ provides programs for community awareness
- ❑ allocates funds for individual and group proposals
- ❑ develops a comprehensive Faculty and Staff Development plan

Faculty and Staff Development Goals and Strategies

The goals of the Faculty and Staff Development Committee are aligned with the goals of the District and College, namely, student success in basic skills, vocational and transfer preparation, teaching and learning effectiveness, and community and workforce development. Most directly, the Faculty and Staff Development Committee supports these goals through the development of skills, knowledge and attitudes in these areas:

- **Organizational Competency, Communication and Morale** – by creating an environment that promotes collaboration and effective constituent interactions
- **Employee Competency** – by building a training program in the development, implementation, and assessment of student learning outcomes that benefit the college community
- **Cultural Proficiency** – by developing a training program and providing opportunities for LCC employees to have cultural experiences that contribute to and broaden the cultural proficiency of the LCC community
- **Technological Competency** – by developing a technologically competent organization

ALIGNMENT OF FACULTY & STAFF DEVELOPMENT WITH COLLEGE GOALS

	College Goals				
	Transfer and Vocational Student Success	Access and Basic Skills	Teaching & Learning Effectiveness	Community and Workforce Development	Organizational Effectiveness
Organizational competency; Communication & Morale	✓	✓	✓	✓	✓
Employee Competency	✓	✓	✓	✓	✓
Cultural proficiency	✓	✓	✓	✓	✓
Technological competency/ Datatel training	✓	✓	✓	✓	✓

Objectives, Activities and Performance Outcomes

Faculty and staff development objectives, activities and performance outcomes identified in this plan reflect college planning directions as known at the time of adoption of the plan by the Faculty and Staff Development Committee in April 2007. 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.

Employee Collaboration: Organizational Competency, Communication & Morale

<i>Objectives</i>	<i>Activities and Performance Outcomes</i>	<i>Critical Connections</i>	<i>Timeline</i>
1. Create an environment that encourages collaboration and collegial interaction. (<i>Accreditation Self-Study</i>)			
	1.1. Request faculty and staff volunteers to conduct lunch and learn activities at least twice a month.	Academic Senate, CSEA, LCFA	<i>Implement Spring 2007; Ongoing</i>
	1.2. Provide training opportunities each semester to encourage an understanding of collaboration and shared governance.	Academic Senate; CSEA, LCFA	<i>Implement Spring 2007; Ongoing</i>
	1.3. Disseminate Faculty and Staff Development Committee notes to communicate activities and plans campus-wide.		<i>Implement Spring 2007; Ongoing</i>
	1.4. Recognize faculty and staff success, both personal and professional.	Academic Senate, CSEA, LCFA	<i>Ongoing</i>

Employee Competency: Competence in the Workplace

<i>Objectives</i>	<i>Activities and Performance Outcomes</i>	<i>Critical Connections</i>	<i>Timeline</i>
2. Train faculty and staff to create and evaluate student learning outcomes at the course, program and institutional levels. (<i>Accreditation Self-Study</i>)			
	2.1. Provide training in the implementation of student learning outcomes at the course, program, and institutional levels to full- and part-time faculty through ongoing collaboration and/or flex presentations.	Academic Senate; Curriculum Committee	<i>Implement Fall 2006; Ongoing</i>
3. Provide faculty and staff with discipline-specific/job specific professional growth opportunities (<i>Accreditation Self-Stud</i>)			
	3.1. Provide faculty and staff with discipline-specific/ job specific training opportunities.	Faculty & Staff Development Proposal Review Subcommittee	<i>Implement Spring 2007, Ongoing</i>

<i>Objectives</i>	<i>Activities and Performance Outcomes</i>	<i>Critical Connections</i>	<i>Timeline</i>
4. Increase awareness of institutional and individual responsibilities for student success. (<i>Strategic Plan; Accreditation Self-Study</i>)			
	4.1. Include at least one training during flex each year focused on enhancing awareness about institutional and individual responsibilities and roles for student success.	Academic Senate, CSEA, LCFA, Management Council	<i>Plan</i> Spring 2007; <i>Implement</i> Fall 2007; <i>Ongoing</i>
	4.2. Provide activities and training on effective practices and conflict resolution.	Academic Senate, CSEA, Management Council	<i>Plan</i> Spring 2006; <i>Implement</i> Spring 2007; <i>Ongoing</i>

