

Office of Professional Development Comprehensive Program Review 2024/25

Division: The Office of Instruction

Area/Department: The Office of Professional Development

1. Summary of Area

The Office of Professional Development designs and implements a vibrant and meaningful schedule of emergent and ongoing personal and professional development learning opportunities and resources to support faculty and classified professionals in building their skills, knowledge, capacity, and confidence to ensure transformative student-centered services and instruction.

2. Mission

a. Our mission is to foster individual employee growth within a welcoming and inclusive environment that cultivates a culture of continuous learning and that encourages personalized insights into each person's unique ability to support all students in their educational journey and to ensure a culture of community and innovation at De Anza College.

b. Our mission is radically aligned with the vision, values and mission of De Anza college. We support De Anza's faculty and classified professionals in building the professional skills and knowledge they need to empower students and ensure their success. We model a culture of integrity, innovation, equity, and the development of human capacity by providing growth opportunities for employees to better understand the needs of students and to provide instruction and student support that fosters the growth of students' core competencies.

3. Goals

Our broad goals (AUO's) are to:

1. Develop and facilitate responsive, meaningful, inclusive and supportive opportunities for professional growth and skills development for all De Anza educational partners.
2. Design and organize robust welcoming and onboarding to new De Anza employees, with ongoing support of opportunities to continue to build institutional literacy.
3. Model a De Anza culture of warmth and support through intentional design with an established focus on vibrant and visible support for faculty and classified professionals as they navigate the complexities and challenges of their work with students and in collaboration with each other.
4. Create and foster robust collaborations within the De Anza campus community and build intersecting partnerships across intersecting domains.
5. Evaluate and revise professional development workflows and processes to ensure more welcoming and efficient processes with a focus on lowering boundaries and removing barriers to participation.

Goal title	Goal description	Responsible parties	Collaboration with	What evidence will be used to monitor progress?	How will you assess achievement of the goal?
Goal #5	Revise CTF Application and Reimbursement Process	Office of Professional Development	Office of Communications	Successful Implementation of Revision	Successful Implementation of Revision
Goal #5	Revise Website Enrollment and PGA Tracking	Office of Professional Development	Office of Communications	Successful Implementation of Revision	Successful Implementation of Revision
Goal #1 and Goal #4	Build Responsive and Innovative Opportunities for Employee Training and Growth	Office of Professional Development	Cross-Campus Collaborations	A Constantly Evolving and Dynamic Series of Opportunities for Employee Engagement and Support	A Constantly Evolving and Dynamic Series of Opportunities for Employee Engagement and Support

4. Culture of Assessment

The Office of Professional Development AUO’s overlap with the 5 goals (driven by our mission) established in question 3 above. We are developing and implementing needs assessment processes, which are separate for faculty and for classified professionals. Our coordinators meet weekly to establish overlaps and shared needs, as well as opportunities for collaboration and support, to ensure continuous progress towards and reflective evaluation of our 5 goals. The Office of Professional Development celebrates a community approach to problem solving and strives to be responsive to the needs of the campus community. To ensure that our office is aligned with and responsive to campus needs, the faculty coordinator and the classified professional coordinator each have developed and continue to revise their assessment processes.

On the faculty side, the Flex Committee provides a foundational and functional strategic meeting place for campus leaders to provide input and to build collaborative and intentional connections for professional development for faculty. In addition, the faculty coordinator meets actively on an individual basis with these leaders and the many other faculty and classified professionals who are building “pockets of brilliance” in order to establish clear paths to more widespread participation and unified opportunities for professional development.

On the classified professional side, constituencies come together in communities of support to reflect on their department or division through a collaborative and thoughtful process. These conversations focus on recognizing strengths, exploring challenges, and uncovering opportunities, all in an open and supportive environment. With guidance from the program coordinator and the use of design thinking principles, they work together to brainstorm solutions and identify potential training opportunities that can address their concerns. To build on these ideas, the program coordinator also meets individually

with campus leaders to explore opportunities for workshops that help classified professionals connect with and embody De Anza's Mission and Vision.

5. Staffing Needs

The Office of Professional Development looks forward to the furniture and computer refresh of our specific classroom space MLC 243 and to continued administrative support from the Office in Instruction. The Office of Instruction has been offering substantive and meaningful administrative support for the many processes involved with offering access to and tracking of professional development opportunities. We do not take this support for granted and cannot do our work without it. The two plans aligned with goal #5 above are directly intended to lighten this burden. In the long run, a permanent solution for the heavy administrative lift would be meaningful. Currently, the Office of Professional Development B budget provides the backbone for the costs associated with ensuring access to and participation in campus wide and off campus professional development opportunities and provides support for the continued training of our Office of Professional Development coordinators. Continued support for and growth of our B budget will ensure our ability to innovate and meet our goals.

6. Any Additional Information

Thank you for your encouragement and support!