



THREE YEAR STAFF DEVELOPMENT PLAN 2008-2011

Mission Statement: The mission of the Staff Development Program at Los Angeles Southwest College is to promote excellence in performance and personal growth among faculty, staff, and administrators by providing opportunities that create incentives to ensure student success and life-long learning.

Goals	Objectives	Activities	Timelines	Evidence/Outcomes	Fund source
Goal I: Encourage the enhancement of competencies in instructional, organizational, and personal areas.	1.1 Provide opportunities for faculty to participate in instructional improvement activities.	1.1.1. Basic Skills Education in the Urban Environment: Practices for Best Practitioners <i>Relates to CA Benchmarking Project</i>	1.1.1 8/29/08	1.1.1 Faculty, classified staff, and administrators will be informed of current Basic Skills practices as they relate to LASC.	1.1.1 Staff Dev Basic Skills
	SLO: Students will be better served by faculty who have participated in instructional improvement activities.	1.1.2 SLOs & Assessment: How Can We Make Them Meaningful, Manageable, and Sustainable? Part I	1.1.2 8/29/08	1.1.2 Faculty, classified staff, and administrators can apply strategies to ensure meaningful course and program level SLO assessment results.	1.1.2 Staff Dev Basic Skills
		1.1.3 SLOs & Assessment: How Can We Make Them Meaningful, Manageable, and Sustainable? Part II	1.1.3 8/29/08	1.1.3 Faculty, classified staff, and administrators can apply strategies for meaningful institutional SLO assessment results.	1.1.3 Staff Dev Basic Skills
		1.1.4 Learning Communities: Developmental Communications Cohorts—Fall 2008 <i>Relates to CA Benchmarking Project</i>	1.1.4 8/29/08	1.1.4 Faculty of primarily Developmental Communications, Math, and Learning Skills will participate as members of learning communities.	1.1.4 Staff Dev Basic Skills

