

Classified Staff Only

Spring 2020 Professional Learning Survey

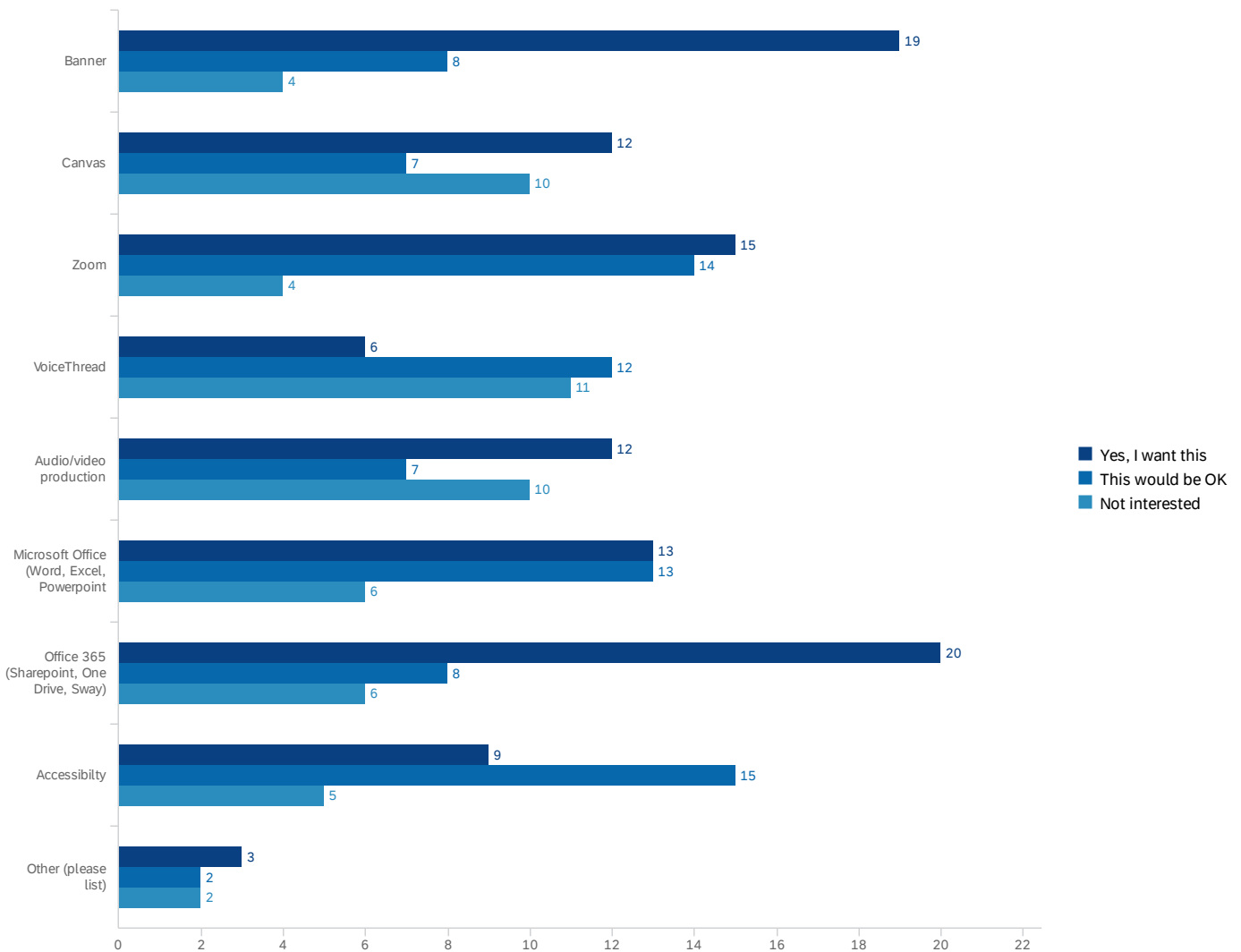
June 10, 2020 4:59 PM PDT

Q1 - I am:

