

# Project: Professional Development Program Review Requests

Cycle: 2025-2026

Source: Program Review Requests Report

Manager: Kalina Hill

Version 1.0

Date: 10.18.2024

Objective: To effectively prioritize, integrate, and manage requests via internal BC training and external conference attendance across all classifications to meet everyone's current and evolving professional development needs, I have reviewed the Program Reviews requests report and outlined the following recommendations. Those suggestions factor in the upcoming Spring and (Fall) FLEX weeks, establishing and expanding professional development training opportunities, ensuring closer alignment with institutional goals, resource allocation, and strategic development of training and conference opportunities.

Below are my project management areas recommendations:

1. Review and Discussion with AT Team and Professional Development Committee (PDC):

Based on the provided compiled lists and recommended themes: List 1 covers general topics relevant to all classifications (administrative, classified staff, and faculty), and List 2 focuses on faculty-specific needs. Provide those to Dan, Dean Howell, and PDC for feedback and ensure alignment with BC's strategic goals. Finalize themes for prioritization in Spring FLEX Week and current training opportunities

2. Integration into Spring FLEX Week, Academies, and Weekly Support AT Training:

- Work with AT, PDC, and key leaders to incorporate approved themes into Spring FLEX Week. Prioritize key professional development areas such as Accessibility, DEIAA, technology integration, and sound pedagogy, ensuring they are included in FLEX Week, weekly AT training for classified staff and faculty, academies, and SSRT

workshops. Regularly revisit “How To” sessions’ topics to ensure relevance and alignment with the requested topics.

3. Engagement from Admin Council:

- Prepare and present compiled themes to the Admin Council to secure broader collaboration and engagement. Consider all input to enhance professional development offerings, identify and recruit experts(presenters) within the Admin council, and ensure cross-departmental involvement. Secure broader collaboration to expand resources for FLEX Week and all training programs.

4. Establish Communication Plan:

- Develop clear communication to engage all classification representatives and key leads, including involving all who have offered their expertise and support on various topics.

5. Offer lists of conference requests to the Dean, Supervisor, and PDC.

List 1

Topics and themes Requests

All Classifications

Separated by Themes(recommendations)

**Student and Community Support**

- Student Support Services
- A&R Specific Workshops
- Banner SIS Utilization & Practices
- Unified Impact - collaborations and department cross-sectional support
- Creating Tribal Mentorship Programs and Leadership Development
- Meeting with Local Tribal Organizations

**Legal and Compliance Reports**

- Immigration Laws Impacting AB540 Students
- State Compliances and Reporting
- Emergency Preparedness and Crisis Response
- Sustainability and Green Practices

## **Mental Health and Wellness**

- Mental Health Impact on Immigrant Students
- Trauma-Informed Care
- Sexual Exploitation of Children (CSEC) Awareness
- Mental Health and Well-being

## **Internal Processes and Employee's Job Development Training**

- Comprehensive Onboarding Program for New Managers and Directors ( Manager's Tool Kit and more)
  - Project Management and Process Optimization Workshops
  - Data Management and Analysis Training
  - Report Building
  - Software and Technology Training (by department, role, growth, and program expansions);
- Canvas Training for Non-Instructional Staff
- Canvas Template for Jobspeaker
- Digital Accessibility for Online Learning
- Cybersecurity and Fraud Prevention Training

## **Soft Skills**

### Customer Service and Communication Skills Workshops

- Diversity, Equity, and Inclusion (DEI) Training
- Leadership and Team Building
- Change Management
- DA III Training
  - Admin Assistant Efficiency
  - Event Scheduling & Management
  - Core Skills (Microsoft, Google, SOPs, Data Privacy)
  - Banner SIS Utilization & Practices
- Adobe and Microsoft (Excel and Word)

List 2

Topics and themes Requests

Faculty

Separated by Themes(recommendations)

## **Culturally Responsive and Inclusive Education**

- Culturally Responsive Teaching Tailored to Native American Students
- Building K-12 to College Pathways for Native American Students
- Diversity, Equity, and Inclusion (DEI) Training
- 1. Technology and Online Learning
  - Integrating Current Technology, AI, OER
  - Using Canvas and eLumen
  - Basic Canvas Courses for New Instructors
  - Design Tools & Canvas Updates
  - OER Development
  - Instructor Training on Online Class Data
  - Peer Online Course Review (POCR) Program
  - Software Training
  - Curriculum Specialist Training: Management System, State Compliance and Reporting, Articulation and Transfer
  - Data Management and Analysis
  - Accessibility

### **Student Support and Resources**

- Training from the Office of Student Life, Counseling, and Financial Aid on Available Resources
- Trainings on current Student Support Resources
- Applying for Funding and Properly Purchasing Materials and Equipment
- Classroom Management and Effective, Innovative Teaching Techniques
- Best Practices in Academic Scheduling
- FLAC Training
- Utilization of Banner SIS: Development of New Codes and Operations
- Report Building
- Instructional Operations

### List 3

#### Conferences Requests

1. CSU and UC Counselor Conferences (2)

2. Association of California Community College Administrators (ACCCA) Conference (February 19-21, 2025)
3. 44th Annual Conference on American Indian Education (March 20-22, 2025)
4. Quality Parenting Initiative Conferences (held yearly)
5. Trust Based Relational Intervention Practitioner Training
6. NCAA Champion Forum for Football Coaches
7. National Association of Collegiate Directors of Athletics (NACDA) National Convention
8. NCAA Inclusion Forum & Accelerating Academic Success Program (AASP) Conference
9. NSCA Professional Development & Coaches
10. United Soccer Coaches College Coach Credentialing Program Conference
11. Accessibility and Teaching Conferences
12. AAPEX/SEMA Show (October/November Annually)
13. Mobile Tech Conference (February Annually)
14. Weed Science Society of America Conference
15. American Society of Agronomy Conference
16. California Plant and Soil Conference
17. NASFA Conference (2)
18. CCCAA 3C2A: Fall Conference, Spring Conference, WINTensive
19. WAVES Conference
20. Ellucian Conference
21. CACCARAO Regional Conference
22. CACCARAO Statewide Conference
23. NASPA Conference (2)
24. CISOA Conference (2)
25. A&R Director's Training
26. CCC Tech Center on Update to CCCApply
27. CCC Tech Center Fraud Workshops
28. Evaluators State Webinars and Conference (statewide)
29. CPL/MAP
30. HVAC Educator's National Conference
31. Autodesk University Training

32. NAFSA Conference (2)
33. Region XII Conference
34. Education USA Professional Development Sessions and Workshops
35. ACUE Online Learning
36. Adobe Programs Training (particularly Premiere Pro)
37. AUCHO-I (Association of College and University Housing Officers-International) Annual Conference
38. NODA (Association for Orientation, Transition, and Retention in Higher Education) Regional and Annual Conferences
39. AHEAD (Association on Higher Education and Disability) Conference
40. Physics Conference and Membership in Professional Organizations
41. Great Teachers Seminar
42. Geographic Information System (GIS) Conferences (such as ArcGIS software)
43. AI Applications Conferences
44. California Consortium on Public Health Information and Technology
45. Educating Nurses: A Call for Radical Transformation 2025 Conference
46. Technology Leadership Conferences and Workshop Sessions
47. Train the Trainer Conferences and Learning Opportunities
48. Training on District-Wide Software (Smart Sheets)
49. CSIOA (2)
50. Starfish SUGS
51. Element
52. EAB Connect
53. Southern California Writing Centers Association Tutor Conference