



San Bernardino Valley College

2013-2014 Professional Development Survey

SBVC is planning a wide range of professional development activities for the coming 2013-2014 academic year. SBVC campus is currently developing a long-range plan based on a comprehensive needs assessment. Your input is important to this effort. We are interested in your opinions about how we can best help you achieve your professional development goals. Thank you for taking part in this survey. We value your opinion.

1. What is your current work status?

35 (44%) *Classified*

5 (6%) *Manager*

12 (15%) *Faculty (Part-Time)*

26 (33%) *Faculty (Full-Time)*

1 (1%) *Confidential*

2A. How would you prefer to learn about professional development activities? (Check all that apply.)

75 (97%) *Email*

14 (18%) *Website*

10 (13%) *Flyer*

4 (5%) *Other*

Please specify:

4 (100%)

2B. How much advanced notice do you need to plan for training sessions?

Two Weeks

40 (52%)

One Month

31 (40%)

Two Months

3 (4%)

One Semester

3 (4%)

10. FOR FACULTY: Please identify the <u>instructional skills</u> that you are interested in receiving introductory or advanced training or areas that you are willing to train other on <u>instructional skills</u>. If you are <u>not interested</u> in a topic, please leave the questions blank.
u. Other: (Please specify)
It depends upon the job an employee is doing.
It depends upon the job an employee is doing.

10. Other Activities: (Please specify any other topics or activities for professional development not included in the survey. (1,000-character limit))
Real, job related, individualized training for staff. Try DEVELOPING a program instead of generic junk.
Yoga in the afternoon
Just wanted to say that Rania has done an outstanding job. Very professional and creative!
I miss the Classified Staff softball game.
1. Exploring the concept of the "Flipped Classroom." 2. What Best Teachers Do 3. Teaching Effective Reading Strategies to Underprepared Students 3. Teaching Students with Disabilities

3. Please indicate which formats you prefer for professional development activities. (Check all that apply.)

- 23 (29%) *Independent Study*
- 66 (85%) *Workshop/Seminar*
- 27 (35%) *Discussion Group*
- 24 (31%) *Keynote address followed by related breakout sessions*
- 19 (24%) *Teleconference/Video*
- 18 (23%) *Field Trip*
- 30 (38%) *Lecture*
- 34 (44%) *Webinar/Internet-Based*
- 1 (1%) *Other*
 - Please specify:*
 - 4 (100%)

4. Please indicate which scheduling options work for you. (Check all that apply.)

- 14 (18%) *Full-Day Workshops*
- 62 (79%) *1-2 Hour Workshops*
- 33 (42%) *Half-Day Workshops*
- 11 (14%) *Evening Sessions*
- 29 (37%) *Short Courses*
- 15 (19%) *Multi-Day Retreats/Seminars*
- 6 (8%) *Semester-Length Courses*
- 2 (3%) *Other*
 - Please specify:*
 - 4 (100%)

5. What day(s) of the week are best for you to participate in professional development activities? (Check all that apply.)

- 19 (25%) *Monday*
- 25 (32%) *Tuesday*
- 27 (35%) *Wednesday*
- 36 (47%) *Thursday*
- 50 (65%) *Friday*
- 5 (6%) *Saturday*
- 4 (5%) *Sunday*

6. What time of day is best for you to participate in professional development activities?

- 23 (32%) *Morning (8 a.m.-12 p.m.)*
- 41 (57%) *Afternoon (12-4 p.m.)*
- 8 (11%) *Evening (4-8 p.m.)*

7. Technology Skills: Please identify the areas that you are interested in receiving introductory or advanced training or areas that you are willing to train others. If you are not interested in a topic, please leave the question blank.