#	Field	Choice Count
3	Classified professional	100.00% 38

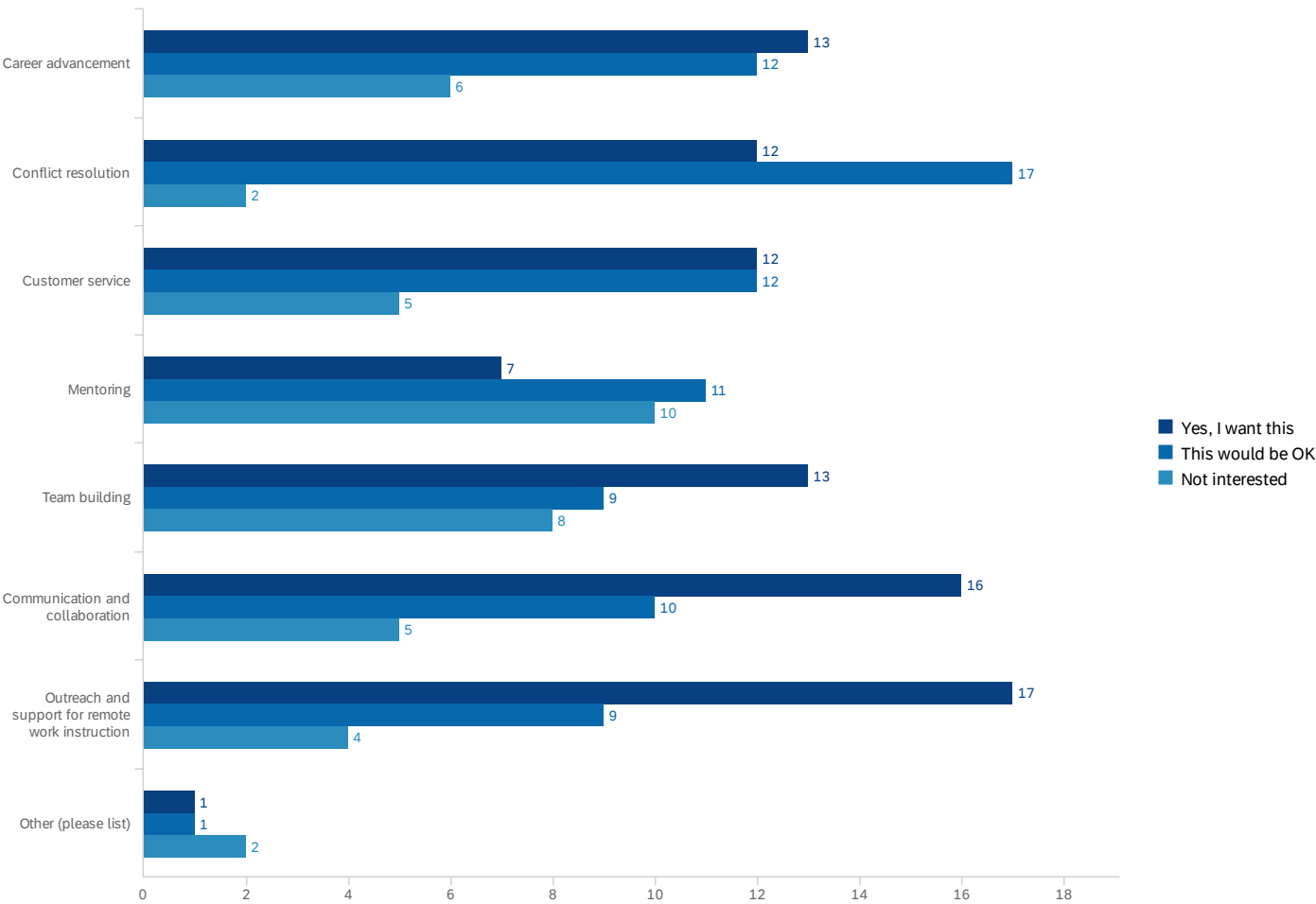
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Q4 - Next year I would like to see more FLEX/Professional Learning activities about:



#	Field	Yes, I want this		This would be OK		Not interested		Total
1	Banner	61.29%	19	25.81%	8	12.90%	4	31
2	Canvas	41.38%	12	24.14%	7	34.48%	10	29
3	Zoom	45.45%	15	42.42%	14	12.12%	4	33
4	VoiceThread	20.69%	6	41.38%	12	37.93%	11	29
5	Audio/video production	41.38%	12	24.14%	7	34.48%	10	29
6	Microsoft Office (Word, Excel, Powerpoint)	40.63%	13	40.63%	13	18.75%	6	32
7	Office 365 (Sharepoint, One Drive, Sway)	58.82%	20	23.53%	8	17.65%	6	34
8	Accessibilty	31.03%	9	51.72%	15	17.24%	5	29
9	Other (please list)	42.86%	3	28.57%	2	28.57%	2	7

