

DRAFT

Planning Matrix for Section C - Faculty and Staff Development

Please state your college's Long-Term Goals (5 yrs.) for Section C (Faculty and Staff Development) and develop a related Action Plan for the next year (1 yr.) Include planned actions that require new funds and those that will not rely on new funds; also, reference the related effective practice(s), identify targeted completion dates, and identify persons responsible for each activity.

Long-Term Goals (5 yrs.) for Section C:

Ongoing staff development activities support the faculty/department/program/institution commitment to the improvement of basic skills delivery. Provide incentives for faculty participation in staff development regarding basic skills. Ensure that staff development be adequately funded and guided by the Basic Skills Task Force.

Action Plan for Section C
Academic Year 2007-2008 (*please specify year*)

District: LACCD _____

College: Los Angeles Mission College _____

Section	Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
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	<p>Revise the three-year professional and staff development plan to include Basic Skills activities and ongoing training in methodology for basic skills. Link staff development to Basic Skills Institutional goals as developed by the BSSA, then link these goals back to funding.</p> <p>Invite colleagues from other colleges which currently have a first-year experience to share their experiences with Mission College staff.</p>	<p>C.2.1 Developmental education faculty are involved in the design, planning, and implementation of staff development activities related to developmental education</p>	<p>Spring 2008</p>	<p>Basic Skills Task Force, professional and staff development committee</p>
	<p>The action plans as described in this document must determine how basic skills funds be spent.</p> <p>Extrinsic rewards (e.g., funding, time, salary advancement, or formal recognition of achievement) must be offered to faculty involved in the implementation of action plan items.</p>	<p>C.1.1 Department, program, and/or institutional goals related to the improvement of developmental education are established.</p> <p>C.3.3 Staff development activities are adequately funded, funding is ongoing, and development activities are coordinated by specific designated staff as part of their core responsibilities.</p> <p>C.5.1 A structure that provides faculty who participate in staff development with intrinsic rewards (e.g., praise, support, or peer recognition) is promoted.</p>	<p>March 2008</p>	<p>EPC Budget Committee Staff Development Basic Skills Task Force</p>

	<p>Deliver ongoing training to faculty and staff members to incorporate basic skills instruction into development of curriculum, SLOs, and/or course outlines. Specifically, critical reading and writing as well as computational skills need to be more widely incorporated into department and course SLOs and linked to institutional SLOs; evaluation strategies need to be developed. Faculty need to be offered incentives for participation.</p>	<p>C.3.1 Developmental education staff development activities are clearly linked to department, program, and/or institutional goals.</p> <p>C.3.2 Developmental education staff development activities are not based around “one-shot” workshops; rather, staff development activities are comprehensive and ongoing.</p>	<p>Fall 2008</p>	<p>SLO Task Force SLO Coordinator Basic Skills Task Force, Staff Development Committee</p>
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Signature, Chief Executive Officer

Date

Signature, Academic Senate President

Date