



YUBA COLLEGE STAFF DEVELOPMENT PLAN | 2018-2020

YUBA COLLEGE STAFF DEVELOPMENT COMMITTEE

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I. District Mission and Guiding Principles

Yuba Community College District Mission

(BP 1200)

The primary mission of the Yuba Community College District is to provide rigorous, high quality degree and certificate curricula in lower division arts and sciences and in vocational and occupational fields as well as business-focused training for economic development. An essential and important function of the District is to provide remedial instruction, English as a second language instruction, and support services which help students succeed at the postsecondary level. Additionally, an essential function of the District is to provide adult noncredit educational curricula in areas defined by the State.

Board of Trustees' Vision Statement

(Adopted 2011)

The vision of the Yuba Community College District Board of Trustees is to ensure student success by:

- Providing an innovative, world-class learning environment;
- Building and maintaining an atmosphere of trust within the college district and with our communities;
- Developing and maintaining programs and facilities that best meet the needs of our students and communities;
- Stewarding resources strategically to meet the diverse needs of our communities and region;
- Providing educational, economic, cultural, and civic leadership for our communities and region.

Board of Trustee Values

(Adopted 2014)

- Knowledge
- Stewardship
- Culture
- Honesty
- Respect/Mutual Trust
- Student Success
- Openness
- Courage

YCCD Strategic Goals

(Adopted 2014)

1. Increase student success and maximize the student experience through learner-centered programs and services designed to enhance student learning and completion.
2. Integrate planning and institutional effectiveness processes within a culture of evidence.
3. Strengthen our CORE as a 21st-century, learning-centered organization; employ, develop and sustain highly professional, qualified faculty and staff.

4. Complete multi-college district transition in structure, roles, responsibilities, and processes.
5. Assert regional educational, economic and workforce leadership; prioritize Economic and Workforce Development Programs based on regional, state and national imperatives.

Yuba Community College District (YCCD) – Institutional Student Learning Outcomes (SLOs)

1. **Communication:** effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
2. **Computation:** use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
3. **Critical Thinking:** analyze data/information in addressing and evaluating problems and issues in making decisions.
4. **Global Awareness:** articulate similarities and differences among cultures, times, and environments, demonstrating an understanding of cultural pluralism and knowledge of global issues.
5. **Information Competency:** conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
6. **Personal and Social Responsibility:** interact with others by demonstrating respect for opinions, feelings, and values.
7. **Scientific Awareness:** understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.
8. **Technological Awareness:** select and use appropriate technological tools for personal, academic, and career tasks.

Following from the ISLOs listed above, the faculty members of Yuba College have written (and will revise when prudent) Program (PSLOs) and Course SLOs (CSLOs) in accordance with the following taxonomy:

- Knowledge/Remembering: define, list, recognize
- Comprehension/Understanding: characterize, describe, explain, identify, locate, recognize, sort
- Application/Applying: choose, demonstrate, implement, perform
- Analysis/Analyzing: analyze, categorize, compare, differentiate
- Evaluation/Evaluating: assess, critique, evaluate, rank, rate
- Synthesis/Creating: construct, design, formulate, organize, synthesize

II. Yuba College Mission and Guiding Principles:



College Mission, Vision, Values, Strategic Directions, and Objectives:

Mission

(Adopted 2017)

Yuba College prepares a diverse student population to excel in a rapidly changing, interdependent world. Our quality programs and student services empower students to achieve their educational and life goals by providing counseling, transfer preparation, associate and transfer degrees, certificates, career and workforce training, basic skills instruction, and opportunities for lifelong learning. We respond to the diverse educational, cultural, and economic needs of our community by promoting individual potential through effective teaching and learning in an inclusive environment.

YUBA COLLEGE OBJECTIVES

DISTRICT GOAL 1: Increase student success and maximize the student experience through learner centered programs and services designed to enhance student learning and completion.

COLLEGE OBJECTIVE 1.1– Connection

2017-2018: By June 30, 2018, increase the number of new student enrollments by 2%.

2018-2019: By June 30, 2019, increase the number of new student enrollments by 2%.

2019-2020: By June 30, 2020, increase the number of new student enrollments by 2%.

COLLEGE OBJECTIVE 1.2– Entry

2017-2018: By June 30, 2018, increase the rate of students completing transfer-level math and English coursework in two years by 2% (IEPI Goal).

2018-2019: By June 30, 2019, increase the rate of students completing transfer-level math and English coursework in two years by 3% (IEPI Goal).

2019-2020: By June 30, 2020, increase the rate of students completing transfer-level math and English coursework in two years by 3% (IEPI Goal).

COLLEGE OBJECTIVE 1.3– Progress

2017-2018: By June 30, 2018, increase the rate of students persisting from term to term by 3%. (Scorecard)

2018-2019: By June 30, 2019, increase the rate of students persisting from term to term by 3%. (Scorecard)

2019-2020: By June 30, 2020, increase the rate of students persisting from term to term by 3%. (Scorecard)

COLLEGE OBJECTIVE 1.4– Completion

2017-2018: By June 30, 2018, increase the rate of students completing certificates, degrees, and are transfer ready by 5%. (IEPI Goal-Overall #12)

2018-2019: By June 30, 2019, increase the rate of students completing certificates, degrees, and are transfer ready by 5%. (IEPI Goal-Overall #12)

2019-2020: By June 30, 2020, increase the rate of students completing certificates, degrees and are transfer ready by 5%. (IEPI Goal-Overall #12)

DISTRICT GOAL 2: Integrate planning and institutional effectiveness processes with a culture of evidence.

COLLEGE OBJECTIVE 2.1– Finalize implementation of resource allocation model.

COLLEGE OBJECTIVE 2.2– Integrate authentic SLO/SAO assessment data into the planning processes.

COLLEGE OBJECTIVE 2.3– Build capacity for data infrastructure.

DISTRICT GOAL 3: Strengthen our CORE as a 21st-century, learning-centered organization; employ, develop and sustain highly professional, qualified faculty and staff.

COLLEGE OBJECTIVE 3.1– By 2020, improve communication and collaboration across the campus and centers as measured by campus survey data

DISTRICT GOAL 4: Complete multi-college district transition in structure, rules, responsibilities, and processes

None.

DISTRICT GOAL 5: Assert regional educational, economic and workforce leadership; prioritize Economic and Workforce Development Programs based on regional, state and national imperatives.

OBJECTIVE 5.1- By 2020, collaborate with local industry, government organizations, and other educational institutions to explore non-credit pathways aligned with YC programs.

PURPOSE OF THE STAFF DEVELOPMENT PLAN

Staff Development Vision Statement

The Staff Development Committee at Yuba College will provide a dynamic, comprehensive and coordinated learning environment that provides faculty, staff, and administration learning opportunities with the primary intention of enhancing the overall student learning experience here at Yuba College. The Staff Development Plan (SDP) will be consistent with the institutional mission and based on identified teaching and learning needs. The SDP will be systematically evaluated institution-wide, and the results used as a basis for assessment, modifications, and improvement. **See Appendix A: Staff Development Committee Charter 2018-2019.**

Plan Overview

Staff development is defined by the Yuba College Staff Development Committee as learning activities and/or training that enhance and/or develop a person's ability to perform his/her job duties and responsibilities more effectively and efficiently, including but not limited to instruction, student services, technology, communication, and well being.