Q7 - Next year I would like to see more FLEX/Professional Learning activities about:



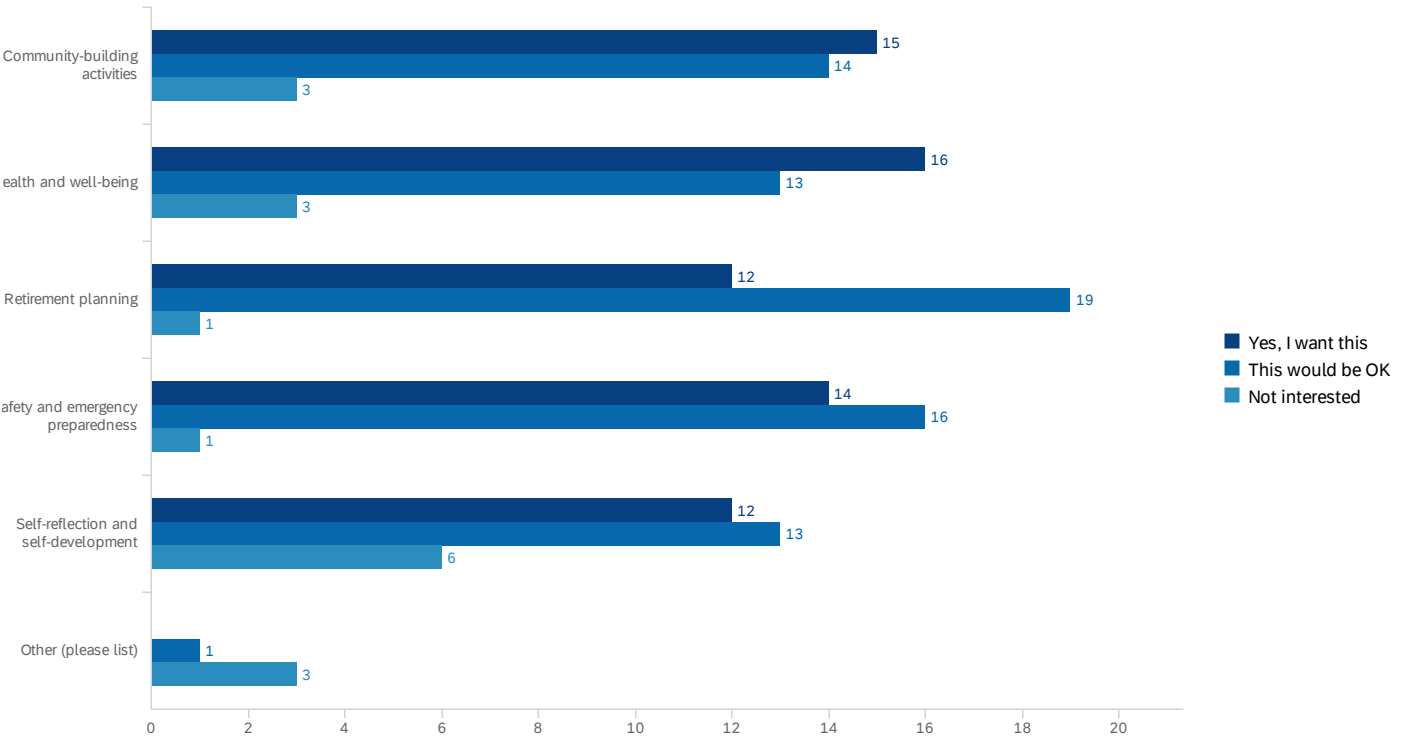
#	Field	Yes, I want this		This would be OK		Not interested		Total
1	Career advancement	41.94%	13	38.71%	12	19.35%	6	31
2	Conflict resolution	38.71%	12	54.84%	17	6.45%	2	31
3	Customer service	41.38%	12	41.38%	12	17.24%	5	29
4	Mentoring	25.00%	7	39.29%	11	35.71%	10	28
5	Team building	43.33%	13	30.00%	9	26.67%	8	30
6	Communication and collaboration	51.61%	16	32.26%	10	16.13%	5	31
7	Outreach and support for remote work instruction	56.67%	17	30.00%	9	13.33%	4	30
8	Other (please list)	25.00%	1	25.00%	1	50.00%	2	4

