I INTRODUCTION

Santa Barbara College is an institution which has been recognized for the excellence of its educational programs. The essence of these excellent efforts is the College's faculty and staff. To assure that excellence is maintained, the College will provide faculty and staff development programs necessary to meet the changing nature and needs of the community, faculty, staff and students. It is the institution's responsibility to provide the support for activities which enhance motivation, innovation and inspiration of the total college community. Those opportunities which encourage personal and professional growth must be maintained.

II LONG TERM FACULTY AND STAFF DEVELOPMENT PROGRAM

FACULTY

The College provides many opportunities that enable faculty to improve the quality of the teaching/learning process. In addition, the College recognizes those faculty who have demonstrated a commitment to quality.

(1) Annual Faculty Lecturer

Santa Barbara City College has established an Annual Faculty Lecturer Award based on outstanding teaching and exceptional service to the institution. Students and faculty participate in the selection, and, at a designated time during the year, they gather with members of the general public to listen to the presentation.

(2) Great Teachers Seminar

Each year the College selects a faculty member to participate in the annual Great Teachers Seminar, a yearly summer activity sponsored by the California Association of Community Colleges and the State-wide Community College Academic Senate. Its purpose is to bring together community college educators representing a wide variety of subject matter areas for a week-long experience of intensive learning, teaching and reflection. Underlying all seminar activities is the perpetual challenge to characterize and define the "great teacher". Nominations are processed through the Faculty Enrichment Committee and the Office of Academic Affairs.

(3) Faculty Enrichment Committee

The goal of the Faculty Enrichment Committee is to give Santa Barbara City College's faculty the opportunity to recognize and participate in their professional growth. Toward this end, the Faculty Enrichment Committee oversees several program activities, which include:
Fall and Spring Faculty Seminars
Planning faculty in-service days with programs that deal with professionally relevant issues and concerns.

Faculty Workshops and Monthly Noon Lectures
Providing faculty with a forum where they can share ideas and skills of mutual professional interest.

Faculty Voice
Publishing a journal of poetry, articles, book reviews, essays, stories, and reports submitted by faculty and administrators.

Faculty Enrichment Grants
Instructional Improvement: Under this category, applicants may request reassigned time and/or funds to develop or purchase materials directed toward the improvement of instruction at Santa Barbara City College. Such materials may include, but are not limited to, videotape programs, slides, audio cassette tapes, videodisk, and computer-assisted instructional programs.

Professional Development: Reassigned time and/or funds may be requested under this category for projects in curriculum development, program revision, retraining. These grants allow faculty to enhance their teaching and/or professional growth.

Classroom Research: Reassigned time may be requested for research on the effectiveness of various approaches to teaching.

Travel and Conference Funds
Making it possible for faculty to attend professionally relevant workshops and conferences.

Part-Time Faculty Dinner or Breakfast Seminars
Providing part-time faculty with workshops on relevant classroom issues and teaching strategies to improve retention.

Through these activities, the Faculty Enrichment Program helps to instill in faculty members a greater sense of academic community and professional satisfaction.

(4) Orientation for New Faculty

Summer Orientation for New Contract Faculty: A two-day orientation to Santa Barbara City College is provided for new contract faculty prior to the start of school. The purpose of the Orientation is to develop an understanding of and commitment to the college's values and mission, and a feeling of cohesiveness and identification with the college.

During the two days, new contract faculty meet key staff members; learn about services, resources, and procedures (Personnel, Business Services, Admissions and Records, Academic Senate, etc.); share teaching ideas and values with long-time faculty members; learn about the college and its students; and visit offices and services (library, learning center, duplicating services, word-processing center, media center, payroll office, etc.).
Fall and Spring Orientations for New Part Time Faculty: Workshops are provided for new part time faculty each fall and spring prior to the start of the semester. New part time faculty are introduced to the college and its students; learn about services (media services, library, learning center, etc.) and procedures (Admissions and Records, Personnel, Business Services); and meet key staff members who can assist them in their teaching.

(5) Sabbatical Leaves

Sabbatical leaves are granted by the Board of Trustees to ensure and maintain the quality of faculty and the college’s educational programs. Sabbatical activities are designed to improve instructional, counseling and other educational activities of the college. The sabbatical leave is an important means by which faculty members increase their knowledge and keep abreast of developments in their professional fields or disciplines. As a valued academic tradition, it serves to enhance instructional capabilities and to revitalize college programs.

(6) Encouragement of the Development of New Programs

Each year faculty are encouraged and supported with reassigned time and other needed resources to develop new programs. Some of the programs developed in recent years are:

- Chicano Theatre Workshop
- Graphics Production Curriculum
- Faculty Advising Program
- Theatre Arts Outreach Program
- Bachelor of Science Degree in Business Administration
- High School Articulation Program
- Transfer Achievement Program

(7) Leadership Development

Asilomar Women’s Leadership Conference: Each year the College sends several women to the annual Women’s Leadership Conference at Asilomar, California, to improve their leadership skills and to network with women from California Community Colleges.

