Spring 2017 Professional Development Needs Survey Summary

Classified Staff

AnswerOptions	Yes	No	Maybe	Need More Info	ResponseCount
Customer Service (students as customers)	39	25	13	1	78
Customer Service (employees as customers)	37	26	13	2	78
Interpersonal Communication at Work	51	14	12	3	80
Conflict Management & Problem Solving	55	13	14	0	82
Public Speaking	43	21	12	2	78
Written Communication (memos, emails)	48	18	12	1	79
Knowing Other Offices and Functions on Campus	62	11	8	1	82
Answering Students' Questions and Sending Them to the Right Places on Campus	53	14	12	0	79
Bringing New Ideas to My Office and Supporting Their Use	46	12	15	4	77
Diversity in the Workplace	46	20	9	3	78
Understanding Special Populations (e.g. DSPS, Veterans)	59	11	8	1	79
Understanding the Rio Hondo Student Population and Exploring the "Achievement Gap"	49	16	10	3	78
Student Equity vs. "Achievement Gap"	47	15	12	3	77
Paraprofessional training topics	35	15	16	10	76
Board Policies and Administrative Procedures	41	15	16	6	78
Governance participation	27	22	18	11	78

Assuming that the sessions were offered at a time when you could attend, indicate whether you would like to have professional development on each of these tools.

AnswerOptions	Yes	No	Maybe	Need More Info	ResponseCount
Phone system	21	35	16	5	77
Document scanners	20	32	19	1	72
Office 365 (Word, Excel, PowerPoint, Outlook, etc.)	44	14	21	3	82
WordPress (website editor)	45	18	14	2	79
Banner	46	19	14	1	80
SARS software	33	30	10	4	77
Online Collaboration tools	37	19	16	3	75
Other software (please specify)					6

Assuming that the sessions fit your schedule, indicate whether you would like to have professional development on each of these topics.

AnswerOptions	Yes	No	Maybe	Need More Info	ResponseCount
Smart Classroom training	7	7	3	2	19
Integration of Social Networking Tools (Facebook, Twitter)	12	4	3	1	20
YouTube	6	7	4	2	19
Audio Recording	6	6	5	1	18
Online Testing and Assessment	5	6	6	1	18
Facilitating Online Discussion/Chat Sessions (Asynchronous or Synchronous)	7	5	5	1	18
Canvas Learning management system	8	6	3	1	18
Camtasia (Screen recording software)	6	6	4	2	18

AnswerOptions	AnswerOptions	Yes	No	Maybe	Need More Info	ResponseCount
Work-Life Balance	Work-Life Balance	47	15	16	0	78
==Time Management==	==Time Management==	==51==	19	12	0	82
==Stress Management==	==Stress Management==	==52==	15	13	0	80
==Internal Promotion==	==Internal Promotion==	==54==	13	13	1	81
Self-Confidence	Self-Confidence	34	23	19	0	76
My Personal Strengths	My Personal Strengths	42	21	13	2	78
Personality Types at Work	Personality Types at Work	47	16	15	1	79
SanFACC Mentor Program	SanFACC Mentor Program	22	21	24	9	76

Would you be interested in continuing the Classified Professional Development Day?

AnswerOptions	ResponsePercent	ResponseCount
==Strongly agree==	==48.2%==	==40==
==Agree==	==27.7%==	==23==
Neutral	22.9%	19
Disagree	1.2%	1
Strongly disagree	0.0%	0

Rate each method of professional development on how effective it would be for you.

AnswerOptions	Very Ineffective	Ineffective	Effective	Very Effective	ResponseCount
Classroom/Live (20 or more staff members with a live trainer)	5	6	51	19	81
Classroom/Video (20 or more staff members with a video or webinar)	10	30	33	6	79
Small Group/Live (10 or fewer staff members with a live trainer)	7	4	36	32	79
Small Group/Video (10 or fewer staff members with a video/webinar)	7	24	37	10	78
Video/Webinar (alone at your desk)	11	26	33	10	80
One-to-One/Mentorship	5	10	33	30	78
Reading Group	5	34	32	7	78
Off-Campus Workshop with a Live Trainer	9	8	40	24	81

Please rate each format on how likely it would be for you to be able to attend.

AnswerOptions	Very Likely	Likely	Unlikely	Very Unlikely	Response Count
1-hour Session (one time)	45	29	5	2	81
2-hour Session (one-time)	39	33	5	3	80
4-hour Session (one-time)	18	30	22	6	76
8-hour Session (one time)	12	22	34	9	77
1-hour Session (monthly)	37	28	11	2	78
2-hour Session (monthly)	30	31	14	3	78
4-hour Session (monthly)	13	16	39	8	76
1-hour Session (weekly)	13	26	33	6	78
2-hour Session (weekly)	9	20	40	9	78
Half-Day Session (off campus)	21	31	23	5	80
Full-Day Session (off campus)	16	26	28	9	79

How important is it for new employees to have the following services?

AnswerOptions	Very Important	Somewhat Important	Somewhat Unimportant	Very Unimportant	ResponseCount
Orientation (to the college and job)	69	13	0	0	82
Mentoring (classified staff member assigned to the new employee)	50	30	2	0	82

In the past 12 months, which obstacles have prevented you from participating in professional development activities? Check all that apply.

