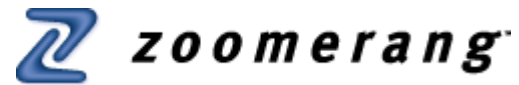


Professional Development Needs Survey

Results Overview



Date: 9/7/2010 1:55 PM PST
 Responses: Completes
 Filter: No filter applied

Professional Development Needs Survey Please help us identify your preferences and priorities for professional development activities and training. Your responses will be used by the Professional Development Committee to guide the development of a Professional Development Plan and to plan next year's Flex program. This college-wide survey is being sent to all employees. We realize not all topics will apply to everyone, but all feedback is important and will be used to develop activities that meet both individual and institutional needs. Thank you for taking the time to complete the survey!










1. I am:





Faculty		37	47%
Classified Staff		40	51%
Administrator		5	6%

2. I work primarily on the:







Kentfield Campus		68	87%
IVC Campus		10	13%

4. Which delivery formats are most effective in providing you with professional development? (Please select 1 - 4 you most prefer.)






Workshops		57	75%
Information on the Internet		24	32%
Online courses		18	24%
Online training modules that can be accessed anytime		36	47%
Webinars (Live workshops on the web such as @One Desktop seminars)		11	14%
Speakers		23	30%
Tips by email		19	25%
Discussion groups		13	17%
Informal Brown Bag Lunches		15	20%

Newsletters		6	8%
Books/CDs/DVDs		7	9%
Peer Coaching		17	22%
Other, please specify		8	11%






5. What times during the semester are best for you to attend on-campus workshops? (Check all that apply)

Beginning of semester (weeks 1-6)		18	25%
Middle of semester (weeks 7-12)		23	32%
End of semester (weeks 8-18)		9	12%
During semester breaks (Winter, Spring)		31	43%
During the summer break		34	47%
All of the above		12	17%

6. What days of the week are best for you to attend training? (Check all that apply.)














Monday		22	31%
Tuesday		24	34%
Wednesday		28	40%
Thursday		36	51%
Friday		45	64%










7. What times are best for you to attend professional development activities?

Mornings (8:30-12:00)		32	44%
Early Afternoon (12:30-2:30)		25	34%
Late afternoon (2:30-4:30)		25	34%
Friday Morning (9:00-12:00)		32	44%
Friday Afternoon (1:00-4:00)		25	34%





In the following section, suggested workshop topics are clustered under four general subject headings: Teaching and Learning, Distance Education, Technology and Institutional/General. Please indicate the workshop topics you are MOST interested in attending in each category. There is an opportunity to add a topic at the end of each list and a question at the end of this section that will allow you to add any other topics you feel are important to consider.




- 8.** Teaching and Learning The following activities are clustered under the subject "Teaching and Learning" although they may overlap into other areas. Please indicate the workshops you would be most interested in attending:

Developing and Implementing SLOs on the Course Level		10	20%
Developing and Implementing SLOs on the Program Level		6	12%
Developing and Implementing College-wide SLOs for General Education		4	8%
How to assess SLOs		8	16%
Testing and Assessment Techniques		13	25%
Classroom Assessment Techniques		8	16%
Strategies that Build Student Success		14	27%
Team Teaching/Learning Communities		6	12%
Curriculum Committee Process to Develop/Revise a Course		7	14%
Using the Academic Senate's Electronic Template to Create a Syllabus		5	10%
Active Learning Techniques		11	22%
Using the Library to Support Instruction		7	14%
Strategies to Meet the Needs of ESL Students in Credit Classes		8	16%

Recognizing a Learning Disability and Referring Appropriately		12	24%
Strategies for Teaching Under-prepared Students		10	20%
Strategies that Promote Student Retention and Success		13	25%
Working with Diverse Student Populations		10	20%
Working with Multi-generational Students in your Classroom		6	12%
Retention Factors - What the Research Shows		8	16%
Incorporating Critical Thinking into Classroom Activities		10	20%
Incorporating Study Skills Techniques into the Classroom		11	22%
Other, please specify		11	22%














