

NAPA VALLEY COLLEGE
STAFF AND ORGANIZATIONAL DEVELOPMENT PLAN

PURPOSE:

The Staff Development Committee plans and coordinates college-wide staff development activities to ensure that employees are being trained in current methods and processes to best serve our student population, ranging from pedagogical to technological training. The committee is responsible for developing and implementing a comprehensive staff development plan, including annual needs assessments and evaluations of the effectiveness of planned activities. The committee makes recommendations on staff, student, and instructional improvement activities, pursuant to Title V, Section 55724. The committee also serves as the advisory committee for “flex calendar” activities and works collaboratively with the Academic Senate Professional Development Committee, which may include the implementation of flex calendar activities.

PHILOSOPHY:

Napa Valley College is committed to the professional development of its employees. The quality of educational programs and services at the college is influenced by the skills and abilities of staff and faculty. To that end, the Staff Development Committee is focused on addressing the varied development needs of employees to ensure that students flourish in the academic environment.

A. COMPOSITION:

- Dean, Library and Learning Resources (Co-chair)
- Executive Director, Human Resources (Co-chair)
- Second Vice President, Academic Senate (or designee)
- Chair, Academic Senate Professional Development Committee, or designee
- 1 Classified Senate Representative (Appointee)
- 1 Administrative Senate Representative (Appointee)
- 1 Representative from the NVC Association of Classified Professionals (Appointee)
- 1 Representative from the NVCASB

B. RESPONSIBILITIES OF MEMBERS:

Each member is expected to:

1. Regularly attend all meetings;
2. Actively participate in the planning and delivery of trainings and activities;
3. Act as a liaison between his/her constituent group and the committee; and
4. Present the needs and proposals from respective constituent group to the committee for consideration.

C. GOALS:

The goals of the Staff Development Committee are to:

1. Meet the broad training and professional development needs of all employee groups based on input from surveys, evaluations processes, and other committees or groups on campus;
2. Comply with all of the requirements of the Chancellor's Office related to flex calendar scheduling, including submitting to the Chancellor's Office a complete description of flex activities, evaluation of activities, and an annual certification of the flex calendar; and
3. Ensure that accreditation standards related to staff development are met.

D. PROCESSES/PROCEDURES:

Meeting Frequency: The Staff Development Committee will meet at least twice during each semester during the academic year.

Meeting Protocol: Agendas will be distributed in advance of the meeting date. Meeting minutes will be distributed prior to or during the subsequent meeting.

Needs Assessment: The Committee will conduct annual surveys of all employees to determine training needs. The data received from surveys, along with information gathered from the following sources, will guide the training opportunities for faculty and staff.

- Flex Day Evaluations
- Faculty Evaluation Process
- Classified Evaluation Process
- Administrative Evaluation Process
- New Programs and Regulations
- Technological Advancements
- Professional Development Committee
- Other Priorities Identified by the Institution

It has been recognized that each employee groups has needs specific to their professional obligations. Professional development opportunities are available in the areas identified below.

ALL EMPLOYEES

- General technology
- Communication
- Campus programs and services
- Governance, Laws, and Regulations
- Diversity and Inclusivity
- Health and Wellness

FACULTY

- Instructional Technology
- Teaching Pedagogy
- Assessment

ADMINISTRATIVE

- Supervisory skills
- Leadership
- Problem Solving and Conflict Resolution

CLASSIFIED

- Desktop technology tools
- Working in teams