	<i>Interested in Introductory Level Training</i>	<i>Interested in Advanced Level Training</i>	<i>Would Like Training for my Staff</i>	<i>Willing to Train Others</i>
a. MS-Word	8 (28%)	21 (72%)	1 (3%)	2 (7%)
b. MS-Excel	19 (46%)	24 (59%)	4 (10%)	1 (2%)
c. MS-Outlook	13 (46%)	16 (57%)	1 (4%)	1 (4%)
d. MS-Publisher	15 (54%)	16 (57%)	1 (4%)	0 (0%)
e. MS-Powerpoint	13 (43%)	18 (60%)	1 (3%)	2 (7%)
f. MS-Access	14 (70%)	8 (40%)	1 (5%)	0 (0%)
g. MS-Project Manager	17 (85%)	7 (35%)	2 (10%)	0 (0%)
h. MS-Visio	10 (83%)	3 (25%)	1 (8%)	0 (0%)
i. MS-Groove	4 (67%)	2 (33%)	0 (0%)	0 (0%)
j. MS-Infopath	6 (86%)	1 (14%)	0 (0%)	0 (0%)
k. MS-OneNote	12 (80%)	4 (27%)	0 (0%)	0 (0%)
l. MS-Media Player	18 (95%)	3 (16%)	0 (0%)	0 (0%)
m. eLumen	8 (67%)	5 (42%)	1 (8%)	0 (0%)
n. Survey tools (SNAP, SurveyMonkey, etc.)	18 (78%)	7 (30%)	1 (4%)	0 (0%)
o. Datatel	14 (74%)	9 (47%)	1 (5%)	0 (0%)
p. CurricuNet	9 (56%)	8 (50%)	2 (13%)	1 (6%)
q. Creating and Maintaining Your Webpage	24 (67%)	16 (44%)	2 (6%)	2 (6%)
r. Developing Effective Web Searching Techniques	7 (70%)	4 (40%)	1 (10%)	0 (0%)
s. Adobe Professional	16 (76%)	7 (33%)	2 (10%)	0 (0%)
t. Photoshop	25 (83%)	9 (30%)	0 (0%)	0 (0%)
u. Digital Video Creation and Editing	18 (95%)	5 (26%)	0 (0%)	0 (0%)
v. Financial 2000	12 (75%)	6 (38%)	1 (6%)	0 (0%)
w. Data Analysis Software	10 (77%)	4 (31%)	0 (0%)	0 (0%)
x. People Admin--Online Application	11 (85%)	3 (23%)	0 (0%)	0 (0%)
y. SafeColleges--Online Training	9 (82%)	3 (27%)	0 (0%)	0 (0%)
z. Other: (Please specify)				
	0 (0%)			

8. Personal and Professional Growth Training: Please identify the areas that you are interested in receiving introductory or advanced training or areas that you are willing to train others. If you are not interested in a topic, please leave the question blank.

	<i>Interested in Introductory Level Training</i>	<i>Interested in Advanced Level Training</i>	<i>Willing to Train Others</i>
a. Assertive Communication Skills	16 (53%)	19 (63%)	1 (3%)
b. Coping With Job Burnout	16 (59%)	14 (52%)	2 (7%)
c. Dressing for Success	10 (63%)	6 (38%)	4 (25%)
d. Ethics: Professional, Institutional, and Personal	12 (55%)	15 (68%)	3 (14%)
e. Conducting Effective Meetings	13 (59%)	14 (64%)	2 (9%)
f. Customer Service Training	11 (58%)	12 (63%)	2 (11%)
g. Evaluation Methods	14 (78%)	5 (28%)	1 (6%)
h. Grant Writing	15 (79%)	5 (26%)	0 (0%)
i. First Aid and CPR	22 (79%)	12 (43%)	0 (0%)
j. Health and Wellness	9 (56%)	9 (56%)	1 (6%)
k. Dealing With Difficult Students, Faculty, and Managers	15 (47%)	22 (69%)	1 (3%)
l. Legal Rights, Responsibilities and Protections	15 (68%)	14 (64%)	0 (0%)
m. Stress Management Techniques	16 (62%)	18 (69%)	1 (4%)
n. Time Management Techniques	14 (58%)	16 (67%)	1 (4%)
o. Job Efficiency Training for Secretaries	6 (50%)	10 (83%)	1 (8%)
p. Techniques of Supervision/Leadership Training	10 (56%)	11 (61%)	1 (6%)
q. Coping With a Changing Workplace	11 (61%)	9 (50%)	1 (6%)
r. Marketing Programs	9 (69%)	3 (23%)	1 (8%)
s. Skills for Making Presentations	9 (53%)	10 (59%)	1 (6%)
t. Motivating Others	18 (64%)	15 (54%)	2 (7%)
u. Personal Goal Setting	10 (67%)	10 (67%)	0 (0%)
v. Understanding the Staff Evaluation Process	7 (64%)	5 (45%)	0 (0%)
w. Program Review Process and Procedures	10 (67%)	8 (53%)	0 (0%)
x. Finding Job Opportunities	7 (58%)	8 (67%)	1 (8%)
y. Increasing Self-Esteem	8 (57%)	8 (57%)	1 (7%)
z. Personal Safety Training	9 (53%)	10 (59%)	1 (6%)
aa. Retirement Planning and Early Retirement Programs	23 (77%)	13 (43%)	0 (0%)
ab. Team Building Techniques	12 (50%)	17 (71%)	2 (8%)
ac. Meal Ideas--Healthy and Quick Dinners	7 (50%)	11 (79%)	1 (7%)
ac. Other: (Please specify)			
7 (100%)			

