**IPBT Question Responses**

The Office of Staff & Organizational Development

May 29, 2012

**How are you funded?**

* 1 full time classified position and 1 full time faculty position funded through Fund 14.
* 10-hours/week temporary hourly funds provided by Title III.
* 10-hours/week student intern assistance provided by OTI.
* Current Annual B Budget = $3,676
* Some expenses have been augmented for special activities by the Academic Services Division, Foundation, and Vice Presidents’ accounts, and the Academic and Classified Senates. The college grants (Title III, BSI, IMPACT AAPI) have also provided funding for activities that support those grant coordinators in meeting their staff development requirements.

**Is this funding arrangement sustainable?**

* The Office of Staff & Organizational Development can exist on its current A and B budgets alone and still meet the office’s mission, as has been done for several years in the past. The core of the Office is not dependent on the unsustainable funds that support the college’s special projects.
* Special activities that support the college grants can continue as long as the grants can fund the activities’ expenses.

**Can you pursue alternate forms of funding?**

* Grant monies for professional development activities are quite scarce. At the request of our AVP we could pursue grant funding.

**What effect would it have on the program if the faculty that support these programs increase their teaching load to 50%?**

The office would have to limit its focus for faculty professional development to the 2 major programs that are at the core of the work:

1. **Tenure-Track Faculty Support and Probationary Classified Professionals Support Orientations**

• 3-day orientation for all new faculty, staff and administrators in early September

• quarterly 5-hour orientations for Part-time Faculty

• quarterly classified staff orientations

**Mentoring**

• Serve as a resource to faculty in areas of pedagogical effectiveness, learning outcomes assessment and classroom management.

• Serve as a resource for classified in areas of skill development.

**1st Year Experience Program**

* Design, develop and facilitate the ten 1st Year Experience Program workshops for new tenure track faculty, and a similar program for classified professionals.

2. **Administer the Tenure Review and You Workshop for Committee Members.**

• Update and maintain workshop materials

• co-facilitate the workshops with the Tenure Review Coordinator

• maintain the eligibility to serve Tenure Review List

• serve as a resource for faculty going through the Tenure Review process

3. **Implement the Developmental Education Faculty Certificate**

* (assuming the grant funding is approved and the DARE committee directs us to implement)

**What would a “bare bones” program look like?**

We are currently at bare bones staffing and budget. If the department is further reduced, in conversation with the Associate Vice President of Instruction and the Academic and Classified Senates, we would limit our programming. **Depending on how deep the cuts go, we *assume* that # 1 to 5 will be maintained.**

1. Orientation
2. Mentoring New Faculty and Classified Professionals
3. Administer and Program the 1st Year Experience Program
4. Administer the Tenure Review and You Workshop.
5. Academic and Classified Senate Participation (re: advisory to our work)

**Depending on the level of cuts, these are some of the activities the office could no longer support:**

* + - Program and Administer the Part-Time Faculty Workshop Series
    - Manage the scheduling and software upgrades for the Staff and Faculty Computer Lab
    - Administer/Manage the Staff & Faculty Revitalization Funds Committee and awards
    - Implementation of the Developmental Education Faculty Certificate
    - Instructional Skills Workshop
    - Develop and implement Classified Skills Development Training
    - Chair the Ergonomics Task Force and perform ergonomic evaluations
    - Coordinate the campus FileMaker Pro Volume License
    - Participate with HR in Transition Meetings (for staff who are bumping to a new position)
    - Partners in Learning Conference Committee (logistics coordination)
    - Participate on the SLO Steering Committee
    - Administer the campus TurnItIn Plagiarism Software License