The Yuba College Staff Development Plan creates the foundation for college-wide decision making and goal setting for staff development assessment, planning and implementing, evaluation, and budgeting of staff development requests. Through the input of college program reviews, needs assessment surveys, focus groups, and other data collection, the plan identifies college priorities for staff development at Yuba College and informs the Yuba College Educational Master Plan.

Alignment with College Strategic Goals

The Staff Development Plan aligns its prioritizations with the Yuba College goals (See above).

Staff Development is defined by the Yuba College Staff Development Committee as learning activities and/or training that enhance and/or develop a person's ability to perform his/her job duties and responsibilities more effectively and efficiently, including but not limited to instruction, student services, technology, communication, and well being.

STAFF DEVELOPMENT PRIORITIES

Ongoing and Critical Issues

Areas in which Yuba College faces significant staff development-related needs or challenges include the following:

- **Staffing:** Providing appropriate staffing; i.e., Staff Development Coordinator, to oversee the gamut of staff development of Yuba College as a whole, including, but not limited to accreditation and district/college administration, faculty, classified, and technology needs. The Staff Development Coordinator would also oversee the staff development annual allocated budget, record keeping, and follow-up of recipients of staff development, ESS [Equity for Student Success (merger of BSI and Student Equity Committees)] and FAYCCD travel funding.
- **Centralization of Staff Development:** Ongoing improvement of planning, posting, marketing, data collection, and data retrieval to maximize usage.
- **Funding:** Allocating appropriate funds for staff development as a part of a comprehensive, long-range plan for implementing the Yuba College Staff Development Plan and ensuring operation costs, such as marketing and advertising Staff Development activities, workshops, and speakers.
- **Classified Professional Development Days:** Help establish a system of "release time" and/or institutionalized professional development days for classified staff to attend staff development workshops and/or technology trainings at convenient times; i.e., June and/or July and without being "docked" for attendance.

- **Shared Decision-Making:** Ensuring that all constituent needs and preferences are represented in staff development planning, i.e., Staff, Faculty, Administration, and the District.
- **Technology Training and Staff Development:** Providing ongoing technology-related professional development and training programs for all employees, who are expected to be proficient and actively using district and college required technologies, such as the Campus Portal, WebAdvisor, Canvas, and college email at times conducive to each schedule (IT, College Personnel). Continue to promote use of Canvas for course enhancement among all faculty.
- **Guided Pathways Institutionalized:** Provide ample workshops for the purposes of educating the institution as a whole in the process of Guided Pathways for the betterment and efficiency of the student experience at Yuba College.

Staffing Priorities

For the following academic years (2018-2020), the Yuba College Staff Development Committee will once again consult with College Administration concerning the need for a **Flex-Staff Development Coordinator** and/or release time, and/or a yearly stipend to the faculty co-chair to coordinate and manage the professional development needs of the college as a whole, which includes compliance with accreditation standards and district, faculty, classified, and technology staff development needs and training. At present, the Staff Development Committee is handling the planning for Convocation Week Activities, Professional Development Days, and other professional-development opportunities throughout the year. The responsibilities of the added professional development days is cutting into designated semester breaks and summer and thus beyond the contractual obligations of the full-time faculty co-chair and other SD faculty committee members. Additionally, the Staff Development committee's role has evolved to full responsibility of this planning with the Flex Committee primarily focusing on managing faculty flex contracts and record keeping.

Centralization and Sharing Out of Staff Development Processes and Data

While a centralized system of posting staff development opportunities has been created and is being used more since its inception in 2014, there still remains some lack of institutional awareness and usage of this process. We will continue to delineate the process and procedures in place for presenting a workshop as well as the necessity to meet deadlines in that regard. Additionally, the process of how to print out a roster and record workshop attendance needs to be addressed further as these procedures are not being done by all presenters thus affecting the number of post-surveys being generated which then impacts the Staff Development Committee's data collection. Online registration for workshops appears to have improved. However, reiteration of the importance of registering in advance for planning purposes and the importance of responding to the follow-up surveys for purposes of data collection by the Staff Development Committee should be done annually to help institutionalize these procedures.

A system to retrieve post-workshop data in an easily manageable form for purposes of interpretation does not yet exist. Viewing results currently is best done electronically and viewing sheet to sheet, which makes data analysis challenging and overly time consuming.

Additionally, no systems are solidly in place to easily access survey results relevant to staff development needs from other institutional entities, such as the District and IT.

Funding: The Staff Development Committee needs consistent general funding beyond travel funds to carry out its duties, meet operating expenses, book speakers, and workshop presenters. At this time, the Vice President of Student Services authorizes funding requests as needed. Additionally, the Staff Development committee has started to collaborate with the Student Equity Committee to obtain speakers and provide additional travel funds for applicants seeking Staff Development funds in excess of the Staff Development allocated funding per applicant.

The Staff Development Committee will begin implementing a streamlined and clearly communicated process of documenting travel requests for staff development to ensure recipients of Staff Development funds fulfill the staff development funding obligations. This process will be monitored by a member of the Staff Development Committee who will also report back to the Staff Development committee during its planning sessions as to potential presenters from this list of recipients of Staff Development funds.

Classified Release Time: One issue expressed by classified staff during 2016-2017 survey, was their desire to have their own designated and designed professional development days and workshops with the approval of all managers for all to participate. Presently, some classified staff are not able to attend staff development workshops without being “docked” from vacation or sick time and their attendance is generally not encouraged due to convocation activities being held during the peak work time of the year; specifically, registration and related counseling needs.

The current California School Employees Association (CSEA) contract does not provide for release time for classified employees to attend staff development activities. Release time is currently subject to supervisor approval. This matter was raised with the CSEA and the College Vice President of Academic Student Services in 2015 with no results relevant to their contract.

However, in Spring 2017, a classified professional-development subcommittee was created to address this matter, which has resulted in the designation of three professional development days in June and/or July 2018 (one full day and 2 half days) specific to classified needs and desires, which were ascertained by a survey administered to classified staff in Spring 2017. Additionally, there has been buy-in and encouragement by administration for classified to participate in these activities. **See Appendix B: Classified Summer 2018 Professional Development Schedule.**

Based on the results of the Staff Development Committee *Needs Assessment Survey* administered each year in October classified professional development days will be provided in either June and/or July of each calendar year so as to meet the needs of our valuable support staff. June and July appear to be the favored months and convenient time of the year to avoid conflict with their schedules and workload demands. Additionally, based on the 2017 *Needs Assessment Survey* results, Administration strongly supports having designated professional development days for Classified Staff. See Responses to Questions 35 and 36 [FA17Needs Assessment Results - Administration](#)