9. What recommendations can you make to the Professional Development Committee to help meet your development goals and needs? (400-character limit)

19 (100%)

10. FOR FACULTY: Please identify the instructional skills that you are interested in receiving introductory or advanced training or areas that you are willing to train other on instructional skills. If you are not interested in a topic, please leave the questions blank.

	Yes	Willing to Train Others
a. Academic Freedom	8 (100%)	2 (25%)
b. Building Alternative Programming (DE, Learning Communities)	12 (100%)	1 (8%)
c. Building Better Exams and Assessment Instruments	10 (91%)	2 (18%)
d. Classroom Assessment	11 (100%)	1 (9%)
e. Collaborative Learning Strategies	4 (100%)	1 (25%)
f. Curriculum Development	10 (100%)	0 (0%)
g. Detecting and Preventing Plagiarism	9 (100%)	0 (0%)
h. How to Measure Learning Outcomes	14 (100%)	2 (14%)
i. Writing More Effective Essay Questions	5 (100%)	1 (20%)
j. Motivational Strategies for the Classroom	8 (100%)	1 (13%)
k. Preparing to Teach in an Online Environment	11 (85%)	2 (15%)
l. Recruitment/Marketing/Outreach	6 (100%)	1 (17%)
m. Service Learning Programs	7 (100%)	1 (14%)
n. Student Portfolios	4 (100%)	0 (0%)
o. Student Learning Outcomes (SLOs)	10 (100%)	1 (10%)
p. Student Retention Methods	9 (100%)	1 (11%)
q. Syllabus Construction	5 (100%)	1 (20%)
r. Teaching and Assessing Critical Thinking in Your Discipline	8 (100%)	1 (13%)
s. Working With Underprepared Students	10 (100%)	1 (10%)
t. Writing Across the Curriculum	4 (100%)	1 (25%)

u. Other: (Please specify)

1 (100%)

10. Other Activities: (Please specify any other topics or activities for professional development not included in the survey. (1,000-character limit))

5 (100%)

Thank you for taking the time to complete the survey.

All responses will remain confidential!

Please click on "Submit" to complete the survey.

10. FOR FACULTY: Please identify the <u>instructional skills</u> that you are interested in receiving introductory or advanced training or areas that you are willing to train other on <u>instructional skills</u>. If you are <u>not interested</u> in a topic, please leave the questions blank.
u. Other: (Please specify)
It depends upon the job an employee is doing.
It depends upon the job an employee is doing.