	<p>1.2 Provide opportunities for offices and departments to conduct orientation activities for their members.</p> <p>1.3 Provide opportunities for faculty, classified staff, and administrators to participate in a variety of professional development activities that support their needs.</p> <p>SLO: Students will be better served by faculty, classified staff, and administrators who have participated in a variety of professional development activities that support their needs.</p>	<p>1.1.5 Course Outlines the Easy Way</p> <p>1.1.6 Workshop on Syllabi Development <i>Relates to CA Benchmarking Project</i></p> <p>1.2.1 Office/Departmental activities to improve functioning and/or for orientation, updates.</p> <p>1.3.1 Conferences and off-campus workshops</p> <p>1.3.2 Wellness/fitness, stress management activities</p> <p>1.3.3 STRS Retirement Options STRS Retirement Consultation</p> <p>1.3.4 First Aid training</p>	<p>1.1.5 8/29/08</p> <p>1.1.6 12/08</p> <p>1.2.1 8/29/08-ongoing</p> <p>1.3.1 8/08-ongoing</p> <p>1.3.2 8/08-ongoing</p> <p>1.3.3 8/29/08</p> <p>1.3.4 Spring 09</p>	<p>1.1.5 Faculty will develop a course outline using a textbook, syllabus, or course description.</p> <p>1.1.6 Faculty will develop syllabi incorporating SLOs to meet the new AFT contract faculty evaluation guidelines.</p> <p>1.2.1 Offices/Departments will conduct activities to improve functioning and/or for orientation, updates.</p> <p>1.3.1 Faculty, classified staff, and administrators will attend conferences and off-campus training workshops to upgrade skills and acquire greater knowledge of the discipline/area.</p> <p>1.3.2 Faculty, classified staff, and administrators will participate in wellness/fitness, stress management activities and develop a wellness regimen.</p> <p>1.3.3 Faculty will be informed of and counseled regarding STRS retirement options.</p> <p>1.3.4 Faculty, classified staff and administrators will perform first aid procedures and receive basic skills level certification.</p>	<p>1.1.5 Staff Dev Basic Skills</p> <p>1.1.6 Staff Dev</p> <p>1.2.1 Staff Dev</p> <p>1.3.1 Staff Dev Tuition Reimbursement Academic Senate Travel</p> <p>1.3.2 Staff Dev</p> <p>1.3.3 Staff Dev</p> <p>1.3.4 Staff Dev Participants pay fee</p>
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<p>Goal II: Foster innovation and exploration of new ideas and strategies for institutional growth and enrichment of the educational process.</p>	<p>2.1 Introduce methods for examining ways to cultivate new resources and linkages.</p> <p>SLO: Students will be better served by faculty, classified staff, and administrators who have participated in activities that cultivate new resources and linkages for institutional growth and enrichment of the educational process.</p>	<p>2.1.1 Anytime Student Assistance Program (ASAP)</p>	<p>2.1.1 8/29/08</p>	<p>2.1.1 Faculty, classified staff, and administrators will participate in an early intervention program that will identify students requiring academic or personal assistance anytime throughout the semester.</p>	<p>2.1.1 Staff Dev Basic Skills</p>
		<p>2.1.2 Student Voices (Students-with-challenges panel share personal histories and barriers they face outside of school; how LASC can better serve them) <i>Relates to CA Benchmarking Project</i></p>	<p>2.1.2 10/08 or 11/08</p>	<p>2.1.2 Faculty, classified staff, and administrators will develop action plans for students with challenges (student panel) and share best practices - instructional strategies.</p>	<p>2.1.2 Staff Dev Other sources supplies other expense</p>
		<p>2.1.3 Nanotechnology Solar Panels: An Implication For A Green Curriculum</p>	<p>2.1.3 10/08 Postponed to Spring 09</p>	<p>2.1.3 Faculty, classified staff, and administrators will be informed of solar panels, their impact on home installation, and implications for increased ecological literacy and a green curriculum.</p>	<p>2.1.3 Staff Dev</p>
		<p>2.1.4 Staff Development individual and group projects</p>	<p>2.1.4 8/08-ongoing</p>	<p>2.1.4 Faculty, classified staff, and administrators can develop projects that will serve the needs of our students and the college.</p>	<p>2.1.4 Staff Dev Other sources</p>
	<p>2.2 Establish a Teaching & Learning Center</p>	<p>2.2.1 Develop plans for a Teaching & Learning Center</p>	<p>2.2.1 Spring 09-ongoing</p>	<p>2.2.1 Faculty, classified staff and administrators will have a centralized location and increased opportunities for professional development.</p>	<p>2.2.1 Bond ?</p>