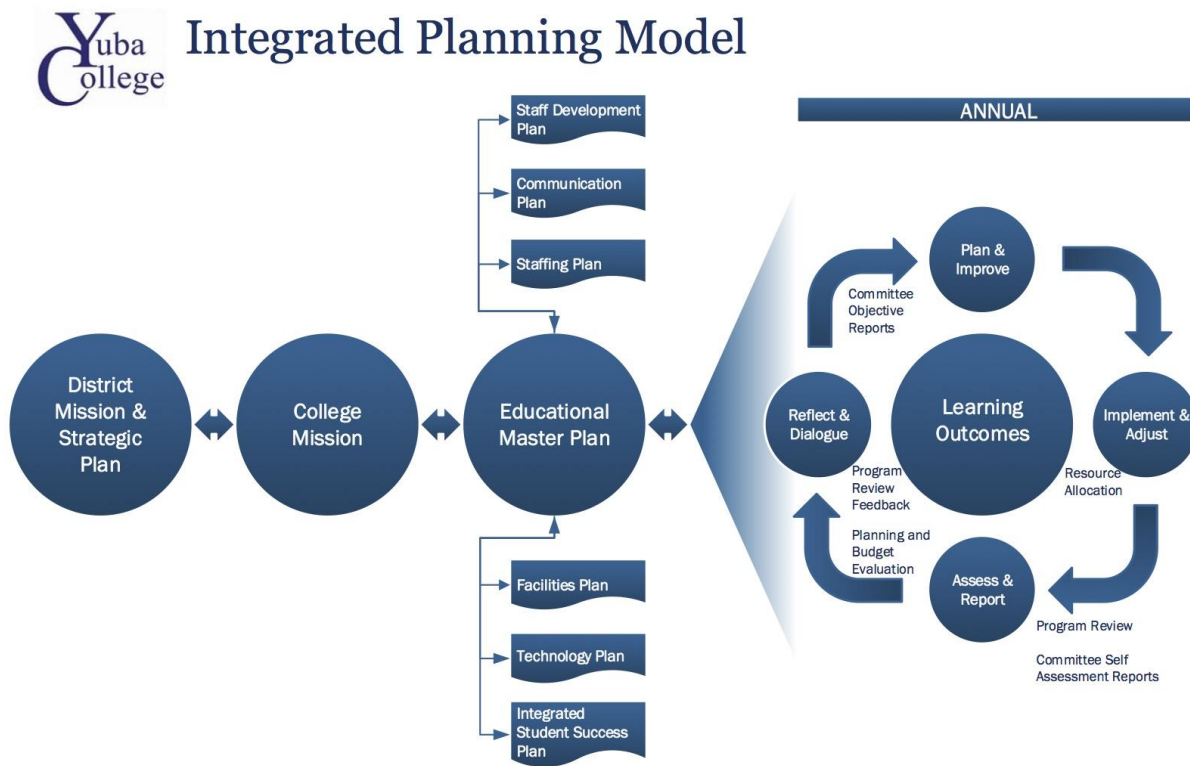
Shared Decision Making: Shared involvement by the institution in formation of the annual Staff Development Plan is necessary to maintain interest and involvement. Consultation with representatives from Administration, Human Resources, faculty and classified representatives of the Staff Development Committee has and will continue to be a regular practice in formation of the Staff Development Plan for Yuba College annually.

Technology Training and Staff Development: Based on results from the Flex and Staff Development Committees' *Needs Assessment Survey* administered in the Fall, technology training continues to be in high demand and therefore must be a regular part of staff development for all constituents, with Canvas training identified as a top priority for faculty as well as a rising interest in Distance Education training. This year's convocation included a Distant Education Panel as well as a Tech Update to familiarize attendees of new systems being implemented at Yuba College. **See Appendix C: Fall 2018 Convocation Schedule.** The Staff Development Committee will provide ample technology training time and work with representatives of IT to ensure it is provided a minimum of three times per year: August (Convocation Week); January (week before Spring semester), and June and/or July for classified staff.

STAFF DEVELOPMENT PLANNING AND BUDGET PROCESS

Integrated Planning of Staff Development at College and District Levels

The Yuba College Staff Development Committee, which was established in April 2013, is a part of integrated planning for resource allocation and professional development at the college level. The following Yuba College Integrated Planning diagram illustrates the role that the Staff Development Plan plays in three planning areas of Yuba College, i.e., District Mission & Strategic Plan, College Mission, and Educational Master Plan all playing a part in Learning Outcomes.



25 August 2017

As illustrated above, the Staff Development Plan is integrated into and guided by the Educational Master Plan, which is bi-directionally guided through three planning areas of the Yuba College Integrated Planning Model. The arrows in the diagram above illustrate that this communication is bi-directional with the Staff Development Committee, ensured through the following:

- At least one member of the Yuba College Staff Development Committee also serves as a member or liaison of the Flex, SLO, BSI, Student Equity, SSSP, Curriculum, and DE committees.
- Technology is represented by a virtual member who keeps the committee updated of technology advances, changes, and needs at the District level and provides necessary training of constituents as necessary.
- All constituents of Yuba College have access to the Staff Development Committee website on the Yuba College website.

- All members of Yuba College have access to staff development workshop information advertised under the Flex and Staff Development Calendar tabs via the Yuba College Portal and Flex link on the Yuba College website. Also, staff development information for convocation week and professional development days is posted on the Teaching and Learning Center (TCL) website to allow multiple means of marketing and registration.
- Administration of a yearly *Needs Assessment Survey* by the Staff Development Committee directs the annual professional development planning .

Communication with Yuba College Community and the District

The Yuba College Staff Development Committee communicates with the **Yuba College Community** through the following:

- Agenda, minutes, and attachments are posted on the Staff Development Website (See [Staff Development Website](#))
- The Yuba College Staff Development Committee submits a **Committee/Project Team Objective Report** in the Fall (late September/early October) to the Yuba College Council for review. (See [Staff Development Website](#))
- The Yuba College Staff Development Committee in early May submits a **Committee Self-Assessment Report (CSAR)**, which is reviewed by the College Effectiveness and Accreditation Committee. The CSAR is then submitted to the Yuba College Council, governing Board, and all college stakeholders in June. (See [Staff Development Website](#))
- Annual revisions to the Staff Development Plan and reports are shared with Senate upon request.
- Periodic reports will be given to the Board of Trustees upon request and always posted on the Staff Development website.

District and College Roles and Responsibilities

Staff Development is shared by both the District and Yuba College.

The District will contribute mandatory training, such as EEO, Sexual Harassment, Safety, Family Educational Rights and Privacy (FERPA) and Ergonomics, to Yuba College personnel as needed and as a regular component of the Staff Development Convocation Week Program and/or during allotted Professional Development days as designated by the Yuba Community College District Calendar Committee each year. Additionally, the District will provide *essential training*, such as Active Shooter. This training will be offered during Convocation Week and Spring Part-time Faculty Orientation.

See Appendix D: [2018-2019 Academic Calendar](#) [2019-2020 Academic Calendar](#)

Yuba College Staff Development Committee Calendar Cycle

The process of integrated communication, planning and implementation, and evaluation, month by month, is described below:

August:

- The Staff Development Committee (SDC) meets as necessary prior to Convocation Week to finalize logistics and plans for the professional development offerings that week.
- SDC implements calendar during Convocation Week.
- SDC meets to set meeting schedule and confirm committee membership.
- SDC plans any and all Professional Development Days, if any scheduled that calendar year, and sends out notice of activities to all constituents.
- SDC reviews submitted travel requests.

September:

- SDC begins working on its Committee Objective Report (COR) to identify short- and long-term objectives for the year.