Showing rows 1 - 8 of 8

Q8 - Next year I would like to see more FLEX/Professional Learning activities about:



Q9 - Next year I would like to see more FLEX/Professional Learning activities about:



#	Field	Yes, I want this		This would be OK		Not interested		Total
1	Community-building activities	46.88%	15	43.75%	14	9.38%	3	32
2	Health and well-being	50.00%	16	40.63%	13	9.38%	3	32
3	Retirement planning	37.50%	12	59.38%	19	3.13%	1	32
4	Safety and emergency preparedness	45.16%	14	51.61%	16	3.23%	1	31
5	Self-reflection and self-development	38.71%	12	41.94%	13	19.35%	6	31
6	Other (please list)	0.00%	0	25.00%	1	75.00%	3	4

Showing rows 1 - 6 of 6

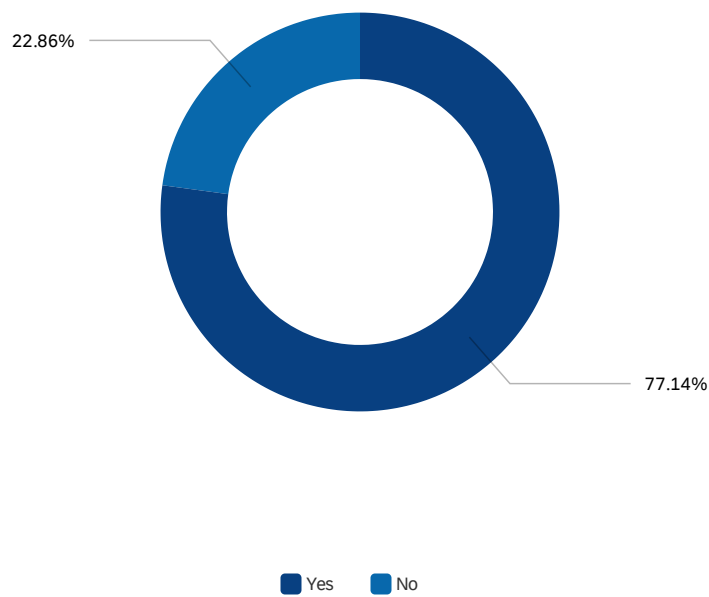
Q10 - Please list any additional topics that you would like to have as part of your professional learning program, including job-specific skills:

Please list any additional topics that you would like to have as part of yo...

Communication streamlining and training with all Administrative departments (Fiscal, HR etc)

A day in the life of your office, or what the heck is it that you do?

Q12 - Classified staff: Have you used the Professional Learning webpage to find information about ProLearning, upcoming events or requesting funds for conference and travel?

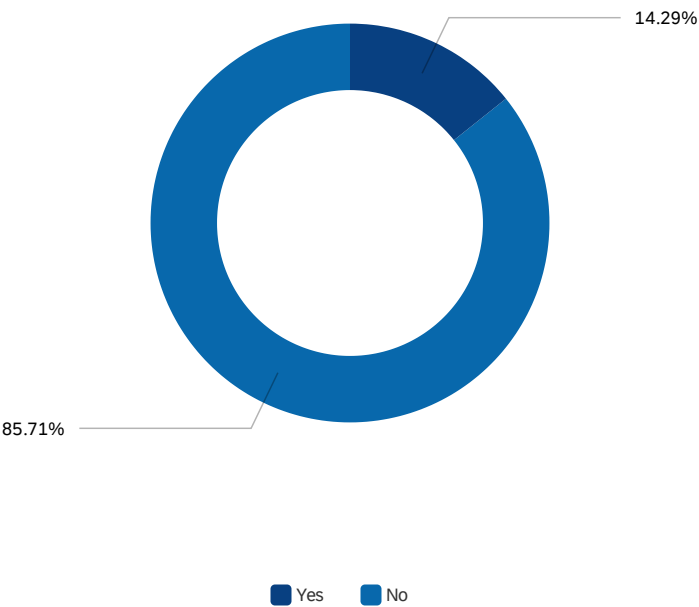


#	Field	Choice	Count
1	Yes	77.14%	27
2	No	22.86%	8

35

Showing rows 1 - 3 of 3

Q14 - Classified staff: Have you requested funds, up to \$500, from the Professional Learning Committee for conferences and travel for professional learning?



