

# **SECTION I**

## **STAFF DEVELOPMENT PLAN**



**San Diego Mesa College**

**STAFF DEVELOPMENT COMMITTEE**

**COMMITTEE GOALS AND OBJECTIVES  
A Five-Year Plan  
Beginning 2006-2007**

**March, 2007**

## **INTRODUCTION:**

As part of the California Community College system and the San Diego Community College District, San Diego Mesa College has a vital role in higher education with a commitment to provide excellent educational programs and services to its students. These services are designed to promote access, retention and success to college students of all ages, including those wishing to re-enter the educational system.

The mission of the San Diego Mesa College Staff Development program is to support the professional growth of faculty, staff, and administrators by providing activities and events with the ultimate goal of maintaining the highest quality of service for our students.

Unless otherwise specified, this document describes a five-year planning cycle. Updates and revisions will be provided as they occur.

## **GOAL ONE:** Strengthening College Support Infrastructure

### **Objective Statements:**

- a. Continue to develop and organize the research function for staff development including Flex.  
**Discipline(s) and/or Program:** Staff Development Committee; Flex Subcommittee  
**Individual(s) Responsible:** Committee Chair, Campus-Based Researcher, Committees  
**Timeline/Deadlines:** Ongoing
- b. Promote the planning, development, implementation and coordination of staff development activities that support the mission and goals of San Diego Mesa College.  
**Discipline(s) and/or Program:** Staff Development  
**Individual(s) Responsible:** Chair, Committee Membership  
**Timeline/Deadlines:** Ongoing
- c. Optimize the use of technology for committee functions including staff development and flex.  
**Discipline(s) and/or Program:** Staff Development Committee; Flex Subcommittee  
**Individual(s) Responsible:** Committee Chair, Secretary  
**Timeline/Deadlines:** Ongoing
- d. Improve communication of staff development opportunities as well as existing policies and procedures.  
**Discipline(s) and/or Program:** Staff Development and Flex  
**Individual(s) Responsible:** Chair, Committee Membership  
**Timeline/Deadlines:** Ongoing

- e. Continue to provide mentoring to new contract and adjunct faculty as well as develop a comparable model for classified staff.  
**Discipline(s) and/or Program:** Staff Development Committee  
**Individual(s) Responsible:** Committee membership and other specified individuals  
**Timeline/Deadlines:** 2006-2007, then ongoing
- h. Facilitate participatory governance processes by providing direction, meeting records (minutes), and research support.  
**Discipline(s) and/or Program:** Dean (Chair of Staff Development Committee, Flex Subcommittee),  
Senior Secretary (Flex Subcommittee, Staff Development),  
Campus-Based Researcher (Staff Development, Flex Subcommittee)  
**Individual(s) Responsible:** Dean, Senior Secretary, Campus-Based Researcher  
**Timeline/Deadlines:** Ongoing

## **GOAL TWO:** Strengthening College Partnerships and Collaboratives

### **Objectives:**

Support the staff development function for all segments of the college by providing research data.

- Discipline(s) and/or Program:** Campus-Based Researcher  
**Individual(s) Responsible:** Dean  
**Timeline/Deadlines:** Ongoing

## **GOAL THREE:** Supporting Professional/Leadership Development

### **Objectives**

- a. Promote a dynamic professional climate by providing ongoing professional development activities for faculty, staff and administrators through staff development and flexible calendar activities (FLEX).  
**Discipline(s) and/or Program:** Campus-Based Researcher, Senior Secretary, Senior Clerical Assistant, Staff Development Committee, Flex Subcommittee, Appropriate faculty, staff and administrators  
**Individual(s) Responsible:** Dean  
**Timeline/Deadlines:** Ongoing
- b. Automate the collection, reporting, and dissemination of staff development data.  
**Discipline(s) and/or Program:** Staff Development  
**Individual(s) Responsible:** Chair, Campus-Based Researcher  
**Timeline/Deadlines:** Ongoing

- c. Provide research data to inform the College of its staff development needs.  
**Discipline(s) and/or Program:** Staff Development Committee  
**Individual(s) Responsible:** Dean, Campus-Based Researcher, Committee membership, appropriate faculty and staff  
**Timeline/Deadlines:** Ongoing

## **GOAL FOUR:** Emphasizing Instructional Support/Student Success

### **Objectives:**

- a. Provide opportunities for all faculty to extend their knowledge of changing student characteristics relative to the teaching/learning process.  
**Discipline(s) and/or Program:** Staff Development Committee; Flex Subcommittee  
**Individual(s) Responsible:** Chair, Committee Membership  
**Timeline/Deadlines:** Ongoing
- b. Provide opportunities to all staff and administrators to increase their awareness and sensitivity to the changing demography of the student population.  
**Discipline(s) and/or Program:** Staff Development Committee; Flex Subcommittee  
**Individual(s) Responsible:** Chair, Committee Membership  
**Timeline/Deadlines:** Ongoing
- c. Enhance work place harmony among all employees.  
**Discipline(s) and/or Program:** Staff Development Committee; Flex Subcommittee  
**Individual(s) Responsible:** Chair, Committee Membership  
**Timeline/Deadlines:** Ongoing
- d. Participate in the College's formal planning processes using documentation provided by the district and the College which includes a cycle of review, analysis and evaluation.  
**Discipline(s) and/or Program:** Staff Development Committee; Flex Subcommittee  
**Individual(s) Responsible:** Chair, Committee Memberships  
**Timeline/Deadlines:** Ongoing