



Professional Development & Training Committee

MISSION: Improve staff engagement and job satisfaction through training and professional development opportunities. STRATEGY: Make recommendations to the college for training and professional development opportunities for staff.			
GOAL 1A: Develop a budget proposal for staff professional development funds. GOAL 1B: Develop policy and process to allocate funds for outside staff professional development.			DEADLINE: 10/1/2019 DEADLINE: 5/01/2020
LEADS: Jane Hersh and Alex Helm			As of 8/8/2019
ACTIONS/DELIVERABLES	ASSIGNED MEMBERS	BY WHEN	COMMENTS
1A. Gather data to support professional development based on Dr. Ewell's request (email 12/18/19)	Jane Hersh	9/2019	In progress
1A. Create a budget proposal	Jane Hersh	9/2019	
1A. Gain feedback from committee for revision(s)	All Members	9/2019	
1A. Present to YCSA Board for approval	Jane Hersh & Alex Helm	9/2019	
1A. Submit proposal to ELT for approval	Jane Hersh	10/2019	
1B. Develop policy & procedures aligned with existing faculty ProGro	Alex Helm	TBD	All members reviewed former and existing documents for feedback
1B. Develop application form to request professional development funds		TBD	
1B. Develop a rubric for approval		TBD	
1B. Develop template for staff to post-report training outcomes		TBD	



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GOAL 2: Ascertain staff's training/professional needs and wants for this fiscal year.			DEADLINE: 8/12/2019
LEAD: Alex Helm			<i>As of 8/8/2019</i>
ACTIONS/DELIVERABLES	ASSIGNED MEMBERS	BY WHEN	COMMENTS
Survey staff informally on Convocation Day	Alex Helm & Jane Hersh	8/12/2019	Survey to be distribution to YCSA Membership present at Convocation
Develop document outlining data from Convocation	Alex Helm	9/2019	Present to Committee for feedback for submission to YCSA Board Approval
Work with HR to identify existing funding available and create schedule for internal staff training opportunities		TBD	In progress
Coordinate staff professional development assessment survey with HR for 2020-2021 after budget has been approved		TBD	



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GOAL 3: Investigate options for creating a venue or repository for a variety of training topics.			DEADLINE: May 2020
LEAD(S): Jane Hersh			<i>As of 8/8/2019</i>
ACTIONS/DELIVERABLES	ASSIGNED MEMBERS	BY WHEN	COMMENTS
Coordinate with HR the selection and/or provide feedback for a software offering a variety of training topics for staff use	All Members	7/2019	All members provided feedback on Learning Management System being considered by HR.