

Staff Development Proposal

January 2013 Berezin

Reconstitute the BCC Staff Development Committee immediately

- Immediately ask PFT and Academic Senate to select three faculty members – one appointed by PFT, one by Senate and one appointed jointly by both, and the President to appoint three administrators to serve on the BCC Staff Development Committee. While staff do not have an official place on the Committee, in the PFT contract, it would be really beneficial to have staff members serve on the committee if they would be willing.
- The Committee would organize and help to facilitate half-day department, program and staff retreats for all those wishing to participate.
- The Committee would plan a college-wide fall flex day retreat addressing the changes in funding, regulations and student and faculty demographics and look at our mission and how we want to operate over the next period of time.
- The Staff Development Committee would also create and oversee a new faculty orientation program for this spring (see separate proposal on back)

Spring semester half-day retreats

- The committee would create a template for half-day retreats.
- One hour would be used to discuss and address college-wide issues, as part of the planning process for the fall college retreat.
- The rest of the time would be used for discussion of department, program or staff concerns.
- We would use room 423.
- We would provide either breakfast or lunch.
- The retreats would be scheduled for Friday and Saturday mornings and afternoons.
- A sign up sheet would be provided by mid-February.
- Each retreat would submit a short written report on how they addressed the college-wide issues.
- Each retreat would also be asked to provide a volunteer to help plan the fall college wide retreat over the summer.

Fall all college flex day retreat

- We would hold an all day college wide flex day retreat in the fall from 9:00 AM-4:00 PM at BCC.
- The retreat would be planned over the summer by the Staff Development Committee and volunteers coming from the spring retreats.

New Faculty Orientation Proposal

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We would create a cohort from the new fulltime faculty hired for spring, plus the new fulltime faculty hired this fall, and any of the recent fulltime transfers from other Peralta colleges who would like to be included. We could also make the sessions available to any new part time faculty who want to participate. We would repeat this in the fall if it is successful.

This cohort would have twice monthly meetings throughout the spring semester, at lunchtime from 12:15 – 1:15 PM on Tuesday or Thursday in the TLC. Perhaps lunch could be provided once a month paid for from President's circle funds?

We would draw on the expertise of our own faculty and staff to give presentations on

- History and culture of BCC/Vista and current demographics of college
- Presentations on all aspects of Student Services
- Presentation by the Office of Instructions on all policies and procedures
- Presentations by all departments and curriculum committee
- Presentation of all college structures and committees and what they do
- Presentation on SLOs and Assessment
- Presentation of all grants

Each presentation would have a handout that would go into a binder for the new faculty to have as a reference.

We would also assign each new faculty who wants to participate, a mentor to meet with for spring semester. The pairs would each be given \$100 to spend on shared meals or coffee, or buying a book to read together, going to a lecture etc. they would be required to turn in joint short report at the end of the spring semester of what they had done and how the mentoring went. Hopefully this could be funded from Title III TLC funds.