



Employee Professional Development Committee Meeting

Meeting Date: September 22, 2021 – 1:30p.m.
<https://vvc-edu.zoom.us/j/95312578822>

MINUTES

Present: Monica Martinez, Regina Brown, Lisa Kennedy, Justin Mott, Amy Norris, Loretta Amaro, Kelly Murphy, Todd Scott, Debbie Peterson

Absent: Lorena Newson, April Allen

Recorder: Violet Topete

Call to Order: 1:35pm

Action Items

- I. Approval of Minutes: May 26, 2021
MSC: Justin Mott/Lisa Kennedy. Minutes approved.

Discussion Items

- I. All College Day / In-Service Day Recap (*R. Brown/M. Martinez*)
Vice President Martinez reports on the good turn-out of All College Day and informed the EPDC on the All In Program. Regina Brown reported there were about 360 participants in All College Day. Regina Brown received a request for the Years of Service Award to be shared/played back again for employees to view and will follow up if that portion of the recording can be made available. Regina reported that the afternoon faculty sessions went really well also.
- II. Needs Assessment Survey Results (*M. Martinez*)
Survey tabled for Committee to Review.
Regina shared the survey summary that was shared at All College Day.
- III. Institutional Innovation and Effectiveness Plan and Next Steps (*T. Scott*)
Dr. Todd Scott reviewed the Institutional Innovation and Effectiveness Plan with the EDPC and went over the Professional Development areas of focus: Flex Calendar and Professional Development Faculty Academy. For 2022/23 the Academic Calendar needs to be negotiated to include the Flex Calendar. Dr. Scott advised further on the Professional Development Strategies and what role the EPDC will have. There is also software that will be implemented to track Professional Development. Dr. Scott pointed out that there are funds to provide stipends for faculty to help develop a Flex Calendar. The Partnership Resources Team will visit our college again in November to track VVC's progress on these Areas of Focus. Vice President Martinez shares that the EPDC can make recommendations for these Areas of Focus.

- IV. Guided Pathways and Equity (*K. Engelsen*)
Update provided by Dr. Engelsen. Attached.
- V. Faculty Flex Calendar Update & HR Trainings Update (*M. Martinez*)
Vice President Martinez shared that a Flex Calendar will need to be negotiated with Faculty.
- VI. Canvas Site for Faculty Professional Development Preview (*R. Brown*)
Regina shared the Faculty Professional Development Dashboard under Canvas and upcoming opportunities and other areas that faculty can explore under Professional Development.
- VII. Instructor Academy Proposal- Faculty Trainings 2021/22 Academic Year (*R. Brown*)

Report Outs

- I. Classified Professional Development Day 08/12/21
Debbie Peterson shared there were about 137 employees that participated in the lunch portion and the recording has not been shared for review.
Vice President Martinez attended the Classified Professional Development Day: Validate-Appreciate-Refer workshop and shared that the speaker spoke to classified on being able to connect to students. The focus was on connecting to students and making them feel welcomed. The goal is to have a half day professional development at the end of each summer term for Classified Staff.

Loretta Amaro shared that the end of the summer term is not generally a good time for professional development for all classified to participate. It is a very busy time for student services. Suggested that a better time is at the beginning of summer term such as after graduation. Vice President Martinez shared that there is flexibility here. All College Day are set days per the academic calendar. Loretta shared that the difference with All College Day is that student services is able to close, but not for professional development day.

Vice President Martinez talked about the Chancellor's office platform: Cornerstone and the District is moving forward with this tracking tool.
- II. EDPC Website Update
Violet Topete reported that she has been granted user access to begin making updates to the website to post committee information, minutes and agendas. Vice President Martinez would like the committee input on the webpage.
- III. IT Update
Kelly Murphy reported out that that month of October is Cyber Security Month and a short 10-minute training will be sent out to employees.

Adjournment: 2:41p.m. Next regular meeting October 27, 2021 at 1:30 p.m.
Items to discuss Next Month: Survey, Website.



