### UC Merced Division of Student Affairs Staff Professional Development Program

Transformational | Inclusive | Nimble | Impact



UC Merced Student Affairs

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### About UC Merced's Division of Student Affairs

#### VISION

The Division of Student Affairs strives to become a leading model of innovative approaches for student-centered initiatives. We're strategically growing to meet the expanding needs of our body of richly diverse students and alumni, and the greater community.

#### MISSION

Student Affairs recruits and develops dedicated students and staff members who are committed to lifelong learning. In keeping with the university's Principles of Community, we cultivate a campus environment characterized by respect for human dignity and diversity.

Toward these aims, Student Affairs promotes an enriched learning environment, often collaborating with faculty members and units campuswide to provide students with opportunities to realize their intellectual, physical, social and emotional potential.

#### **STUDENT LEARNING OUTCOMES**

The Division of Student Affairs strives to add to each student's complete educational experience at UC Merced through our efforts to:

- Improve his or her confidence in his or her own abilities (learning, social, critical thinking, creativity, problem solving and purposeful risk taking)
- · Develop a sense of civic responsibility and engagement
- · Demonstrate effective written, verbal and technological communication skills
- Increase capacity for leadership and teamwork
- Articulate a sense of self, identity and knowledge of his or her effects on others
- Develop an understanding and appreciation of human differences
- · Develop skills for lifelong personal well-being and success

# About the Staff Professional Development Program

#### PROFESSIONAL DEVELOPMENT PROGRAM KNOWLEDGE COUNCIL

Using a collaborative approach and drawing on expertise from across the division, in fall 2014, a Knowledge Council (KC) was formed comprising key stakeholders who would determine the scope of the professional development program.

The council was tasked with serving as expert decision-makers, providing guidance and knowledge in the design and creation of the program.

The KC has a total of 21 members including director, MSO, administrative and custodial/ facilities representation.

#### **KNOWLEDGE COUNCIL MEMBERSHIP INCLUDES:**

BRANDON BOGGS, executive director, Health Services KAREN BONILLA, business manager, MSO representative vice chancellor — Student Affairs ELIZABETH BORETZ, director, Bright Success Center LE'TRICE CURL, director, Student Life DIANA CHAVEZ, assistant director, Center for Career and Professional Advancement DAVID DUNHAM, director, Recreation and Athletics ANGELICA GUILLEN, senior assistant registrar, Registrar BRIAN GRESHAM, director, Administrative Operations and Financial Planning TAMMY IOHNSON, associate director, Summer Session SUZANNE KING, executive assistant, Administrative Group representative vice chancellor — Student Affairs ISMAEL SERRANO, project director, Center for Educational Partnerships MARY LEON, senior custodian, Custodial and Maintenance representative Housing and Residence Life RACHAEL MARTIN, SAPDI chair, director, Graduate Student Services HOLLY MAYO, director, Disability Services HEATHER NARDELLO, associate director, Financial Aid and Scholarships LISA PERRY, director, Students First Center MALLISA RAINEY, director, Digital Services for Enrollment Management MARTIN REED, director, Housing and Residence Life JASON SOUZA, director, Dining Services and CatCard office HECTOR SAMBOLIN, assistant director Bright Success Center, Assessment Team representative

KEVIN STORMS, director, Campus Bookstore

### Mission Statement

The mission of the Professional Development Program aligns with the Division of Student Affairs' aspirational goals (transformational, inclusive, impact and nimble) and UC Merced's strategic initiatives for 2020. The Professional Development Program aims to increase student success by providing professional development opportunities for student affairs staff members to advance the knowledge, skills and attitudes expected of staff members regardless of their areas of specialization or positional roles within the field.

#### **OVERARCHING OUTCOMES**

Staff members who participate in the professional development program will be better able to:

- articulate the definition of student success;
- articulate contributions to or support of student success; and
- collaborate to foster student success.

Implementation of the program will enable the division to:

- respond to the needs of professional development for staff members;
- promote professional development for staff members to enhance the quality of student success;
- assess professional development for staff members.

#### 2015-2016 PROGRAM INFORMATION - EXPERIENTIAL LEARNING PROGRAMS

The Experiential Learning Programs (ELP) offers staff members many opportunities to develop knowledge and skills from direct experiences outside a traditional workplace setting. ELP encompasses a variety of programs including an annual symposium, a bi-monthly student success and engagement speaker series, campus and community partnership series, an assessment series and a lunchtime learning series.