#	Field	Choice	Count
1	Yes	14.29%	5
2	No	85.71%	30

35

Showing rows 1 - 3 of 3

Q15 - Please respond to the following statement: The most beneficial professional learning event I participated in last year, either on or off campus was (please enter in box below) and tell us why this event was so beneficial to you.

Please respond to the following statement: The most beneficial professiona...

The Chancellor's office Zoom Training. It provided an in-depth, well taught introduction to Zoom

Classified Professional Learning Day's Keynote - Brandi Howard, keynote speaker. Brandi kicked the day's events off with a very engaging, compassionate and realistic conversation surrounding equity/diversity in the community college through a classified staff member's lens - it was refreshing to hear about these topics from a perspective other than administration's or faculty's. And, it was reassuring to know that other Bay Area institutions both struggle with and celebrate the same issues as COM.

How to take meeting minutes effectively.

Fall Classified Professional Learning Day. It was an inspiring, yet fun day. Great workshops & good opportunity for community building between classified staff across various departments.

Classified Staff Learning day. The speaker was amazing! I appreciated her message of respect with coworkers. I also like the "break out" sessions, however I would have like to attend more than 2.

Creating Accessible Documents - learned how to make a Word doc accessible using Styles.

I attended a conference for Think Tank that was for Administrative Assistants. It was very helpful being around other admins and discussing issues, solutions, development, etc.

don't know

N/A

I found Nicole Cruz's communications session really interesting, provocative and helpful. I can always learn from her.

The Chancellors Office Zoom training was the most beneficial training I participated in. It was well presented and informative and very timely. Though I had used Zoom previously, it helped my become more proficient in using Zoom.

Power Note Taking. It has helped me with my responsibilities at COM - both working with the students and taking notes when we have professional presentations.

Bell casting/making

None, was sick for most of the fall semester 2018.

Nutrition seminar in AC 255 with Ron Owens and a nutritionist.

There was an event with Ismael Lara and the work he was doing with students in his classes, mostly evening students. I was great to hear from students that we primarily miss during the workday as they are also working, but taking classes in the evening. It was powerful to hear how they connected with an instructor and other students, even as they worked around non-traditional schedules.

Please respond to the following statement: The most beneficial professiona...

I learned a lot on efficient note taking, preparing minutes and hiring committee unconscious bias issues.

N/A

Q16 - Please share any comments or suggestions about our professional learning program, including ideas for topics or presenters, the FLEX program, or the Classified Professional Development Day. If you would like us to contact you, please include your name.

Please share any comments or suggestions about our professional learning pr...

in the remote environment, I mostly appreciate semi-formalized events that allow conversations or chats with other attendees, and sharing of information. The CA CC CS has offered some very good opportunities for Classified folks.

Keep making it a priority!

I feel that at COM many people do not have a "Growth Mind Set" and many people only do "their" work and are not helpful. There is not a specific training or support system for new employees. We should be working together and sharing best practices and skills. Also there is a lack of communication in general.

Home Ergonomics; Basic HTML for editing web sites for our dept; Basic Photoshop skills

Speakers from outside organizations is exciting and worth attending.