AnswerOptions	ResponsePercent	ResponseCount
Activities are not at a time when I can go.	64.9%	50
I can't keep up with my job if I'm out for a few hours or a day.	26.0%	20
Funding is not available or not adequate.	19.5%	15

Sessions are not relevant to my job.	45.5%	35
I don't want to put additional burden on my coworkers.	27.3%	21
There isn't desk coverage or a substitute for my position.	39.0%	30
I'm afraid to ask my supervisor for release time.	10.4%	8
I'm afraid to ask for release time because of my coworkers.	5.2%	4

Do you need to update your current skills or get advanced training in the following areas?

AnswerOptions	Update Current Skills	Advanced Training	Neither	ResponseCount
Workplace Safety	35	5	41	81
OSHA Chemical Handling / Disposal	10	0	68	78
Landscape / Grounds Maintenance	1	0	75	76
Custodial	1	0	74	75
Facilities Trade (e.g., HVAC, electrical, plumbing, locksmith)	2	0	74	76

Management

In addition to expertise in an academic subject or professional field, a manager must lead a unit/area and supervise staff. Please respond to the following items in terms of the management/leadership/supervision aspect of your position.

AnswerOptions	Strongly Agree	Agree	Disagree	Strongly Disagree	ResponseC
Through coursework, outside training, and/or work experience, I have adequate preparation in management/supervision.	6	8	3	1	18
The college has supported my development as a supervisor/manager.	3	7	5	2	17
The college has provided professional development for me as a supervisor/manager.	1	6	8	2	17

Please indicate the types of professional development activities and formats that you would find useful in your role as a manager/leader/supervisor. Check all that apply.

AnswerOptions	ResponsePercent	ResponseCount
On-Campus Training by an Expert from Off Campus	83.3%	15
On-Campus Training by Human Resources or Senior Management	22.2%	4
Off-Campus Training through a Professional Association	88.9%	16
Off-Campus Training through a Vendor (e.g., Fred Pryor, SkillsPath)	33.3%	6
Reading Group with Other Managers On Campus	27.8%	5
On-Campus Mentor	33.3%	6
Off-Campus Mentor	38.9%	7
Webinars at My Desk	22.2%	4
Webinars with Other Managers On Campus	33.3%	6
Peer Support/Feedback Group On Campus	38.9%	7
AnsweredQuestion		18

In the past 12 months, which obstacles have prevented you from participating in professional development activities? Check all that apply.

AnswerOptions	ResponsePercent	ResponseCount
Activities are not at a time when I can go.	37.5%	6
I can't keep up with my job if I'm out for a few hours or a day.	31.3%	5
Funding is not available or not adequate.	81.3%	13
Sessions are not relevant to my job.	31.3%	5
I don't want to put additional burden on my coworkers.	12.5%	2
There isn't desk coverage or a substitute for my position.	12.5%	2
I'm afraid to ask my supervisor for release time.	0.0%	0
I'm afraid to ask for release time because of my coworkers.	0.0%	0

All

Do you have a current, written professional development plan?

AnswerOptions	ResponsePercent	ResponseCount
Yes	17.5%	33
No	63.5%	120
Not applicable	19.0%	36

Has your supervisor worked with you to create or further develop a plan for your professional development?

AnswerOptions	ResponsePercent	ResponseCount
Yes and we are using it.	17.2%	32
Yes but we are not using it.	2.7%	5
Not yet but we plan to.	11.3%	21
No.	68.8%	128

Could your supervisor use professional development in the following areas? Check all that apply.

AnswerOptions	ResponsePercent	ResponseCount
Leading Meetings	26.5%	27
Leading Change	29.4%	30
Delegation	18.6%	19
Performance Reviews	30.4%	31
Technical Knowledge/Skills (related to my job)	27.5%	28
Time Management	18.6%	19
Project Management	15.7%	16
Budget/Financial Management	15.7%	16
Providing Feedback	39.2%	40
Team Building	45.1%	46
Providing Information about the College	23.5%	24
Coaching Employees	32.4%	33
Communication with Staff	51.0%	52

Setting Priorities	23.5%	24

Assuming each opportunity was offered at a time convenient to you, please indicate how likely you would be to participate.

AnswerOptions	Very Likely	Likely	Unikely	Very Unlikely	ResponseC
Reflection & Renewal Retreat	52	65	46	22	185
All-Campus Retreat	60	82	23	17	182
All-Campus Picnic	68	85	20	9	182
Other social events to get to know colleagues apart from their job duties	55	100	21	5	181

Faculty

How likely would you be to participate in each of the following if it were offered on a topic of interest?

AnswerOptions	Very Likely	Likely	Unlikely	Very Unlikely	
One-Time Workshops	58	29	3	1	
Webinars	29	33	17	11	
Overnight Retreat	10	27	29	24	
2-5 Day Institutes	9	30	32	20	
Hybrid Course with Colleagues over Full or Partial Semester	15	46	19	10	
Semester- and/or Year-Long Cohort Experience with Colleagues	15	42	19	15	
				AnsweredQuestion	

In previous needs assessments, some of your colleagues recommended the following professional development formats. Assumi fit your schedule, how likely would you be to participate in each?