California Community Colleges Institutional Effectiveness

Institutional Effectiveness Partnership Initiative Partnership Resource Teams Institutional Innovation and Effectiveness Plan

Date: July 1, 2021

Name of Institution: Victor Valley College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
A. Professional development: Flex Calendar	<ol style="list-style-type: none"> Identify the actual calendar for the college in terms of flex days and the types of activities that are allowable. Coordinate the Flex Calendar with a broader professional development calendar for all employees. 	<ol style="list-style-type: none"> Collective Bargaining Team and VP of Human Resources Dean of Pathways and Professional Learning and Faculty Professional Dev. Facilitator, working with PD Committee 	<ol style="list-style-type: none"> Negotiate Fall 2021 for Spring 2022 Pilot shared calendar of activities Spring 2022; full implementation 2022-23 academic year 	<ol style="list-style-type: none"> Research examples from other colleges and come to bargaining table in early fall. Hold collective bargaining sessions and develop and implement contract language re: mandatory and variable flex days. In joint meetings, develop an annual PD calendar. Obtain approvals and implement annual PD calendar. Develop and implement a Flex advisory committee to help coordinate PD. 	<ol style="list-style-type: none"> Research completed; proposal developed Contract language or MOU in place for new approach to Flex Calendar Calendar developed Calendar of activities is approved and published; attendance data reflect widespread participation Flex advisory committee established, members appointed, and committee charged 	<ol style="list-style-type: none">
B. Professional Development: Strategies	<ol style="list-style-type: none"> Develop and implement a calendar of activities focused on diversity, equity, and inclusion and ensure it is embedded in the broader calendar of activities for the year. Implement an annual PD needs assessment survey campus-wide. Establish the committee structure and college infrastructure for making PD decisions. 	<ol style="list-style-type: none"> Dean of Pathways and Professional Learning and Faculty Professional Dev. Facilitator, working with PD Committee Dean of Pathways and Professional Learning PD Committee 	<ol style="list-style-type: none"> End of Fall 2021 End of Fall 2021 Mid-Fall 2021 Fall 2021 for Fall 2022 	<ol style="list-style-type: none"> Hold joint meetings to develop an annual calendar. Have the calendar vetted by the Unions and Academic Senate by the target date. Implement annual calendar. Assess participation in PD activities. Responsible Dean, working with planning and research dean and relevant committee reps, develops, implements, disseminates, and applies the results of a PD needs assessment survey. Research PD decision-making models at other colleges. Recommend committee structure and college infrastructure. Implement committees structure and college infrastructure. 	<ol style="list-style-type: none"> Calendar developed Calendar vetted Calendar of activities is published Attendance data reflect widespread participation Survey administered; results published and used to guide a calendar of activities Research completed Recommendation issued, reviewed, modified as needed, and approved Committee structure and college infrastructure implemented 	<ol style="list-style-type: none">
C. Professional development: Faculty Academy	<ol style="list-style-type: none"> Develop and implement a faculty orientation (half-day) for both FT and PT Faculty, and a year-long faculty academy for FT Faculty. Evaluate making the academy available to veteran faculty – not just new faculty—and take action in accord with the findings. 	<ol style="list-style-type: none"> VP of Instruction, CTA President, AFT President, Academic Senate President, VP of Student Development 	<ol style="list-style-type: none"> Research over summer, meet and discuss the content and format Fall of 2021, test some content in variable flex days spring 	<ol style="list-style-type: none"> Research orientations and New Faculty academies at other institutions. Develop orientation and academy curriculum for vetting Fall 2021. Solidify orientation and academy curriculum by end of Fall 2021 semester. Hold PD days as pilot Spring 2022. 	<ol style="list-style-type: none"> Research completed Draft curriculum developed for vetting Fall 2021 Final curriculum developed end of Fall 2021 Presentation of partial curriculum Spring 2022 	<ol style="list-style-type: none">