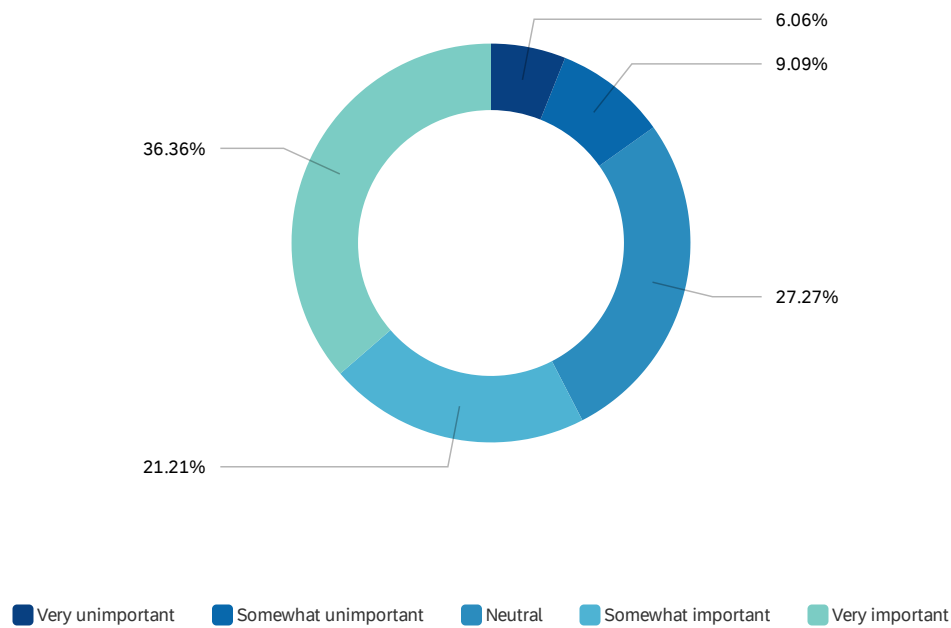
N/A

I think in the Spring, we should conduct a session for what qualifies for Strong Workforce grant money or any other type of grant money.

I very much enjoy the FLEX program but only wish there were more times offered.

N/A

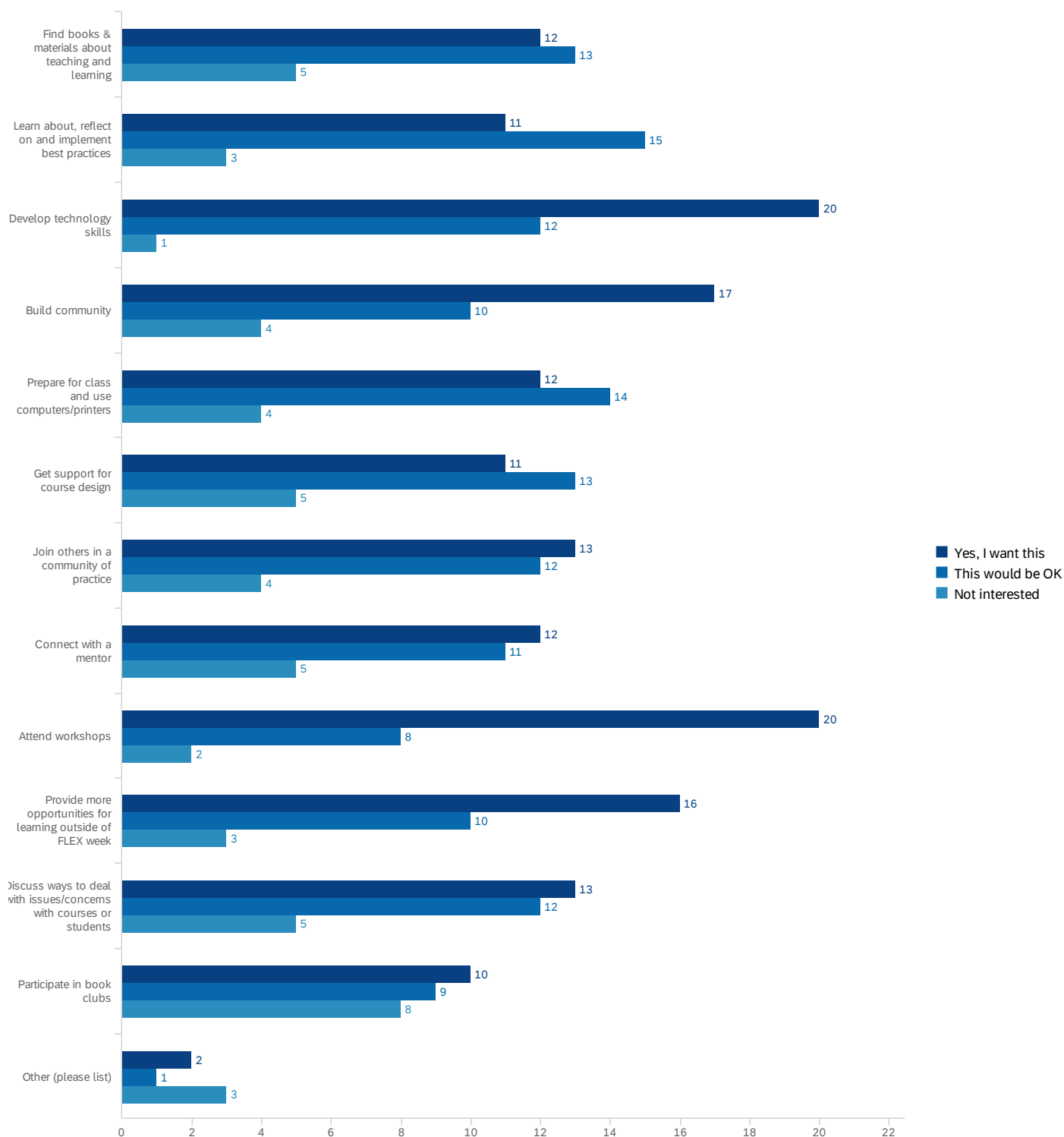
Q17 - Based on the Educational Master Plan and Strategic Plan, the College is exploring the need for a dedicated space for a Center for Teaching and Learning that would promote excellence in teaching, encourage ongoing learning, and support student success.