Employee Competency: Cultural Proficiency

<i>Objectives</i>	<i>Activities and Performance Outcomes</i>	<i>Critical Connections</i>	<i>Timeline</i>
5. Train employees to identify their own biases and use respectful cultural communication practices. (<i>Accreditation Self-Study</i>)			
	5.1. Provide training and activities each academic year on cultural diversity and communication practices.	Academic Senate, CSEA, Management Council	<i>Implement</i> Spring 2006; <i>Ongoing</i>
	5.2. Provide information concerning the needs of special student populations including but not limited to first generation, re-entry, DSPS, parent, and other special populations.	Academic Senate	<i>Implement</i> Spring 2007; <i>Ongoing</i>
	5.3. Provide trainings on what students need to know, where campus services are, how to register, what are important dates, etc.	Academic Senate, Student Services	Fall 2007; <i>Ongoing</i>

Employee Competency: Technological Competency/ Datatel Training

<i>Objectives</i>	<i>Activities and Performance Outcomes</i>	<i>Critical Connections</i>	<i>Timeline</i>
6. Promote and provide regular and consistent training on the effective use of technology			
	6.1. Provide workshops each year to promote proficiency in using the new Datatel management information system	MIS staff, Student Services Employees	<i>Implement</i> Spring 2007 with dry-run registrations on March 3, March 24, and April 21; <i>Ongoing</i>

**LASSEN COMMUNITY COLLEGE
FACULTY AND STAFF DEVELOPMENT ACTIVITIES PLAN**

CATEGORY 1 - Training Responsive to Accreditation Recommendations	Accreditation Recommendation												
		\$5,000	Jun-06	Sep-06	Nov-06	Feb-07	Mar-07	Apr-07	May-07	Summer	Sept-07	Oct-07	Nov-07
Collegial Governance/Behavior Change	1,2,4,11					3/16		5/1					
Conflict Resolution	2, 6					3/15							
Stress Management	2					3/23							
Team Building	2					3/1	4/27	5/10					
Anger Management	2							??					
Evaluation	11						4/18						
Cultural Sensitivity	2	6/2	9/5	11/18									

Note: On June 2 and September 5, the college held a series of three Diversity trainings led by a consultant. On November 18, Lassen College hosted the Susanville Pow-wow on campus. Jan Dole will lead an Interest-Based Bargaining training on March 16. A team-building/stress management exercise was held March 1 with Nancy Lounsbury as the presenter. A team-building exercise will be held May 10. The Center for Peace and Conflict Resolution at Fresno Pacific Univ. will deliver training 3/15. Also on March 15 all college employees will receive sexual harassment training. The California League for Community Colleges and state Academic Senate will deliver governance training on May 1. On March 23, a Confidential Assistant will do a lunch-and-learn presentation on Relaxation through Reflexology. The college will have an evaluation training for all supervisors on April 18. On Arbor Day, a classified staff member will conduct a campus tree tour. In May, Brian Martin will deliver anger management training.

CATEGORY 2 - Lunch and Learn with Faculty and Staff Presentations Ask for volunteers such as:	\$1,000												
Michael Giampaoli	2				2/13								
Susie Humphrey-Paulsen	2					3/23							
Nancy Lounsbury	2					3/1							
Holly Egan	2							5/10					

Note: On February 13, Michael Giampaoli, an art instructor, gave a presentation on "Drawing from the Right Side of the Brain." March 1 Nancy Lounsbury gave a presentation on stress reduction through making rag rugs. On March 23, Susie Humphry-Paulson, a confidential employee, will present "Relaxation through Reflexology." On May 10, Jolee Montgomery & Katie Fitzgerald will lead a flower-arranging activity for Mother's Day.

CATEGORY 3 - Training and Re-Training on the Job	\$4,000												
FRISK training for supervisors	11, 15						4/18						
Application #2	15												
Application #3	15												
Application #4	15												

Note: Because the administration has not yet released the staffing plan, the committee cannot yet request applications for job training/ re-training.

