

Miramar College Professional Development Guide for Classified Professionals

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Purpose

In alignment with San Diego Miramar College’s strategic goals, mission statement, and vision of ensuring the success of students in the pursuit of their educational and career goals, the goal of this plan is to outline a framework for a robust and continuous professional development program for Classified Professionals. Professional development is vital for the success of Classified Professionals in fulfilling the duties assigned to their current classification and retention and promotion of district employees with institutional knowledge. By providing ample professional development opportunities for Classified Professionals, we ensure that our students are provided with the knowledgeable, culturally responsive, and compassionate support they need.

Definition of Professional Development

Professional growth is the continuous purposeful engagement in study and related activities designed to retain and extend the high standards of classified unit members. Upon the approval of their supervisor, unit members are allowed to take advantage of professional development opportunities during their regular work hours, including travel and conference requests. (15.1)

The Miramar College Classified Senate acknowledges that service on shared governance committees (at the district and/or campus level) and hiring search/screening committees are forms of professional development. However, these forms of service require additional work, and we are committed to advocating that Classified Professionals are compensated for their service on these important committees.

Categories of Professional Development:

1. Local (within SDCCD): Provides accessible and relevant development opportunities. Encourages cross-departmental collaboration and interactive sessions.
 - a. Campus events (convocation, equity summit, PD Day, planning summit, etc.)
 - b. AFT events (workshops, mentor/mentee programs, etc.)
 - c. Leadership Academies/Webinars (from District PD office)
2. Conferences (outside of SDCCD requires travel): Exposure to broader industry trends.
 - a. HACU, APAHE, NCORE, etc. (coordinated group travel, usually tied to specific funding i.e. LEAD Office/SEAP)
 - b. Study Abroad programs (open to faculty and classified professionals)
3. Educational Incentive Program/Tuition Reimbursement (refer to CBA): Recognizes the importance of education/continued education and learning.
 - a. CBA Article XV – Professional Growth (page 78-80)
4. Certifications/Trainings (specific to classification/job responsibilities): Essential for compliance and skill-building.
 - a. Cal OSHA trainings (i.e. for ILTs)
 - b. Informal training and best practices sharing
5. Classified Senate (4CS events): Encourages leadership and advocacy.
 - a. Fall & Spring Gathering of the Senates
 - b. Classified Leadership Institute (CLI) - annually in June
 - c. Senate President Retreat

Aims for Professional Development

Due to short staffing and high workloads, all professional development events should be mindful of the following SMART criteria:

- Specific

- What will be accomplished and how
- Measurable
 - How can data about outcomes be collected
- Achievable
 - Is this realistic and do we have the resources required
- Relevant
 - How does this align with college-wide and department goals and is it relevant to Classified Professional's job duties and career aspirations
- Time-bound
 - How much time is required
 - Are the time commitment and time frame appropriate

Areas of Focus for Professional Development

Through discussion at Classified Senate and survey of the general classified body, the following areas will be the primary focus of professional development for Classified Professionals:

1. Technology and AI Integration
2. Career Growth
3. Health, Wellness & Work-Life Balance
4. Workplace Culture & Etiquette
5. Customer Service Excellence

Technology and AI Integration

- AI tools for work efficiency
- How to work with Microsoft applications
- Video editing basics
- Continuous and substantial training on using PeopleSoft/ Campus Solutions
- G Drive use and etiquette
- Operating office and classroom technology
- How to use Teams phones
- How to edit and maintain the college website

Career Growth

- Project and time management skills
- Understanding budget processes
- Networking opportunities
- Interview skills and resume writing

Health, Wellness & Work-Life Balance

- How to dress without a formal dress code
- Wellness resources for staff
- Emergency preparedness/safety
- Avoiding burnout
- Time management

Workplace Culture & Etiquette

- Keeping up with changes in society
- Community building activities within the team, department, and divisions
- Conflict resolution and collaboration
- Joining AFT
- Understanding the CBA
- How to participate in shared governance
- Cultivating a Culture of Professional Excellence and Purpose

Customer Service Excellence

- Customer service in 2025 (online, in-person, email)
- Overview of campus services for employees and students
- Understanding generational differences in a campus community

Appendix

San Diego Miramar College 2020 – 2027 Strategic Goals

1. **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
2. **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success
3. **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
5. **Diversity, Equity, and Inclusion** - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

Mission Statement

San Diego Miramar College's mission is to prepare students to succeed by providing quality instruction and services in an environment that supports and promotes success, diversity, inclusion, and equity with innovative programs and partnerships to facilitate student completion for degrees/certificates, transfer, workforce training, and/or career advancement.

Vision Statement

San Diego Miramar College will be the center of education innovation, and services to support our diverse students and community.

San Diego Miramar College, in keeping with this vision, supports and emphasizes the following guiding values:

- Access to learning and support services, for all students to successfully achieve their educational and career goals
- A culture that embraces and promotes equity, inclusion, civility, responsibility, sustainability, from a global perspective
- Diversity, equity, inclusion and success of our students, classified professionals, faculty, administrators, and programs that reflect our community

- Creativity, innovation, flexibility, and excellence in teaching, learning, and services
- The ability to recognize and respond to opportunities and challenges emerging from a complex and dynamic world
- Strategic resource and partnership development to support curriculum and program innovation
- Collaboration and partnerships
- Effective participation in governance with respect and professionalism, through intentional, purposeful and effective communication embraced by the college community
- Transformative processes that include a culture of evidence, collaborative inquiry, and action for promoting student success