ELP offers opportunities for staff members to engage intellectually, creatively, emotionally or socially and to reflect and analyze such topics as student success and engagement; robust partnerships; justification of program effectiveness; data-informed action; wellness; student learning outcomes and more.

#### ANNUAL PROFESSIONAL DEVELOPMENT SYMPOSIUM

The Professional Development Symposium is designed to advance the knowledge, skills and attitudes expected of student affairs staff members within the context of student success and engagement; within robust partnerships across campus and the community; assessment; and personal and professional wellness.

#### STUDENT SUCCESS AND ENGAGEMENT SPEAKER SERIES

The Division of Student Affairs will be invited to attend a bi-monthly presentation from a leader within the profession of student affairs who will present on best practices of student success and engagement. After the presentation, the speaker will facilitate an interactive activity and/or workshop.

#### **CAMPUS AND COMMUNITY PARTNERSHIPS SERIES**

The Campus and Community Partnerships series is designed as structured learning environment where on-campus and off-campus community experts present and facilitate discussions on how to foster partnerships within the campus community and with the Merced community at large. Public service opportunities will also be incorporated into the series.

#### **ASSESSMENT-TEAM (A-TEAM) SERIES**

The A-team will present an educational series on various topics related to assessment practices.

#### **LEARNING AT LUNCH SERIES**

The Learning at Lunch series is a bi-monthly learning workshop series at which a speaker will present on various topics ranging from personal and professional wellness and advising skills and techniques to leadership skills and more.







### Annual Professional Development Symposium | Wedne

The Professional Development Symposium is designed to advance the knowledge, skills and attitude engagement; within robust partnerships across campus and the community; assessment; and person

tiME	EvEnt
9 - 9:30 a.m.	Check-in: network and pick up your symposium information
9:30 - 9:45 a.m.	Welcome: symposium Information and overview
9:45 - 11:45 a.m.	<b>Keynote Speaker: Professor Shaun R. Harper</b> , University of Pennsylvania, executive director of the Harper's research examines race and gender in education and social contexts, equity trends and racial student success in high school and higher education and college student engagement.
11:45 a.m. to 1 p.m.	Lun CH
1 - 2:30 p.m.	Con CuRREnt SESSion S - PaRti CiPant S WiLL CHoo SE on E
	<b>Campus and Community Partnerships Series no. 1: Look to Become Engaged</b> What are the different pathways for engagement UC Merced and within the Merced community? Wha Can I participate and what is my role? A diverse panel of speakers will provide information on question engaged, this workshop is for you. OUTCOME – Participants will be able to explain the different pathways for engagement at UC Merced a to network and build relationships at UC Merced and within the campus community; identify an oppo
	Learning at Lunch Series no. 1: institutional Conditions for Student Success To be announced
	<b>Peer Group Mentoring no. 1: this Place is Stressing Me out!</b> While some workplace stress is normal, excessive stress can interfere with your productivity and impace Finding ways to manage workplace stress isn't about making huge changes or rethinking career ambit your control: you. This workshop discusses strategies for how to identify and manage stress, enabling a OUTCOME– Participants will be able to identify the signs or personal triggers of stress, anxiety or burno to work with students and fellow staff members.
	the assessment team Series no. 1: the State of Surveys at uC Merced: What are already a Take an overarching look at institution- and division-wide surveys at UC Merced. Hear about the survey formation. Learn more about the New Student Survey, Graduate Student Survey, Graduating Senior Su Undergraduate Experiences Survey, National Collegiate Health Survey, and the Housing & Residence L identify the surveys conducted institutionally and divisionally; describe the types of questions and sub direct and indirect data.
2:30 - 3 p.m.	Wrap up and Dessert

Join us for dessert as we wrap up, reflect and share highlights of the 2015 symposium.

### esday, Aug. 5, 2015

es expected of student affairs staff members within the context of student success and nal and professional wellness.