- SDC reviews and finalizes draft of two-year Staff Development Plan.
- SDC downloads post-training/workshop evaluation responses.
- SDC begins planning the second fall semester Professional Development Day, if any is scheduled that calendar year; consulting and collaborating as necessary with college and district administration, the Flex, Distant Education, SLO, and Curriculum Committees as well as the Guided Pathways team.
- SDC reviews submitted travel requests.

October:

- SDC completes and submits their annual Committee Objectives Report (COR) to the Yuba College Effectiveness and Accreditation Committees (CEAC).
- SDC reviews SDC Charter for any needed updates.
- SDC finalizes plans for second fall Professional Development Day, if any scheduled that calendar year, and sends out notice of activities to all constituents.
- SDC reviews the previous year's *Needs Assessment Survey* to modify as necessary before sending out to college constituents for the present calendar year.
- SDC administers a *Needs Assessment Survey* on behalf of both the Staff Development and Flex Committees using one survey link, which branches to the appropriate survey for each respondent; i.e., Faculty, Classified, or Administrative Staff, concerning preferred professional growth activities and times. This streaming allows results to be distinguished between the various constituents for planning purposes.
- SDC reviews and updates travel request processes and procedures as necessary.
- SDC reviews submitted travel requests.

November:

- SDC solicits workshops and/or presentations via a "Call for Proposals" for the purpose of planning professional development activities for January Professional Development days.
- SDC begins planning Professional Development Days for January by consulting with college administration, the Flex, Distant Education, Curriculum, and SLO Committees, the Guided Pathways team, the Faculty Mentoring Team, adjunct union representatives, and the District as needed.
- SDC reviews submitted travel requests.

December:

- SDC reviews responses to "Call for Proposals" and results to the *Needs Assessment Survey* administered in October to continue planning January Professional Development Days.
- SDC continues consulting with various committees (Flex, Distant Education, SLO, Curriculum committees and Guided Pathways team), Yuba College Administration, the District, and Faculty Mentoring Team, and adjunct union representatives, to inquire about workshops/presentations they may want to include.
- SDC finalizes Professional Development Days schedule for January.
- SDC reviews submitted travel requests.

January:

- SDC implements January Professional Development Days and orientation for part-time faculty, new full-hires, and Yuba College constituents during January Professional Development days.
- SDC post-training/workshop evaluations sent out for part-time faculty and new hire orientation events.
- Confirm committee spring meeting schedule.
- SDC reviews submitted travel requests.

February:

- SDC begins review of staff development needs assessment tools, post-workshop evaluation data gathered to date, and other college planning documents to assist in the development of (1) the following year's staff development program offerings and (2) needs assessment survey.
- SDC reviews submitted travel requests.

March:

- SDC begins discussion regarding staff development planning for convocation in August using Convocation Week Planning Checklist. **See Appendix E Convocation Week Planning Checklist**
- SDC begins gathering specific activities from available sources, which correspond closely to the identified staff development needs and preferences from data compiled from all assessment tools.
- SDC sends out *Call for Proposals* for workshops (see sample from FA17). [FA17 Call for Proposals](#)
- SDC compiles data from *Flex and Staff Development Committees Needs Assessment Surveys* to determine workshops and trainings to offer the following academic school year.
- SDC modifies staff development calendar of events based on preferences identified in the needs assessment tools.
- SDC consults with representatives from BSI, Flex, Distant Education, SLO and Curriculum Committees, and Guided Pathways team, as well as representatives from Human Resources and IT Administration, to strategize collaboratively in the creation of the next academic year's staff development offerings and trainings to maximize interest, attendance and adherence to college mission and SLOs.
- SDC contacts faculty on sabbaticals regarding desire to share out information during Convocation.
- SDC contacts ESS (Equity for Student Success Committee; formerly BSI and Student Equity Committees) and Flex representatives for lists of recipients of funding regarding their desire to present a staff development activity/workshop/interdepartmental share-out.
- SDC contacts other staff development sources as indicated from evaluation of all assessment tools and data collected.
- SDC reviews submitted travel requests.

April:

- SDC works on Committee Self-Assessment Reports (CSAR), identifying which of its objectives have or have not been met over the last academic year and any necessary modifications made as a result of previous year's staff development evaluations and assessments reported.
- SDC continues working on Convocation schedule of activities and delegating various convocation-week coordination tasks to committee members.
- SDC in collaboration with District and College Technology representatives plans technology training to be held in June and July for classified staff based on identified skill development needs.
- SDC reviews submitted travel requests.

May:

- SDC completes its Committee Self-Assessment Report (CSAR) and submits it to the College Effectiveness and Accreditation Committee.
- SDC finalizes staff development template for Convocation Week. This will entail consulting with representatives from BSI, Flex, Distant Education, SLO and Curriculum committees, the Guided Pathways team, Yuba College Administration, and the District; i.e., Human Resources and IT, regarding necessary modifications.
- SDC provides the Convocation Week itinerary to the office of the Vice President of Academic and Student Services for review, printing, and dissemination.

- SDC markets staff development events in May. A draft itinerary of Convocation events will be sent to faculty and staff at the end of the semester to allow for pre-planning and to encourage participation.
- SDC Classified Subcommittee plans Classified Professional Development activities in June and/or July.
- SDC reviews submitted travel requests.

June – July:

- SDC Classified Subcommittee coordinates and implements Classified Staff Development days determined by survey results of Classified Staff in *Needs Assessment Survey* administered in October.
- SDC collects post-training/workshop evaluations for use in future planning.

NEEDS ASSESSMENT TOOLS

To ensure the Staff Development offerings each year meet the identified needs of faculty, staff and administration, the Staff Development Committee will administer various forms of surveys.

Assessment and Evaluation Tools (Communication) include:

1. Needs Assessment Survey administered each fall by the Staff Development and Flex Committees (**See Survey Results in “Staff Development Activities and Training section below**).
2. Post-workshop/activity evaluations are collected during the year and results can be accessed through the *Answers Report Server*.
3. Program Reviews (*However, a process to implement usage of these in SD planning has yet to be implemented*)
4. Educational Master Plan Reviews (*However, a process to implement usage of the EMP in SD planning has yet to be implemented*).
5. Other forms of communication, such as college planning documents generated the previous year (*However, a process to implement usage of college planning documents in SD planning has yet to be implemented*).

STAFF DEVELOPMENT ACTIVITIES AND TRAINING

A. **Identified Training Needs**

In order to annually identify Yuba College’ academic community’s professional growth and training needs, the Yuba College Staff Development committee will administer an annual *Needs Assessment Survey*. The Staff Development committee develops a survey for faculty (full- and part-time), staff, and administration. The Flex Committee reviews the survey to provide input and/or modifications as necessary. The *Needs Assessment Survey* is sent out to the campus using one survey link, which branches to the appropriate survey for the respondent. The Staff Development/Flex survey respondents for 2017 were as follows: 41 full-time faculty, 38 adjunct faculty, 34 classified staff, 12 administrators. Results of these *Needs Assessment Surveys* are posted on the Staff Development Committee website. See results for (1) Administration Results [FA17Needs Assessment Results - Administration](#), (2) Classified Staff Results [FA17Needs Assessment Survey Results - Classified](#), (3) Full-time Faculty Results [FA2017Needs Assessment Survey Results - Full-time Faculty](#), and (4) Part-time faculty Results <http://php.yccd.edu/documents/viewdocument.php?id=8500>

IMPLEMENTATION

The Yuba College Staff Development Committee relies on the expertise of Yuba College employees and outside sources for professional activities.