9. Distance Education The following activities are clustered under the subject "Distance Education" although they may overlap into other areas. Please indicate the workshops you would be most interested in attending:


Instructional Design: Best Practices in Distance Education Pedagogy		13	37%
Developing a Stand-alone Online Course Using WebCT/Blackboard		16	46%
Developing a Hybrid Course Using WebCT/Blackboard		10	29%
Using WebCT/Blackboard to Supplement Traditional Classes		16	46%

Techniques to Build Community in an Online Class		12	34%
Developing Learning Objects for Online Courses		6	17%
Introduction to Podcasting		14	40%
Other, please specify		7	20%

10.















Technology The following activities are clustered under the subject "Technology" although they may overlap into other areas. Please indicate the workshops you would be most interested in attending:









What's New in Office 2007?		15	23%
Intermediate Word 2007		13	20%
Word Tips and Tricks		18	28%
Beginning Excel 2007		15	23%
Intermediate Excel 2007		15	23%
Using Excel to Track Student Grades		9	14%
Outlook - Managing and archiving email, creating distribution lists		19	30%
Outlook - Using the calendar, contacts and to-do lists		13	20%
PowerPoint for Beginners		14	22%
PowerPoint - Intermediate (integrating graphics, audio, video)		25	39%
Using the MyCOM Portal to Post Documents & Resources for Students		17	27%
Best Practices to Maintain Security and Data		23	36%
Basic Workstation Ergonomics		15	23%

Windows File Management		16	25%
College Network Overview: Access, Security, Back-ups, Virus Protection etc.		20	31%
Other, please specify		14	22%

11.






Institutional/General The following activities are clustered under the subject "Institutional/General" although they may overlap into other areas. Please indicate the workshops you would be most interested in attending:

Banner Fiscal Services Module User Training		20	29%
Banner Student Services Module User Training		15	21%
Overview of Argos		17	24%
How to Use Argos data Effectively		20	29%
Conflict Resolution Techniques		11	16%
Emergency/Disaster Preparedness Training		20	29%
Crisis Intervention - How and when to refer		14	20%
Overview of the Participatory Governance System		6	9%
How to Run an Effective Meeting		8	11%
Effective Communication and Teambuilding		16	23%
Dealing with Disruptive Individuals/Students		13	19%
Who are our Students: Demographics, Success, Retention Rates		10	14%
CPR		22	31%
Student Discipline Process - What to do? When to refer?		6	9%

Harassment and Discrimination Training		11	16%
Grant Writing		17	24%
Budget Workshop for Dept. Chairs		3	4%
Blood Borne Pathogens Training		0	0%
Time Management		12	17%
Customer Service		7	10%
Stress Management		19	27%
Health & Wellness		22	31%
Other, please specify		7	10%



Evaluation You're almost through. Just a few more questions to help us evaluate this year's activities. Thank you for your time and feedback!

- 13.** How many professional development activities did you attend during the past year? Please consider Flex activities, software training, conferences, off-campus workshops, online workshops, mandated training etc.






0		12	16%
1-3		40	52%
4-6		21	27%
7-10		3	4%
More than 10		1	1%
Total		77	100%

- 14.** If you have not attended any professional development activities this year, why not? (Check all that apply)




Offered during wrong time of year		1	3%
Lack of office/class coverage		3	10%
Workload too high/too busy to attend		8	28%
Dates and time conflicted with my teaching schedule		3	10%
I didn't need the training provided		4	14%

Workshop topics did not apply to my position		3	10%
Other, please specify		7	24%
Total		29	100%

16. If you attended workshops or training activities during the year, please respond to the following statement: I benefited from the training I received and was able to apply what I learned.