Administrative Intern: One faculty member each year is selected and given half-time reassigned time to serve as an Administrative Intern in the Office of Academic Affairs. The Intern attends all Deans’ Meetings with the Vice President and works closely with the Dean responsible for coordination of the College’s Matriculation Program.

(8) National Institute for Staff and Organizational Development

Each May, four faculty members are selected to attend the NISOD Conference on Teaching Excellence in Austin, Texas. Faculty members attend workshops and have an opportunity to interact with community college personnel from various parts of the United States and Canada.
(9) **SBCC Study Abroad Programs**

SBCC provides faculty an opportunity to conduct Study Abroad programs in Cambridge, England; Jinan, China and Kyoto, Japan; Paris, France and Florence, Italy; Cuernavaca, Mexico; Salamanca, Spain; and New Zealand. A new Study Abroad program is being developed for Russia. Each program has a different focus: art, drama, literature, history and political science in Cambridge; the Spanish language in Mexico and Spain; anthropology, history and political science in China and Japan; art and languages in France and Italy; geology in New Zealand.

(10) **Matriculation Staff Development**

Staff development is an important component of the College’s Matriculation Program. The purpose of the staff development component is to assure that faculty and staff members have a shared understanding of the goals and procedures of Matriculation and their roles in assisting students to reach their objectives.

(11) **Summer Projects**

The College has supported several faculty members during summers to conduct research or to develop programs. Some of the recent projects include:

- Research on Classroom Strategies to Improve the Retention of Under-represented Students
- A Study of College Governance
- Development of an Instructional Improvement Program

(12) **Divisional In-Service Training**

The College would like to increase its support for in-service training for faculty in various disciplines. Some projects that have been undertaken are:

- English Division Retreat to learn new teaching strategies for composition classes which will improve students’ writing.

- English Division monthly workshops for part-time faculty on instructional issues (retention strategies, curriculum, textbooks, writing across the curriculum, etc.)

- Opportunities for vocational/technical faculty to update their skills.

- Continuing Education provide on-going In-Service training for faculty.

**FACULTY & STAFF**

(1) **Data Processing**

An on-going training plan in data processing shall be maintained. A data processing training committee shall assist the Administrative Assistant to the Superintendent/President by providing advice as appropriate. Areas of training in which training shall be provided includes:
o Computer Basics (Disk drives, disks, files, operating systems, etc.)
o Word Processing (WordStar, MS-Word, or WordPerfect)
o Databases (dBase III)
o Spread Sheets (Lotus 1-2-3)
o Mainframe use
o Data Communications

Labs for possible use in carrying out group training:
o B. O. E. Word Processing Lab (IBM)
o Computer Science Lab (IBM)
o Accounting Lab (IBM compatible)
o Wake Center (IBM and IBM compatible)
o C. A. I. Lab (Apple)
o Wake Center (Apple)
o Graphics Lab (Apple Macintosh)

Costs of books and fees shall be paid by the college or will be reimbursed.

(2) **Affirmative Action**

Training of SBCC Faculty and Staff on Affirmative Action and Equal Opportunity principles shall take place. Such training shall include the following activities:
o New Employee Orientation Program
o In-Service Training activities
o Selection Committee orientation
o Professional Growth Program orientation
o Distribution of materials to faculty and staff on district Affirmative policies e.g. Sexual Harassment Policy.

(3) **Employee Wellness Program**

The purpose of this program is to promote good health practices among employees. It is based upon the assumption that to the extent employees are following good health practices, e.g. diet, exercise, sleep, they will live longer and better. In addition, they will be more alert, have greater energy, have better relations with other employees and feel better about their work. Thus, they will work more efficiently and longer.

SBCC supports and encourages a wellness program for its employees. The program provides for all regular permanent employees of the District who enroll in any physical fitness/activity class to be reimbursed by the District up to $35 per year upon submission of proof of enrollment and completion of courses. Participating employees shall take the classes on their own time; or by permission of supervisor; make up the time if the
class occurs during the regular work day.

The Personnel office will conduct an on-going "Health Care Awareness Program" in coordination with the district's medical carriers and other health care professionals. A bulletin board is maintained with relevant wellness material presented for faculty/staff information.

The P.E. department's Physical Fitness Lab is available for employee participation. The lab consists of a battery of tests to assist individuals in evaluating their overall health and fitness.

The District provides through an outside agency, an extensive Employee Assistance Program for those employees needing assistance. Information is available through the Personnel Department. In addition to the District's other wellness programs, psychological help is available to employees in need. The Personnel Department also administers this program.

STAFF

(1) Management Development Program

The Management Development Program at SBCC provides for a variety of developmental activities conducted on a scheduled basis each year. The activities are usually developed and executed with maximum management participation and input. The goal of the Management Development Program is to develop:

- An understanding of and commitment to the college's values and mission.
- Improved supervisory and management practices;
- A greater feeling of cohesiveness and identification in belonging to the Management Team;
- Improved communication and understanding between managers and departments;
- Improved motivation and morale.