Based on findings of all *Needs Assessments Surveys* and college planning documents mentioned above, the Staff Development Committee will modify its existing staff development programs offered during August (Convocation Week), designated Professional Development Days (will vary), January (week prior to commencement of Spring semester) and classified staff development (technology training). A template reflecting identified training needs for faculty and classified to be offered during August (Convocation) week is shown in **Appendix C** and will serve as a starting point and foundation from which to build future staff development programs in the future.

STAFF DEVELOPMENT RESOURCES

Staff Development resources from which the Staff Development Committee is drawing its August and January staff development programs and Professional Development Days to date include, but are not limited to:

Staff Development Funding Recipients – Those requesting and receiving staff development funding commit to presenting a workshop or presentation during Convocation or to their respective department. The Staff Development Committee will track these recipients in order to add them to their yearly staff-development offerings.

ESS (Equity for Student Success Committee – formerly Basic Skills Initiative (BSI) and Student Equity Committees) – The Staff Development Committee will solicit workshops or other activities relative to meeting the needs of developmental students at Yuba College. The BSI Committee has established a policy for those seeking BSI funds to participate in a BSI-related professional activity to commit to presenting a workshop or presentation during Convocation or to their respective department.

Guided Pathways – In order to ensure the Guided Pathways framework is shared out with the objective of awareness, training, and eventual institutionalization, workshops will be presented regularly by those directly involved with this funded project. Additionally, a survey setting a foundation as to institutional awareness of Guided Pathways and the constituents' identified role in implementing the Guided Pathway plan, will be administered.

Reading Apprenticeship (funding provided by **ESS**) – Annual workshops will be offered by faculty trained in reading apprenticeship via Basic Skills Initiative Leadership Institute (BSILI) to continue efforts to spread this best-practice in teaching reading across disciplines campus wide.

Faculty Sabbaticals – The Staff Development Committee would like to encourage those granted sabbaticals to share out their experience and knowledge gained in an all-college workshop or presentation, ideally during Convocation Week. For example, Travis Smith, Professor of History, presented on his sabbatical to China during the Fall 2014 staff development convocation week; Kyra Mello, Professor of English, shared use of technology in the classroom.

Flex Committee – Based on the results of their *Needs Assessment Survey*, the Flex Committee will be consulted as to the staff development programs being offered.

In-house Experts - Based on the results of the *Needs Assessment Surveys* administered by both the Flex and Staff Development Committees, the Staff Development Committee will draw from “experts” employed in a field working at Yuba College as sources for workshops, activities, and/or trainings or to show case programs of the college. For example, during the 2014-2015 Convocation Week, three of Yuba College CTE programs; i.e., Automotive Technology, Welding and Veterinary Technology showcased and presented services offered by their respective programs to both students and Yuba College staff. The Vet Program will be showcased in the January 2018 Professional Development days.

How to Series - With procedures and forms changing rather rapidly at Yuba College, the Staff Development Committee will begin to offer a “How-to” series of workshops, including how to obtain professional growth funding, navigate the portal, record SLO information. Thus, far, the “How to Series” includes:

- Requesting Staff Development Funding (once a year)
- Requesting Equity for Student Success (ESS) Funding (once a year)
- Requesting Flex Funding (once a year)
- Fill out the Flex Agreements, convert activities to completed, and submit final agreements online (once a year)
- How to record SLOs and SLO results via the TracDat system Online (once a year or via Faculty Mentoring Program)
- How to use the Flex and Staff Development online process to register for Flex and Staff development activities and technology training, generate attendance rosters, record actual attendance to generate post-activity evaluations for feedback and data collection
- How to Record Census Data Online (once a year or via Faculty Mentoring Program)
- Curriculum triage for faculty to get one-on-one help from members of Curriculum committee
- Early Alert – How to utilize this student support process

Health and Wellness – The Staff Development Committee will draw from both the Nursing and Physical Education Departments for workshops in the area of health and wellness. Further, the Staff Development Committee would like to offer CPR training once a year if possible. While a necessary and highly desirable skill, there are no funds to pay for this workshop. Thus, enrollees will need to pay the enrollment fee.

Campus Safety – The Staff Development Committee will regularly schedule a workshop by the YCCD Police Chief on a safety issue deemed necessary by the Chief of Police and/or as requested in *Needs Assessment Surveys* administered by Flex and Staff Development Committees. Workshops will be offered during Fall convocation.

Technology Training – Based on IT requests to the Staff Development Committee, training sessions in requested technological areas will be offered. According to survey results, faculty prefer the week before or during Convocation Week. Classified staff prefer technology training be offered during the summer months; i.e., June or July.

Preferred Technology Training - Learning Management Systems, TracDat, Navigating the Yuba College Portal, Positive Attendance Reporting, Web Advisor, and Portal Guard are examples of systems that need to be institutionalized by ensuring all employees are familiar with their purpose and how to use them. The Faculty Mentoring Program will give an overview to all new hires both in the Fall and Spring – the program being determined if there are new hires.

Student Services – Financial Aid, Counselors, Admissions and Records and other student support services will present information on existing and new legislation, requirements and procedures relative to student pathways and student aid and support. For example: **Institutional Communication:** A **Staff Development workshop** should be provided annually to review both **AP 3720** (*Yuba Community College District Administrative Procedure 3721 outlines the District’s “Electronic Tools for Communication” policy*) and **AP 3721** (*“Students, therefore, must check email regularly in order to stay abreast of important messages and notifications. Failure to read formal College/District communications sent to students’ yccd.edu email address does not absolve students from knowing and complying with the content of official communications.”*) with college personnel and to review other computer and technology usage policies and communication policies to be utilized by both staff and students alike.

District – Human Resources – Requests will be made of the District to include various mandatory training workshops or activities, such as EEO training, Sexual Harassment, and FERPA training, as well as essential workshops, such as Active Shooter, upon request or as determined necessary based on a review of needs assessment surveys and program reviews. The District will also be included in providing additional trainings during the designated Professional Development days each year to expand their training opportunities.

EVALUATION

The Staff Development Committee will annually evaluate all results from the Needs Assessment Survey administered each year as mentioned above to all constituents for use in determining any necessary modifications to the existing Staff Development Plan, Staff Development Programs, Professional Development days, and all professional development activities from the previous year. This will include identified training needs and preferred periods in which to offer staff development activities. See *Needs Assessment Survey* results from 2017-2018: (1) Administration Results [FA17Needs Assessment Results - Administration](#), (2) Classified Staff Results [FA17Needs Assessment Survey Results - Classified](#), (3) Full-time Faculty Results [FA2017Needs Assessment Survey Results - Full-time Faculty](#), and (4) Part-time faculty Results <http://php.yccd.edu/documents/viewdocument.php?id=8500>

STAFF DEVELOPMENT FUNDING

TRAVEL REQUESTS

A. Application for Staff Development Travel

In an effort to steward staff development resources strategically to meet the diverse needs of Yuba College staff, the Staff Development Committee established both an Application for Staff Development (Travel) form and accompanying Rubric Used for Staff Development Travel Requests (General Funds) for measuring each funding request. All requests for funding must be consistent with the institutional mission and based on identified teaching and learning needs expressed in their respective Program Review. Additionally, those requesting funding must further agree to share out this information either in the form of a workshop to the institution as a whole, their respective department, or write a report to the Board of Trustees.