Strongly Agree		17	25%
Agree		40	60%
Disagree		4	6%
Strongly Disagree		2	3%
Not applicable		4	6%
Total		67	100%

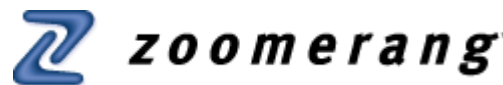
17. Would you be willing to present a workshop?

Yes		8	12%
No		45	68%
Maybe		13	20%
Total		66	100%

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Professional Development Needs Survey



Results Overview

Date: 9/7/2010 2:01 PM PST

Responses: Completes

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3. My most pressing professional development need is: (Please describe)	
#	Response
1	Being brought "up-to-speed" on the services provided to the students/staff/community via computer. examples are: My Portal the new web resources for research and communication. I feel very far behind even though I'm here in the library where folks are using these services constantly.
2	Planning
3	To develop and maintain a scheduling website
4	CPR
5	Nothing pressing.
6	windows 7 training office 2007 training
7	keeping current with the available technology for the classroom.
8	Microsoft Office Word....more classes....loved the one Flex class but it was too short....would be nice to be ongoing....or just a time every week to get questions answered....similar to the "Genius Bar" at Apple
9	Excel training.
10	How to secure a fair contract with Administration (2007-2010 & 2010-2013).
11	Because there are so few full-time faculty and so many part-time faculty, there is simply not enough time to get together. I would love to be able to work with some part-timers in our department, but as full-time faculty, I am swamped with work that used to be shared by other full-timers.
12	Ongoing training on new software that we use and periodic workshops on workplace related topics like customer service
13	training to increase student motivation and support, and to build flexibility into courses so that students can succeed while juggling adverse life circumstances.
14	Microsoft Access We need a database.
15	Managing multiple deadlines.
16	Creating change orders review and Banner Production Review
17	All Budget Work, Transfers, Po's,
18	distance education
19	Ed code and other CCC issues
20	computer training workshops. micro soft office
21	HP firewall and WES module training
22	Ability to create/or have created, electronic, fillable forms and frequently used documents. Ability to easily have the forms/documents put onto the web page or intranet as appropriate Ability to update and modify forms/documents as appropriate so most current information is always available. Ability to use electronic signature
23	Would like to take a class/workshop in Access. I think that it would help me to streamline some of my regular processes.
24	Some process to help faculty recognize and begin to address the reality that the educational process is substantially ineffective in many cases. Before any workshops are offered there is very considerable reflection and discussion that must take place if these efforts are to be any more than marginally effective. Good luck!
25	More classes on software normally used in the office. Word, Power Point etc.

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#	Response
12. Feel free to add any additional workshop topics not listed above:	
1	How to "Green up" our work environments here at COM.
2	Thank you for asking. My director and I really need a purchasing/banner class. And my other job, i really need a database class.
3	I do not think that these surveys are helpful for faculty. These kinds of surveys may be nice and neat for WASC, but they are a waste of time. If you want to know what faculty want in terms of professional development, just ask them to make a list and forget this other stuff that tries to put education into little cubby holes. Give faculty real incentives (like release time and stipends) to meet and discuss their professional development needs. As for technology training, that's laughable. How about getting classroom resources that work, like up to date computers in classrooms that are wi-fied. Every time I dutifully fill out one of these surveys I get the feeling that there is a "no faculty left behind" policy underlying the entire business. Faculty need to be treated with respect; there needs to be a recognition that teaching 15 units a semester for the majority of faculty is a 50 hour a week job! We do not need added busy work. thanks for reading my rant.
4	Can't see anything that is needed for me at the time in my career. Most listed topics are dated and should have been learned already.
5	sorry, but most staff development is extremely dull & a waste of my valuable time
6	I think that the college should have a specific "Brown Bag" lunch series, especially for the Administrative Assistants. This could focus on how we can all support each other (i.e. when someone is on vacation, or is just overloaded, even if it just provides a place to get together). I have never worked in an environment that each person is so closed off to assisting anyone else. It would be very benificial, for this group in particular to help each other out.