<p>Goal III: Support better communication among all members of the College community.</p>	<p>3.1 Provide opportunities for building skills in human relationships and interpersonal dynamics.</p> <p>SLO: Students will be better served by faculty, classified staff, and administrators who have participated in opportunities for building skills in human relationships and interpersonal dynamics.</p>	<p>3.1.1 International Education Day</p> <p>3.1.2 Strategies for the Development of the African American Manchild Conference</p> <p>3.1.3 Customer Service workshop</p> <p>3.1.4 Faculty & Staff Appreciation Day</p>	<p>3.1.1 12/5/08</p> <p>3.1.2 2/09</p> <p>3.1.3 Spring 09</p> <p>3.1.4 Spring 09</p>	<p>3.1.1 Students, faculty, classified staff, and administrators will engage in cultural exchange, promote understanding, and celebrate the uniqueness of our campus community.</p> <p>3.1.2 Students, community representatives, faculty, classified staff, and administrators will collaborate in the planning and implementation of the SDAMC .</p> <p>3.1.3 Faculty, classified staff, and administrators can implement methods for improving teamwork and communication; and dealing with difficult customers.</p> <p>3.1.4 Faculty, classified staff, and administrators will celebrate the contributions of colleagues in the LASC workplace.</p>	<p>3.1.1 Staff Dev? Other sources</p> <p>3.1.2 Staff Dev? Other sources</p> <p>3.1.3 Staff Dev</p> <p>3.1.4 Staff Dev Other sources</p>
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Goal IV: Promote the development of skills in new technologies.	4.1 Provide workshops for training in online course development.	4.1.1 Overview: Moodle Online Course System	4.1.1 8/08-09	4.1.1 The faculty can initiate the creation and management of an online course in their discipline.	4.1.1 Prog 100? TTIP? Release- time for classified trainer
		4.1.2 Web-assisted Class Materials	4.1.2 Spring 09	4.1.2 The faculty can incorporate web-assisted materials into course	4.1.2 Prog 100? Release-time for classified trainer
	4.2 Provide workshops for training in multimedia presentation	4.2.1 Multimedia (Smart) Classroom	4.2.1 8/29/08	4.2.1 The faculty, classified staff, and administrators can use the Smart Classroom tools for classroom or other presentations.	4.2.1 Staff Dev
		4.3 Provide technology training that supports instructional and non-instructional needs.	4.3.1 Workshops on Word 2007	4.3.1 10/08-09	4.3.1 The faculty, classified staff, and administrators can use basic applications of Word 2007.
	4.3.2 Workshops on Vista		4.3.2 12/08-09	4.3.2 The faculty, classified staff, and administrators can operate a program using Vista.	4.3.2 Prog 100? TTIP? Release- time for classified trainer
	4.3.3 Workshops on PowerPoint		4.3.3 9/08-09	4.3.3 The faculty, classified staff, and administrators can create a PowerPoint presentation.	4.3.3 Prog 100? TTIP? Release- time for classified trainer
	4.3.4 Workshop on Outlook, especially in preparation for MOS exam		4.3.4 10/08	4.3.4 The faculty, classified staff, and administrators can use basic applications of Outlook	4.3.4 Prog 100? TTIP? Release- time for classified trainer

		4.3.6 Workshop on Photoshop	4.3.6 Spring 09	4.3.6 The faculty, classified staff, and administrators can correct and modify photographs on a computer screen	4.3.6 Prog 100? Release-time for classified trainer
		4.3.7 Workshop on Using a Digital Camera	4.3.7 Spring 09	4.3.7 The faculty, classified staff, and administrators can input still photos into computer and place in a document or web page.	4.3.7 Prog 100? Release-time for classified trainer
		4.3.8 Opportunity for MOS exam	4.3.8 8/08-4/09	4.3.8 The classified staff who pass the exam will be certified users of a Microsoft Office application.	4.3.8 TTIP? Release-time for instructional assistant

Goal V: Increase Staff Development Program effectiveness.	5.1 Address professional development needs of faculty, classified staff and administrators.	5.1.1 Refer to the current Staff Development Needs Assessment results to develop Staff Development activities.	5.1.1 8/08-ongoing	5.1.1 The Staff Development Program will utilize the results of the Staff Development Needs Assessment to ensure that interests and needs of faculty, classified staff, and administrators are being addressed.	5.1.1 None
	5.2 Provide opportunities for faculty, staff, and administrators to evaluate staff development activities.	5.2.1 Provide an evaluation form to each participant following each staff development activity.	5.2.1 8/08-ongoing	5.2.1 The Staff Development Program will review the ratings, comments, and suggestions of the completed evaluation forms for future direction. 5.2.2 Faculty, classified staff, and administrators will provide input regarding the value of each staff development activity and provide suggestions for future direction.	5.2.1 Staff Dev supplies printing
	5.3 Develop annual and long-range plans	5.3 Review, revise, and develop plans using the Needs Assessment results, staff development activity evaluations, and the institutional strategic plan.	5.3.1 8/08-ongoing	5.3.1 The Staff Development Program will update its plan according to the results of the Needs Assessment, staff development activity evaluations, and the institutional strategic plan.	5.3.1 Staff Dev supplies printing