B. Oversight and Follow up

The Administrative Assistant (AA) serving on the Staff Development Committee will oversee the annual Staff Development funds. Funding requests will be directed to the AA, recorded and brought to each Staff Development meeting for approval pursuant to the criteria established in the Request for Travel Funds Rubric. Additionally, regular balance updates and any problems in processing various requests will be addressed at each meeting. This process, however, is annually reviewed and evolving.

To ensure follow up, records of all travel applications will be kept by the Administrative Assistant for the purpose of reporting as required as part of our planning and budgeting process. The list of recipients of Staff Development funding will be given to the Staff Development Committee member charged with following up with recipients to ensure information is being shared out beyond the recipient as required and also to seek out potential presenters to present a workshop or participate in a poster session at the following year's Convocation week activities.

COLLEGE ALLOCATION OF STAFF DEVELOPMENT FUNDS

The college allocates **\$12,000** a year for Staff Development travel and/or activities. The committee uses these funds to fulfill travel requests by faculty, staff and administrators and has an initial cap of \$500 per request. While the annual college allocation appears to be sufficient for these types of expenditures, it is not sufficient to handle payment for all Staff Development activities, such as outside speakers/presenters or travel requests to distant destinations.

APPENDIX A

COMMITTEE CHARTERS

Committee: Staff Development Committee

Co-Chair: Francesca Hulin

Co-Chair: Kristina Vannucci

Purpose Statement (general):

The Staff Development Committee is a college-wide committee established by the YC Council. The Committee's goal is to improve and sustain the professional growth of faculty, staff and administration through collegially planned learning opportunities that continue to support the College's institutional goals. It is responsible for creating an annual Staff Development Plan based on the professional development campus-wide needs-assessment survey that will include faculty, staff and administration. The Staff Development Committee recommendations are sent to College Council to be incorporated into the Educational Master Plan.

Specifically (focuses on tasks, not theory):

In specific, the Committee serves the following purposes:

- Develop an annual Staff Development Plan based on the professional development campus-wide needs-assessment survey and Yuba College matters
- Offer workshops based on Staff Development Needs Assessment Survey and Yuba College needs
- Review and prioritize all Yuba College Travel Requests and prioritize for approval
- Coordinate in conjunction with Yuba College administration, HR representative, and the Flex Committee planning of Professional Development Days in fall and spring.
- Coordinate in conjunction with Flex Committee and HR representative planning of opening week activities for fall semester
- Coordinate with Yuba College Administration in planning the Classified professional development activities in June and/or July each year

Decision Making Model:

- Travel Requests – Use of committee-created rubric
- Convocation week planning – Consultation with Flex Committee and Yuba College administration; planning session with Flex Committee and District representatives to draft a template of convocation week professional development activities which is thereafter reviewed by administration (Vice President of Academic and Student Services and/or College President)
- Professional Development Days (fall and spring) planning – Collaboration with flex committee and administration; Staff Development Committee drafts a template of Professional Development Day activities after meeting with college administration and soliciting suggestions from Flex Committee which is thereafter reviewed and approved by the Staff Development Committee and administration (Vice President of Academics and Student Services and/or College President) for final approval.

Recommendations go to:

President and/or Vice President of Academic and Students Services

How work is communicated:

- Agendas, minutes and attachments posted through the Staff Development web site on the Yuba College website.
- Use of Center for Teaching and Learning (TLC) website
- Committee members communicate with their respective constituent groups.
- Committee members communicate with Flex Committee

Committee membership by position and term of service:

Position	Term	Member
Francesca Hulin	Ongoing	Co-Chair, Faculty Representative (ESL), Co-chair BSI Committee
Kristina Vannucci	Ongoing	Co-chair, Director of Academic Excellence, Co-Chair Equity for Student Success Committee
Angela Kreider	Ongoing	Faculty Representative (Nursing/CTE)
Denice Burbach	Ongoing	Faculty Representative (ECE/BSI)
Meridith Selden	Ongoing	Faculty Representative (Psychology/Co-Chair Curriculum Committee)
Melody Kempton	Ongoing	Classified Representative (DSPS Program Specialist-Interpreter)
Rosa Packard	Ongoing	Classified Representative (Administrative Secretary II)
Mukta Sharma	Ongoing	Faculty Representative (Math)
Erika Noffisinger	Ongoing	Faculty Representative (Math)
Kristi Page	Ongoing	Recorder, Flex Liaison, Classified Representative (Administrative Secretary II)

Meeting Schedule

- Second and fourth Friday of each month from 1:00 to 3:00 p.m.
- Location: Room 1021.

Appendix B

Classified Professional Development 2018

2018 Professional Development Workshops/Activities: Half Days	
Day 1: Tuesday-July 10, 2018	
11:30-1:50pm	Student Equity Lunch-Flavors (Flex #Y556) 12:00-Welcome & Updates from Dr. Javaheripour & Dr. Lolland 12:30-1:50-Pathways Workshop (Irma Guzman & Denise Villanueva)
2:00-2:50pm	Fillable PDF and Intro to CCCCO PLN-Cassie Leal; Room 843 (Flex #Y557)
3:00-5:20pm	Self Defense- Casa de Esperanza; Room 1225 (Flex #Y558) -First half is instruction -Second half is hands on practice
Day 2: Wednesday-July 18, 2018	
8:00-8:50am	Student Equity Continental Breakfast-Flavors
9:00-9:50am	Information Security Training Intro to UI5 Colleague Training-Jason Musselman, Room 800 (Flex #Y559)
10:00-10:50am	HR Updates-HR Staff; Room 800 (Flex #Y560)
11:00-11:50am	Intermediate/Advanced WordPress Training-Peter Skillman; Room 800 (Flex #Y561)
12:00-12:50pm	CSEA Ice Cream Social & Know Your Rights/Contract Workshop-Flavors (Flex #Y562)
1:00pm	Raffle Prize Drawing -Flavors

APPENDIX C – 2018-19 CONVOCATION WEEK SCHEDULE

YC Convocation Week - Aug. 6-10				
Monday, August 6				
8am	District New Hire Orientation - Understanding Your Paycheck - What You Need to Know About ICE and DACA - Sexual Harassment Training Room 1170			
9am				
10am				
11am	Faculty Mentoring Program Lunch for new hires provided by district Flavors			
12pm				
1pm	Early Alert/Petitions 101 Room 847	Committee Training Room 843		
2pm	Building Community in the Classroom Room 843			
Tuesday, August 7				
9am	Material Accessibility/Creating Accessible PDFs, Word documents Room 847 (computer lab)	SLO/Curriculum Labs Room 1151	Cyber Security Room 1170	
10am			Word Press Room 1170	
11am				
12pm				
1pm	Universal Design Room 1170	SLO/Curriculum Labs Room 1151		
2pm				
Wednesday, August 8 - CONVOCATION DAY				
Breakfast (7:30)				
Welcome: CH and Dr Houston (8:00-8:40, Theater)				
Sonya Horn - A&T Update (8:40-8:50, Theater)				
Merideth Seldon and Carrie Wasinger- Curriculum Update (8:50-9:00, Theater)				
Sonja Lillard, Jeremy Brown, Elena Meeks - Accreditation (9:00-9:45, Theater)				
Daren Otton or Leads- Pathways Update (9:45-10:00, Theater)				
Break (10:10-10:15)				
Nicole Anderson - Education Equality (10:15-12:00, Theater)				
Lunch (12:00-1:20, cafeteria)				
Guided Pathways (1:30-4:00, Library)				
Keys and Ice Cream (4:00-4:30, cafeteria)				
Union Meetings (4:30, TBD)				
Thursday, August 9				
9am	SLO Interactive Inquiry Breakfast and lunch for workshop attendees Library			
10am				
11am				
12pm				
1pm	Technology in the Classroom Room 843	Cyber Security Room 1170		
2pm	Division/Department Meetings 2-2:50 p.m. See program for room assignments			
Friday, August 10				
9am	Student Service Panels Room 201	Emergency Procedures Room 843	EEO Training Room 1170	
10am				
10:30am				
11am				
11:30	Yoga for Stress Relief Room 1225			
12pm				