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Results Overview: Open Ended Responses

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#	Response
15.	What changes would make it easier for you to attend professional development activities and training?
1	Coverage for my position during training times.
2	i want release time to learn on my own
3	If they could somehow be scheduled in between payrolls.
4	Kathleen is great!
5	More sessions that don't conflict with other school's schedules and my own classes at COM.
6	I like the idea of trying on line courses to complete at my own pace. but i also like coming down to ktd to interact with other staff!
7	n/a
8	I prefer activities and trainings on Thursday or Friday afternoons.
9	close offices
10	Location at IVC
11	If I had less work ;)
12	on-line
13	Make the workshops more interesting. Get real scholars to come and talk about what they are doing in their fields. Change the notion of professional development from what it is now, "training," to real education that involves thinking.
14	Coverage for my class, workshop trainers that are qualified. This semester the workshop on how to update curriculum was totally useless, un-organized etc.
15	Someone to cover my work while I am gone! (Hah hah...)
16	Availability at IVC.
17	More transparent, straightforward, consistent and reasonable requirements and response from PAC and administration regarding these activities.
18	providing a wider range of topics in technology -- more updated material
19	I love professional development activities but workload issues makes it difficult--instructors in our department generally teach 4 days/week including teaching all day 2-3 days a week, we must go off-campus to various locations 2-3 days a week, and there are other professional and departmental responsibilities such as scheduling and coordinating student placements, attending meetings, writing professional reports, and writing letters of

	recommendation for scholarships and employment. Thus, the schedule and location of professional development activities, along with the topics offered, are the primary issues for me.
20	Best times to attend is during flex week.
21	have some at IVC or online
22	have some at IVC!!!!!!!!!!!!!!
23	Offer trainings in evening for adjunct faculty.
24	less to do
25	make them online

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#	Response
18.	If you are willing to present a workshop, please indicate the topic and provide your contact information (Name, Dept., Email Address and Phone Number)
1	Before retiring I was part of a team that developed Reading Apprenticeship. I designed and delivered professional development workshop for instructors who wanted to explore ways to incorporate reading strategies into the discipline courses they taught.
2	Any Technology topics eg Office 2007/2010, MyCOM Topics on Teaching multi-generational students Topics on Creating, Designing Lessons for, and Assessing SLOs Alice.Dieli@marin.edu x7540
3	Sunny Blende PE Dept sunny.blende@marin.edu HEALTH & WELLNESS...Healthy Nutrition (ONLY this topic)
4	Topics related to distance education Alisa Klinger, English Department, alisa.klinger@marin.edu
5	Email filters for busy people; making technology purchasing easy; Board policies that relate to IT (acceptable use, disposal of equipment, etc)
6	Dealing with difficult people and office/ class safety training
7	home and automotive maintenance.
8	How grants have helped the nursing and dental programs improve access and success...
9	curriculum development and student success activities
10	Professionalism and collegiality in academia
11	Using Excel for grades Abby Fuller Physical Sciences abbydf@yahoo.com 510-847-0761
12	I would be happy to help in the start up of a "Brown Bag" lunch for the admins, and look in to some speakers for this. Heather Holliday, Modernization, heather.holliday@marin.edu, ext. 7518

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Results Overview: Open Ended Responses

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#	Response
19.	Feel free to add any additional comments.
1	Thank you for #18. Using our own "experts" is a great idea and wonderful use of our extensive, well informed, and experienced personnel!
2	Not sure I would have the time to do a workshop, but ???
3	Thank you!
4	Dump these surveys and spend the money on something useful, like bringing someone Noam Chompsky to the College to speak!
5	trainings are most often held at KTD which makes it difficult to arrange for coverage with the added travel time. Please consider offering mid day trainings which allow employee to work before AND after training workshops. THanks

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