Approved by committee : 2/15/2007

**LASSEN COMMUNITY COLLEGE
FACULTY AND STAFF DEVELOPMENT PLAN**

April 19, 2007

DATE	TYPE OF ACTIVITY	TRAINING DELIVERY	ACCREDITATION ECOMMENDATION	
2-Jun-06	Diversity Training	Susan Hornshaw, Consultant	Cultural Sensitivity	2
5-Sep-06	Diversity Training	Susan Hornshaw, Consultant	Cultural Sensitivity	2
18-Nov-06	Diversity Activity	Native American Studies Center and Susanville Indian Rancheria Pow-wow	Cultural Sensitivity	2
13-Feb-07	Lunch & Learn	Michael Giampaoli, LCC Faculty Member	Team Building	2
1-Mar-07	Lunch & Learn	Nancy Lounsbury, LCC Classified Staff Member	Team Building	2
15-Mar-07	Conflict Resolution Training	Fresno Pacific Univ Center for Peacemaking and Conflict Studies	Collegiality, professionalism, behavior change	2, 6
15-Mar-07	Sexual Harassment Training	Zampi & Assoc, Consultant	Collegiality, professionalism, behavior change	2, 6
23-Mar-07	Lunch & Learn	Susie Humphrey-Paulson, LCC Confidential Assistant	Team Building	2
18-Apr-07	FRISK Evaluation Training	Outside Consultant	Evaluation Training	11
20-Apr-07	Interest-Based Bargaining Training	Jan Dole, Outside Consultant	Collegiality, professionalism, behavior change	2, 6
1-May-07	Shared Governance Training	CC League of CA and Academic Senate for CA CCs and ACCJC	Governance, collegiality, professionalism, behavior change	1, 2, 4, 6, 11
May-07	Anger Management	Brian Martin, Consultant	Collegiality, professionalism, behavior change	2, 6
May-07	Mandated Reporting	Denise Stevenson	Professionalism, Legal Issue	2, 6
Fall 2007	Conflict Resolution Training	Fresno Pacific Univ Center for Peacemaking and Conflict Studies	Collegiality, professionalism, behavior change	2, 6
FUTURE LUNCH & LEARN ACTIVITIES				
	Lunch & Learn	Carol Montgomery	Hors d'oeuvres preparation	2
	Lunch & Learn	Mike Bartley	Cowboy Poetry or Sourdough Bread-making	2
	Lunch & Learn	Ed Mincher	LCC Forest - visit and clean-up	2
	Lunch & Learn	Sandy Beckwith - taped presentations	Stephen Covey materials and Dealing with Difficult People and a host of other topics	2

**Lassen Community College
Request for Faculty & Staff Development Funds**

Requestor's Name _____ **Date** _____

Department/Position _____

Were you reassigned? Yes No

If yes, what new skills will you need? _____

Type of professional development requested

- | | |
|--|--|
| <input type="checkbox"/> single class | <input type="checkbox"/> credit class at LCC |
| <input type="checkbox"/> series of classes | <input type="checkbox"/> Datatel training by LCC staff |
| <input type="checkbox"/> one-on-one training | <input type="checkbox"/> Datatel assistance from consultants |
| <input type="checkbox"/> online credit class | <input type="checkbox"/> Books or other media |
| <input type="checkbox"/> online at Microsoft.com, etc. | <input type="checkbox"/> Other _____ |

Description of professional development requested *(please attach copy of flier, etc.)*

Estimated cost \$ _____ (conference fees, travel costs, purchase of materials...)

Will you need a substitute? Yes No **Dates** _____

Trip request attached? Yes No N/A

Requestor

Supervisor

Funding approved Funding NOT approved

Chair – Faculty & Staff Development Committee
White: Staff Development Yellow: Requestor

**Lassen Community College
Faculty and Staff Development Committee Members
2006-07**

Administration: Karen Sue Grosz, Dean of Instruction

Management: Shelly Baxter and Susie Paulsen

Classified Staff: Mary Hasselwander and Elaine Theobald

Faculty: Sandy Beckwith and John Martin