AnswerOptions	Very Likely	Likely	Unlikely	Very Unlikely
Faculty to Faculty Exchange (Scheduled regularly on a monthly)	28	51	10	2
True Mentor (Honest feedback in a non-evaluative environment)	31	43	17	0

Assuming that the sessions fit your schedule, indicate whether you would like to have professional development on each of these

AnswerOptions	Yes	No	Maybe	Need More Info
Creating Effective Assessments & Exams	44	12	30	3
Active Learning Strategies to Engage Students	71	6	10	3
Syllabus Design	35	21	29	5
Lesson Plan Design	41	15	28	5
Discipline in the Classroom	33	28	25	3
Collaborative Learning	60	6	21	3
Teaching First-Year Students	50	17	17	5
Teaching Adult Learners	52	13	21	4
Reading Across the Curriculum	35	16	29	10
Writing Across the Curriculum	36	18	25	10
Speaking Across the Curriculum	30	19	27	13
Math Across the Curriculum	24	28	26	7
Designing Meaningful Student Learning Outcomes Assessments	47	14	26	2

New Curriculum Development	43	10	31	4
Service-Learning	34	20	25	8
Student Services Resource Review	30	17	31	9
Mindfulness/Contemplative Pedagogy	45	15	23	5
Teaching Special Populations (e.g. DSPS, Veterans…)	57	11	18	3
Defining and Measuring "Effective Teaching"	57	9	21	2
Understanding the Rio Hondo Student Population and Exploring the "Achievement Gap"	53	11	23	2
Understanding and Connecting to the Culture of the Current Generation of Students	62	9	18	1

Assuming that the sessions fit your schedule, indicate whether you would like to have professional development on each of these

AnswerOptions	Yes	No	Maybe	Need More Info
Reviewing/enhancing your course to ensure adherence to ACCJC Distance Education Standards	32	26	23	9
Best Practices Pedagogy for Online/Hybrid Instruction (for new or veteran online instructors)	46	19	21	4
Smart Classroom training	50	11	18	10
Integration of Social Networking Tools (Facebook, Twitter)	46	15	27	2
YouTube	49	20	19	2
Audio Recording	41	23	22	3
Online Testing and Assessment	46	14	23	6
Facilitating Online Discussion/Chat Sessions (Asynchronous or Synchronous)	43	19	26	2
CCC Confer	30	20	24	15
Canvas Learning Management System	46	12	27	5
Camtasia (Screen recording software)	33	18	25	13
Snipping Tool (Helps you capture and save screenshots)	34	25	20	10
3C Media Solutions	22	18	23	25

Assuming that the sessions fit your schedule, indicate whether you would like to have professional development on each of these

AnswerOptions	Yes	No	Maybe	Need More Info	
AccessRio Portal Instructor functions	33	34	19	3	
Office 365 (Word, Excel, PowerPoint, Outlook, etc.)	34	34	18	3	
Prezi (Online presentation software)	32	31	22	4	

What prevents you from participating in professional development activities? Check all that apply.

AnswerOptions	ResponsePercent	ResponseCount
I'm too busy.	45.2%	38
I want to go, but the sessions conflict with my schedule.	82.1%	69
There isn't adequate funding.	16.7%	14
My supervisor doesn't support professional development.	0.0%	0
The faculty in my department don't participate in professional development.	2.4%	2
The topics are not relevant to me.	31.0%	26
The sessions are not a good use of my time.	8.3%	7
Other (please specify)		12

What incentives most encourage you to participate in professional development? Check all that apply.

AnswerOptions	ResponsePercent	ResponseCount
Intrinsic Motivation Based on the Topic	65.8%	121
FLEX Credit	36.4%	67
Food	29.3%	54
Camaraderie	40.2%	74
Gaining a Concrete Tool I Can Apply to Enhance My Work	65.2%	120
Stipend	32.6%	60
Certification	27.7%	51
Credit toward Column Advancement	18.5%	34
Personal Growth	78.8%	145
Other (please specify)		5

AnswerOptions

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	8:00-9:00am	9:00-10:00am	10:00-11:00am	11:00-12:00Noon	12:00-1:00pm	1:00-2:00pm	2:00-3:00pm	3:00-4:00pm
MONDAY 23	31	42	43	44	49	51	45	
Tues 23	38	47	49	48	55	54	43	
Wed 24	36	45	45	46	51	51	40	
Thur 27	35	42	47	49	57	52	39	
Fri 48	76	79	79	77	79	71	56	
Sat 33	40	45	44	35	29	24	19	

	4:00-5:00pm	5:00-6:00pm	6:00-7:00pm	7:00-8:00pm	8:00-9:00pm	9:00-10:00pm
Mon 36	30	18	12	8	8	
Tue 29	26	14	8	3	5	
Wed 31	24	14	11	6	6	
Thur 30	25	18	12	6	5	
Fri 30	21	9	5	4	4	
Sat 11	10	4	3	3	4	