Developmental activities shall include the following:

- In-Service Training programs as appropriate
- Annual Management Retreats
- Management Breakfast Program with Speaker
- Management Development Library: tapes, films, books, articles, videos
- Management Development Committee
- Selected conferences, management training sessions
- Sabbatical leaves
Subject areas for In-Service training include:

- Motivation techniques
- Collective Bargaining issues
- Evaluation Competency/Performance Appraisal
- Discrimination Issues - Sexual Harassment, AIDS, etc.
- Employee Discipline and Progressive Discipline
- Grievance Processing
- Stress Management
- Legal Issues
- Time Management
- MBO
- Affirmative Action
- Communications
- Specialized Skills

Training Resources:

- BNAC Training films, videos
- AMA Catalog of Services
- ACCCA Management Institute
- Central Coast Personnel Council

(2) Travel and Conference

Attendance by staff at job related workshops and seminars is encouraged and financially supported by the College. All such attendance must be consistent with the function and objectives of the department and shall be approved by the department, administrator and Superintendent-President.

(3) Classified Professional Growth Program

The Classified Professional Growth Program at SBCC provides developmental opportunities throughout the year for the District's classified staff. The District encourages employees to avail themselves of opportunities to improve their training, development, and on-the-job effectiveness through professional growth activities. The Professional Growth programs are developed and executed by the Professional Growth Board.

The ten member board develops and implements the following Professional Growth programs offered to the District's Classified Staff:

(a) Up to four professional growth cash bonus increments of $200.00 each for the completion of coursework, which provides the employee with skills to improve job performance or general development.

(b) A District orientation to establish better working relationships between the employee and the college system.
(c) One or two extensive In-Service programs for classified staff per year. These programs consist of an outside speaker that facilitates a training session on a specified topic of benefit to the classified staff. Subject areas for Classified In-Service training include, but are not limited to:

- Communications
- Customer Relations
- Motivation techniques
- Self-Esteem
- Stress Management
- Time Management
- Specialized Skills

(d) A library of training films, videos and books are available in the personnel office for staff viewing. Group showing of applicable training materials are presented by the Personnel Office throughout the year.

(4) Classified Upward Mobility Training Program

A vacant classified position may be underfilled by competitive appointment of a candidate to a lower, related class, provided approval is granted by the Director of Personnel Services and the selection process complies with Section 1420 of District Policy. The employee shall be trained for the higher class, to which the employee may be promoted, upon successful completion of a prescribed training program. The promotion may be without further competition, provided that competition has been assured for appointment to the training class.

All persons involved in the screening, interviewing and selection process are encouraged to give preference to permanent classified service employees of the District, provided that education, experience, knowledge, and abilities of such employees are equal to those of non-district applicants.

The District will make every attempt to continue to maintain a 50% promotional rate on positions where internal candidates have applied.

(5) New Employee Orientation Program

All employees participate in the new hire orientation program. The program consists of a review of District policies, benefits and the Collective bargaining contracts. New hires meet with the Personnel Department and are introduced to the Superintendent/President. In addition to the above, the new hire's supervisor reviews department procedures and shows the employee the campus.

Attached are copies of the classified and management check-off sheets that summarize the new hire orientation program.
III AB1725 FUNDS

(1) Monies received under the provisions of AB1725 shall be used to partially fund Faculty and Staff development activities described in the above Faculty and Staff Development Plan and authorized in the Provisions of AB1725.

Authorized uses of the development funds include:

(a) Improvement of teaching
(b) Maintenance of current academic and technical knowledge and skills
(c) In-service training of vocational education and employment preparation programs
(d) Retraining to meet changing institutional needs
(e) Intersegmental exchange programs
(f) Development of innovations in instructional and administrative techniques and program effectiveness
(g) Computer and technological proficiency programs
(h) Courses and training implementing affirmative action and upward mobility programs
(i) Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.

(2) A Faculty and Staff Development Advisory Committee (AB1725) shall be formed, composed of administrators, faculty and classified representatives to assist in the assessment of development needs and in the design of the plan. The Committee shall each year elect a chair and establish a meeting schedule. At the beginning of each year, the Personnel Director shall convene the meeting.

Membership shall be as follows:

President, Academic Senate (or designee)
Chairperson, Classified Professional Growth Committee
Dean, Academic Affairs (Faculty Enrichment Committee/Staff Dev.)
Dean, Academic Affairs (Continuing Education)
Personnel Specialist (Classified Staff Development)
Director of Personnel/Affirmative Action Officer
Student Affairs Counselor
Chair, Faculty Enrichment Committee (or designee)

(3) AB1725 Funds shall be allocated annually by the Superintendent/President to the major administrative budget areas (V.P. Academic Affairs, V.P. Student Affairs, V.P. Continuing Ed, Business Manager, Personnel Director - District wide programs), based upon the previous year’s allocation. Requests for additional funding from the above budget areas shall be directed to the Staff Development Committee for review and recommendation.
Each major administrative budget area described above shall annually submit a human resources development plan to the Advisory Committee and the plan shall indicate planned expenditures. The Advisory Committee shall submit the area plans to the Superintendent-President with their recommendations. Plans shall be submitted annually or as otherwise required by the Chancellor's Office. Each major administrative budget area shall report actual expenditures in the frequency and format prescribed by the Chancellor's Office.