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:
	<p>3. Evaluate the feasibility of having the Faculty Academy meeting times flow from Academic Senate and Faculty Union meetings and if feasible, ensure that the annual PD calendar reflects coordination with all these meetings.</p> <p>4. Share building the Academy curriculum, with presentations proposed and managed by the Union leadership, Senate leadership, and Management representatives.</p>		<p>2022, pilot in Fall 2022</p>	<p>1e. Revise curriculum as necessary, and conduct full orientation and academy pilot in Fall 2022.</p> <p>2a. Study feasibility and utility of including veteran faculty in the academy.</p> <p>2b. Make recommendation based on findings, solicit feedback, modify recommendation as needed, gain approvals, and implement recommendation.</p> <p>3. Study feasibility of coordinating the academy schedule with that of Senate and Union meetings, if feasible, modify annual PD calendar accordingly.</p> <p>4. Build into the academy schedule at least one session proposed and managed by Union leadership, Senate leadership, and Management representatives, respectively.</p>	<p>1e. Academy pilot scheduled, Fall 2022</p> <p>2a. Study completed</p> <p>2b. Recommendation implemented</p> <p>3. Study completed; PD calendar modified as appropriate</p> <p>4. Sessions included in academy schedule as specified</p>	
<p>D Student retention and completion: Tracking / Graduation / Early Alert Tools and Strategies</p>	<p>1. Develop and implement processes to communicate with students based on whether or not they meet thresholds at identified momentum points.</p> <p>2. Using current data systems, implement regular communications with prospective students and returning students.</p> <p>3. Provide regular training and professional development to institutionalize faculty buy-in for use of an Early Alert system.</p> <p>4. Clarify, expand, and scale caring campus strategies to include the entire campus (staff, PT and FT faculty).</p> <p>5. Collect external transcripts early (perhaps automate collection) and get them inserted into the educational planning system to maximize student success.</p> <p>6. Based on findings of the software audit, leverage the existing MIS/SIS systems and utilize them for automated processes rather than work-around approaches.</p>	<p>1. VP of Student Development</p> <p>2. Chief Information Officer working with content managers</p> <p>3. AVP Matriculation and Athletic Director, Jennifer Law, VPI, Dean of Pathways and Professional Learning</p> <p>4. Dean of Business, Law & Academic Resources, RAM Coaches</p> <p>5. A&R Director, AVP Matriculation and Athletic Director</p> <p>6. A&R Director, Executive Dean of Institutional Research</p>	<p>1. End of Spring 2021</p> <p>2. Fall 2021</p> <p>3. End of Fall 2021</p> <p>4. Strategies identified (Fall 2021)</p> <p>5. Fully developed and tested end of Spring 2022 for full implementation Fall 2022</p> <p>6. Software Audit complete Spring 2021, recommended changes take place summer-fall 2021</p>	<p>1a. Identify momentum points that are based on analysis of data for prior years and aligned with MIS data collection and data quality review.</p> <p>1b. Identify students who are or are not meeting threshold criteria.</p> <p>1c. Develop and implement processes for communicating with these students, including systematic messaging to them by content managers, i.e., academic counselors.</p> <p>1d. Evaluate effectiveness of communication processes, and make improvements based on the findings.</p> <p>2a. Develop and implement a system for regular communication with both prospective and returning students.</p> <p>2b. Evaluate the effectiveness of the system, and make improvements as the findings warrant.</p> <p>3a. Develop and implement appropriate training surrounding the use of an Early Alert system.</p> <p>3b. Evaluate the training and make improvements as the findings warrant.</p> <p>3c. Develop and implement processes for feedback to inform success team members.</p> <p>4a. Identify most successful caring campus strategies.</p> <p>4b. Schedule and conduct additional Caring Campus (RAM Coach) trainings on those strategies for all staff and PT and FT faculty.</p> <p>4c. Evaluate impact of RAM Coach training on wider application of caring campus strategies, and make improvements as the findings warrant.</p> <p>5a. Visit other colleges to study how they have collected and used external transcripts.</p> <p>5b. Develop and implement process to collect and use external transcripts.</p> <p>6a. Using Elicium software audit results, identify the best candidate processes for systematic automation.</p> <p>6b. Automate selected processes.</p> <p>6c. Evaluate effectiveness of each automated process, and make improvements based on the findings.</p>	<p>1a. Data dictionary in place for momentum point communications; baselines established for students at various momentum points</p> <p>1b. Process established for identifying students; initial set of students identified</p> <p>1c. Communication processes implemented</p> <p>1d. Metrics documented post-implementation; improvements made as needed</p> <p>2a. System implemented; examples of messages</p> <p>2b. Data on click-through rates; improvements made as needed</p> <p>3a. Workshops, Flex day trainings, and actual use of early alert documented</p> <p>3b. Data from attendee evaluations, number of attendees in trainings; improvements made as needed</p> <p>3c. Feedback processes implemented</p> <p>4a. Strategies identified</p> <p>4b. Trainings scheduled and conducted</p> <p>4c. Evaluation completed and improvements made as needed</p> <p>5a. Research on other colleges completed and findings analyzed</p> <p>5b. Process implemented; number of external transcripts available to counselors</p> <p>6a. Results of audit presented, candidate processes identified</p> <p>6b. Selected processes automated</p> <p>6c. Initial evaluation completed; improvements made as needed; number of identified "work-around" processes replaced by systematic automation.</p>	<p>a.</p> <p>b.</p>

Following is a brief update regarding CAGP (California Guided Pathways) - we are one of 12 CCC's in the second year of our 4-year cohort.

Re: CAGP

- Participating team: Lorena Newson, Tim Adell, Lorena Dorn, Melanie Dube-Price, Karen Engelsen, Dan Walden

- Consultancy Project:

- Escalating GP Planning to Institutionalization: fully embedding GP in participatory governance; including and ensuring all constituencies have and understand their role in GP; measuring the effect of GP on Vision for Success outcomes; keeping GP alive through the EMP.