#	Field	Choice Count
1	Very unimportant	6.06% 2
2	Somewhat unimportant	9.09% 3
3	Neutral	27.27% 9
4	Somewhat important	21.21% 7
5	Very important	36.36% 12
		33

Showing rows 1 - 6 of 6

Q18 - I think a Center for Teaching and Learning should be a place to:



#	Field	Yes, I want this	This would be OK	Not interested	Total
1	Find books & materials about teaching and learning	40.00% 12	43.33% 13	16.67% 5	30
2	Learn about, reflect on and implement best practices	37.93% 11	51.72% 15	10.34% 3	29

#	Field	Yes, I want this		This would be OK		Not interested		Total
3	Develop technology skills	60.61%	20	36.36%	12	3.03%	1	33
4	Build community	54.84%	17	32.26%	10	12.90%	4	31
5	Prepare for class and use computers/printers	40.00%	12	46.67%	14	13.33%	4	30
6	Get support for course design	37.93%	11	44.83%	13	17.24%	5	29
7	Join others in a community of practice	44.83%	13	41.38%	12	13.79%	4	29
8	Connect with a mentor	42.86%	12	39.29%	11	17.86%	5	28
9	Attend workshops	66.67%	20	26.67%	8	6.67%	2	30
10	Provide more opportunities for learning outside of FLEX week	55.17%	16	34.48%	10	10.34%	3	29
11	Discuss ways to deal with issues/concerns with courses or students	43.33%	13	40.00%	12	16.67%	5	30
12	Participate in book clubs	37.04%	10	33.33%	9	29.63%	8	27
13	Other (please list)	33.33%	2	16.67%	1	50.00%	3	6

Showing rows 1 - 13 of 13

Q19 - Please share any comments or suggestions about the role, mission, and values of a Center for Teaching and Learning, how it could best support you, or your experiences with a CTL. If you would like to provide more information or participate in an advisory group, please include your name.

Please share any comments or suggestions about the role, mission, and value...

none of these are relevant to classified staff.

Classified staff should not be left out of the mix. Inclusion & development opportunities will help to bridge the divide between faculty & classified staff. This divide is often carried over to students by means of misinformation & finger pointing. Every individual on campus whether student, faculty, support staff or administration needs to feel that their voice is heard & important.

These are all GREAT! Especially the the technology and sharing best practices sections. I would also add Personal Development and communication skills.

A place staff could explore, peruse during lunch breaks. So it would be nice if food were allowed in the Center.

N/A

I would be happy to participate in an advisory group related to a CTL. - Heather Rahman

No comments at this time.

Faculty forget a lot over summer or PT employees can't keep each campus procedures straight; if there was a place for ongoing help with technology, submitting documents, how to request U-keys, etc. this would be very helpful for staff and faculty.

N/A

End of Report