10. Other Activities: (Please specify any other topics or activities for professional development not included in the survey. (1,000-character limit))
Real, job related, individualized training for staff. Try DEVELOPING a program instead of generic junk.
Yoga in the afternoon
Just wanted to say that Rania has done an outstanding job. Very professional and creative!
I miss the Classified Staff softball game.
1. Exploring the concept of the "Flipped Classroom." 2. What Best Teachers Do 3. Teaching Effective Reading Strategies to Underprepared Students 3. Teaching Students with Disabilities

2A. How would you prefer to learn about professional development activities? (Check all that apply.)
Other (please specify)
A program of professional development developed by my manager for her employees.
A program of professional development developed by my manager for her employees.
MS calendar invites giving me the chance to add the event to my calendar even if I may not choose to attend and fill out the registration form.
This Survey is for 2013-2014 academic year. Is that accurate?
All of the above, if possible
3. Please indicate which formats you prefer for professional development activities. (Check all that apply.)
Other (please specify)
If it involves computer skills and the like -- hands-on training is best.
Controlled training space for independent study to get the person away from the daily routine to better concentrate and absorb the training.
Please, no groups!
Interactive with cross-campus faculty/staff to encourage moral building & camaraderie
4. Please indicate which scheduling options work for you. (Check all that apply.)
Other (please specify)
I don't see any weekly course options?
District recognized release time from daily duties to carry out training functions using any of the described methods to include open training room access time for computer based training.
or open lab settings where we can drop in between certain hours and get help
Brown-bag lunch discussions such as working with iPads/tablets
7. Technology Skills: Please identify the areas that you are interested in receiving introductory or advanced training or areas that you are willing to train others. If you are <u>not interested</u> in a topic, please leave the question blank.
z. Other: (Please specify)
8. Personal and Professional Growth Training: Please identify the areas that you are interested in receiving introductory or advanced training or areas that you are willing to train others. If you are <u>not interested</u> in a topic, please leave the question blank.
ac. Other: (Please specify)
teaching related methods
Training on the defibrillators would be good since they are now in several buildings.
Course level SLO development
Yoga
Appropriate expressions of political or religious views for faculty and staff
Meditation, Yoga
Online Security
teaching related methods
9. What recommendations can you make to the Professional Development Committee to help meet your development goals and needs? (400-character limit)
Get rid of the abysmal list I just saw and develop real job related training. Stop offering nothing but generic pre-packaged software training to staff. We're the one's who use that stuff for you. Get rid of junk like "True Colors" for staff development. Try actually having a staff development program instead of just spending money on faculty and managers. Stop paying for a diploma mill EDD for every manager who wants to use SBVC as a learn & stop off.
In previous section on tech training, the box wouldn't allow me to write anything. So I wondered why SiteCore training wasn't listed. Also, might like basic HTML training, as it can help when working with SiteCore and CurricuNet, etc. to know some basic HTML.

I would like to see a mentorship training program for individuals desiring to enter into management.
Get District involvement to facilitate the need for all District member's to complete upto an agreed upon minimum hours of training per Academic Year. This training can range from mandated by labor law trainings to enrichment training in which all District personnel are required to complete a set minimum number of hours. There is too much expectation that even the mandated training will take place at the staff member's desk and have the knowledge absorbed. We are all constantly having our attention redirected when we are in our usually work environment; thus an open training lab for personnel to conduct computer based training is ultimately
Applications for conference funds need to be streamlined. The whole procedure is designed to prevent, discourage, or delay the disbursement of funds.
Provide opportunities for qualified classified employees to attend skills training workshop, encouraged classified employees to upgrade themselves: obtain bachelor's degree if holding AA certificate; and proceed with a master's degree if holding a bachelor's degree. Let them feel that in order to receive raise - they must need to equip themselves with degrees - it's KNOWLEDGE and SKILLS.
Offer a wider variety of workshops, more for Classified.
IPDP Individual Professional Development Plans
More workshops that meet after 3:00 p.m. or on Fridays.
not sure
Great Job Rania!
More excel workshops...lol
n/a
none
The committee has been fine
Most of the programs that stick in my head are beneficial, but usually two factors keep me from going (1) time (eg. they are set at a time inconvenient for me) (2) subject (usually the subject for discussion is either too introductory or is not related to what I do). I need help with job burnout issues and every VP & Division Dean needs to go to management training twice a semester.
Would like opportunities to visit various departments who could showcase their programs/classes and interact during a lunch brown bag discussion
Ez
My only recommendation would be to include area specific training for at least the major job classifications on campus