APPENDIX D – 2018-19 YUBA COLLEGE ACADEMIC CALENDAR

Yuba Community College District 35-Week Calendar 2018-19

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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SUMMER SESSION 2018

First 6 Weeks: 6/11 - 7/19

8 Weeks: 6/11 - 8/2

FALL SEMESTER 2018

Full-Term: 8/13 - 12/14

Finals Week: 12/10 - 12/14 (full-term classes only)

First 9 Weeks: 8/13 - 10/12

Last 9 Weeks: 10/15 - 12/14

SPRING SEMESTER 2019

Full-Term: 1/14 - 5/20

Finals Week: 5/14 - 5/20 (full-term classes only)

Spring Break: 4/1 - 4/5

First 9 Weeks: 1/14 - 3/13

Last 9 Weeks: 3/14 - 5/20

CONVOCATION - CAMPUS CLOSED

2018: 8/8

2019: 8/7*

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN

(Optional Flex Activities)

2018: 8/9-8/10, 9/4, 10/24

2019: 1/8-1/11, 8/8*-8/9*

CAMPUS CLOSED

2018: 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27

2019: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/9, 7/26

HOLIDAYS - CAMPUS CLOSED

2018: 7/4, 9/3, 11/12, 11/22-11/23, 12/24-12/28, 12/31

2019: 1/1, 1/21, 2/15, 2/18, 4/1, 4/4-4/5, 5/27, 7/4

NO CLASSES - CAMPUS OPEN

2018: 6/1, 6/4-6/7, 8/3, 8/6-8/7, 8/9-8/10, 9/4, 10/24, 12/17-12/21

2019: 1/2-1/4, 1/7-1/11, 4/2-4/3, 5/21-5/24, 5/28-5/31, 6/3-6/6, 8/2, 8/5*-8/6*, 8/8*-8/9*

COMMENCEMENT

2019: 5/17

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days (Prof. Dev. Days)	8 days	
TOTAL	176 days	35

*The schedule for August 2019 is subject to change.

August 2019*						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

84 days

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
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24	25	26	27	28	29	30
31						

April 2019						
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28	29	30				

May 2019						
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June 2019						
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July 2019						
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21	22	23	24	25	26	27
28	29	30	31			

83 days

Approved by the YCCD Board of Trustees on 12/8/2016

APPENDIX D - 2019-20 YUBA COLLEGE ACADEMIC CALENDAR

Yuba Community College District 2019-20

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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September 2019						
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October 2019						
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27	28	29	30	31		

November 2019						
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December 2019						
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SUMMER SESSION 2019

First 6 Weeks: 6/10-7/18
8 Weeks: 6/10-8/1

FALL SEMESTER 2019

Full-Term: 8/19-12/18
Finals Week: 12/12-12/18
First 9 Weeks: 8/19-10/16
Last 9 Weeks: 10/17-12/18

SPRING SEMESTER 2020

Full-Term: 1/13-5/18
Finals Week: 5/12-5/18
Spring Break: 3/30-4/3
First 9 Weeks: 1/13-3/13
Last 9 Weeks: 3/16-5/18

CONVOCATION - CAMPUS CLOSED

2019: 8/14
2020: 8/12*

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN
(Optional Flex Activities)

2019: 8/12-8/13, 8/15-8/16
2020: 1/7-1/10, 8/10*-8/11*, 8/13*-8/14*

CAMPUS CLOSED

2019: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26
2020: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31

HOLIDAYS - CAMPUS CLOSED

2019: 7/4, 9/2, 11/11, 11/28-11/29, 12/24-12/27, 12/30-12/30
2020: 1/1, 1/20, 2/14, 2/17, 3/31, 4/2-4/3, 5/25, 7/2

NO CLASSES - CAMPUS OPEN

2019: 6/3-6/6, 8/2, 8/5-8/9, 8/12-8/13, 8/15-8/16, 12/19-12/20, 12/23
2020: 1/2-1/3, 1/6-1/10, 3/30, 4/1, 5/19-5/22, 5/26-5/29, 6/1-6/4, 6/8-6/11, 8/7*, 8/10*-8/11*, 8/13*-8/14*

COMMENCEMENT

2020: 5/15

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days (Prof. Dev. Days)	8 days	
TOTAL	176 days	35

*The schedule for August 2020 is subject to change.

August 2020*						
Su	Mo	Tu	We	Th	Fr	Sa
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83 days

January 2020						
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February 2020						
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March 2020						
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29	30	31				

April 2020						
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26	27	28	29	30		

May 2020						
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24	25	26	27	28	29	30
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June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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Approved by the Board of Trustees on 12/14/2017

APPENDIX E

Convocation Week Planning Checklist

- Brainstorm workshop ideas using data from Needs Assessment and Post-Workshop surveys
- Send Call for Proposal to faculty, staff and administrators to identify those interested in presenting
- Contact representative from Professional Development for Classified group regarding desired offerings.
- Identify presenters for proposed workshops; contact any presenters who did not submit Calls for Proposals
- Meet with President and/or Vice President to determine if there are topics that need to be covered during convocation week; confirm they will schedule speakers and workshops for Convocation day.
- Create a draft schedule for the week; send to Flex Committee for review and input.
- Send draft schedule to presenters to confirm they can present; Ask for workshop descriptions and confirm room type needed.
- Select rooms for workshops; send Facility Requests to reserve rooms.
- Assign Flex ID numbers for workshops.
- Create program for convocation week that includes workshop name, description, time, place, Flex ID numbers, and presenter.
- Post finalized schedule and program to TLC web site.
- Confirm and plan any meals that will be hosted during the week (Food for Convocation day handled by Office of the Vice President)

APPENDIX F



APPLICATION FOR STAFF DEVELOPMENT TRAVEL (General Funds)

The GENERAL FUNDS travel budget has been assigned to the Staff Development Committee in an effort to assign these in a transparent and participatory manner. The Staff Development Committee will be using data-informed decisions which include professional staff development and institutional planning (e.g., Program Review, Educational Master Plan (EMP), YC Goals). This document will assist you with completing the necessary steps to accurately submit a request for funds from the general account. Please keep in mind that travel funds are very limited and should be considered only after all other resources are exhausted such as YCFA, In-Service Funding and other accounts specific to your program or department. Mandatory Administrative Travel will be considered on a case by case basis. Please submit verification of required attendance with other all required staff development travel forms.

Please take time to review the Rubric that will be used to evaluate and score funding requests (page 3)

Yuba College Staff:

- Yuba College
- Clear Lake Campus
- Sutter County Center
- Beale Center

Position:

- Manager
- FT Faculty
- Adj. Faculty
- Classified
- YCFA Funds Requested
- Classified In-Service Funds Requested

Name	<input type="text"/>	Colleague ID#	<input type="text"/>
Title of Activity	<input type="text"/>	Travel Dates	<input type="text"/>
Location	<input type="text"/>	Name of Others Traveling	<input type="text"/>

ABSTRACT: **Attach a detailed description** of how the proposed activity will improve and/or sustain professional growth of faculty, staff, or administration and lead to student success as identified in institutional planning documents (e.g., Program Review, EMP, YC Goals).

1. **Attach a brochure or other information** relative to the proposed activity.
2. What other funds have you applied for? (*Links attached*) [YCFA Request](#) [In-Service Request \(Classified\)](#)
 YCFA In-Service Other:
** If applying for other funding sources, please include a copy with this request.*
3. Using the [Travel Advance/Reimbursement Request](#) , itemize in detail the total cost of the proposed activity
**Please be advised that the total proposed cost may not be granted in full due to the limited college travel fund.*
4. **Please allow 60 days for processing time.**

Projected Total Travel Expense/s:

Other Funding Source: Pending Paid

Estimated Request from General Account:
**Please include full amount if other funding has not been approved at this time.*

<input type="checkbox"/>	Current Fiscal Year Travel Approval from General Funds (other than this request)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	<i>If Yes, Please List:</i> <input type="text"/>		
<input type="checkbox"/>	Is this an event that is offered on-line?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If yes, please explain why there is a need to travel:</i>		
	<input type="text"/>		
<input type="checkbox"/>	Is this offered as a Staff Development/Flex campus activity during the fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Enhances your division, department or program? <i>If yes, please include with attached abstract.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Application for Staff Development (Travel)

I understand that if any of or the entire proposed travel request is approved, I/we will do one of the following within six months or as approved by the Staff Development Committee:

- Submit a written evaluation for publication in the President's Report to the Board on how I/we will implement the knowledge and/or skills gained to improve and/or sustain professional growth as faculty, staff, or administration to lead towards student success with thirty days of completion of funded activity.
- OR
- Present a FLEX and/or Staff Development Workshop (District or College, interdepartmental or poster seminar during convocation).
Please provide evidence of follow-up report or presentation upon completion of agreement.

Applicant's Signature: _____ Date: [Click here to enter a date.](#)

PLEASE RETURN THIS FORM TO OFFICE OF THE VICE PRESIDENT OF ACADEMIC AND STUDENT SERVICES, STAFF DEVELOPMENT COMMITTEE CHAIR APPROVAL:

For Staff Development Purposes Only:

____ REQUEST IS COMPLETE
____ IDENTIFIED AS PROFESSIONAL DEVELOPMENT *PRIORITY* BY STAFF DEVELOPMENT
____ APPROVED BY SUPERVISOR
____ ALIGNS WITH INSTITUTIONAL GOALS
____ SUBMITTED WITHIN 60 DAY CUT-OFF
____ COMMENTS (*all boxes must be checked for approval*):

APPROVED: ____ YES ____ NO

AWARD AMOUNT: \$ _____

Staff Development Committee Chair's Signature: _____ Date: _____

For District Office Use Only: Amount Awarded: \$ _____ Date Awarded: _____ Initials: _____

APPENDIX G (Rubric)



RUBRIC USED FOR STAFF DEVELOPMENT TRAVEL REQUESTS (General Funds)

The GENERAL FUNDS travel budget has been assigned to the Staff Development Committee in an effort to assign these in a transparent and participatory manner. The Staff Development Committee will be using data-informed decisions which include professional staff development and institutional planning (e.g., Program Review, Educational Master Plan (EMP and YC Goals)). This document will assist you with completing the necessary steps to accurately submit a request for funds from the general account. Please keep in mind that travel funds are very limited and should be considered only after all other resources are exhausted such as YCFA, In-Service Funding and other accounts specific to your program or department.

Description	0-4 Points	5-8 points	9-12 points	Total
Abstract: Detailed description on how the proposed activity will improve and/or sustain professional growth of faculty, staff, or administration and lead to student success as identified in institutional planning documents (e.g., Program Review, EMP, YC Goals)	<i>Author has provided little or no evidence to prove to reader the need for this travel request</i>	<i>Author has provided some evidence to the reader to support approval of funds</i>	<i>Author has provided detailed evidence of needed travel request and has provided evidence that fully supports the program review, goals, etc.)</i>	
Brochure included with all relative information for the proposed activity	<i>Author has not provided any relative evidence of requested event</i>	<i>Author has provided brief description of event but the reader still is not clear of event details</i>	<i>Author has provided a clear description of requested event and all details are included</i>	
Individual applied for other means of funding resources available to them	<i>Author has not applied for any other funds; no evidence to prove other funding not available</i>	<i>Author has applied for other funds but has depleted those funding resources for travel.</i>	<i>Author has applied for other funding sources, received partial payment, or proved no access to other funding options</i>	
Travel request submitted and itemized costs clearly documented	<i>Author has not included travel form</i>	<i>Author is missing required information; reader must obtain more information</i>	<i>Author has correctly completed travel form with all required information</i>	
Submitted more than 60 days before travel to allow for processing time	<i>Author had adequate time to submit documents but failed to do so</i>	<i>Author is within an adequate time frame to submit but less than 60 days</i>	<i>Author has met the 60 day time requirement</i>	
Prior approval for general funds to travel during current fiscal year?	<i>Author has already received funding</i>	<i>Author has received funding but has proved the need</i>	<i>Author has not received any funding for current fiscal year.</i>	
Event is offered by other means (on-line, webinar, etc.)	<i>Author has opportunities to take this course on-line at no/lesser cost</i>	<i>Author has proven the need to travel for event even if available on-line</i>	<i>Author has proven that there is no on-line training available</i>	
Is this activity offered as a Staff Development/Flex campus activity during the fiscal year?	<i>Author missed opportunity to attend or event will be offered again</i>	<i>Author proved not available to attend other options</i>	<i>No other comparable activities available to Author</i>	
Enhances your division, department or program?	<i>The event has nothing to do with department or program.</i>	<i>The Author has given some justification of enhancement for program and/or department.</i>	<i>Author has given sufficient evidence from Program Review to prove enhancement for department and/or program.</i>	
Identified as a professional development PRIORITY by the committee	<i>Author has not provided any evidence nor does the event prove to be a priority need for professional development</i>	<i>Author provides some evidence that this is a priority for professional development</i>	<i>Author provided sufficient evidence that this travel will greatly influence program development</i>	
Mandatory Administrative Travel will be considered on a case by case basis. Please submit verification of required attendance with all other required staff development travel forms.			120 Total Points Possible:	
0-40 points = No Funding; 41-79 points = up to \$250.00; 80-120 = up to \$500.00				
This Rubric is for Staff Development Use Only. Awarded Amount:				