	SPEa KER	Lo Cation
	Check-in table	COB 102
	VC Nies	COB 102
e Center for the Study of Race and Equity in Education climates on college campuses, Black and Latino male	Shaun R. Harper	COB 102
	Yablokoff-Wallace Dining Center	
t are the different opportunities to network and build relationships? Is like these and more. If you've been thinking about becoming Ind within the Merced community; explain the different opportunities rtunity to engage.	Steve Roussos, Director for the Blum Center Director for the Blum Center; Vernette Doty, Associate Director for Student Life; Elizabeth Boretz, Director for the Bright Success Center; Steve Lerer, Assistant Director for Student Life	COB 110
	Elizabeth Whitt, Vice Provost and Dean of Undergraduate Education, and Professor, UC Merced	COB 102
t your physical and emotional health. tions, but rather about focusing on the one thing that's always within healthier environment for you and your students. ut; incorporate strategies of success, best practices and staff resources	Myrla Seibold, Ph.D., UC Merced Counseling and Psychology	COB 105
sking our students? ys, what data they yield, when they happen and how we access the in- urvey, National Survey of Student Engagement, University of California ife Resident Satisfaction Survey. OUTCOME - Participants will be able to sequent results from each survey; and explain the difference between	Members of UC Merced's Assessment Team: Diana Chavez, Kristin Hlubik, and Emily Langdon	COB 116

# 2015-2016 Experiential Learning Program (ELP) Calend

DatE	tiME	Lo Cation	EvEnt	to PiC DESCRiPtion
Wednesday, Aug. 5	9 a.m. to 3 p.m.	Various locations	Professional Development Symposium	
	9 - 9:30 a.m.	COB 102	Check-in, network and pick up your symposium information	
	9:30 - 9:45 a.m.	COB 102	Welcome, symposium information and overview	
	9:45 - 11:45 a.m.	COB 102	Student Success and Engagement Speaker Series No. 1	Professor Shaun R. Harper's research examines trends and racial climates on college campuses, higher education and college student engagerr
	11:45 a.m. to 1:45 p.m.	Yablokoff-Wallace Dining Center	LUNCH	
	1-2:30 p.m.			Con CuRREnt SESSion S - EaCH Pa
		COB 110	Campus and Community Partnerships Series No. 1 Look to Become Engaged	What are the different pathways for engagemer What are the different opportunities to network is my role? A diverse panel of speakers will prov If you've been thinking about becoming engag
		COB 102	Learning at Lunch Series No. 1 Institutional Conditions for Student Success	To be announced
		COB 105	Peer Group Mentoring No. 1 This Place is Stressing Me Out	While some workplace stress is normal, excessiv your physical and emotional health. Finding wa changes or rethinking career ambitions, but ratl your control: you. This workshop discusses strate healthier environment for you and your studen
		COB 116	The Assessment Team Series No. 1: The State of Surveys at UC Merced: What are already asking our students?	Take an overarching look at institution- and divis what data they yield, when they happen and ho Student Survey, Graduate Student Survey, Gradu ment, University of California Undergraduate Ex the Housing & Residence Life Resident Satisfact
	2:30 - 3 p.m.	COB 102	Wrap up and dessert	Join us for dessert as we wrap up, reflect and sh
Friday, Sept. 11	11:30 a.m. to 1 p.m.	SAAC 219	Campus and Community Partnerships Series No. 2	Public Service Opportunities: What are the path Merced community?
				This workshop will provide an overview on diffe
				Different pathways include direct service, comm thropy, policy/politics and social entrepreneursh
Friday, Sept. 25	11:30 a.m. to 1 p.m.	SAAC 219	Assessment Team Series No. 2	TBA
Friday, Oct. 2	11:30 a.m. to 1 p.m.	SAAC 219	Learning at Lunch Series No. 2	Why are the campus Principles of Community s creating learning environments that are enriche staff members?

o ut Co MES

		Check-in table
		VC Nies
ace and gender in education and social contexts, equity Black and Latino male student success in high school and ent.	ТВА	Shaun R. Harper
RtiCiPant WiLLCHoo SEonE		
t UC Merced and within the Merced community? and build relationships? Can I participate and what de information on questions like these and more. rd, this workshop is for you.	Participants will be able to explain the different pathways for engagement at UC Merced and withinthe campus community; explain the different opportunities to network and build relation- ships at UC Merced and with the Merced community; and identify an opportunity to engage.	Steve Roussos, Vernette Doty, Elizabeth Boretz and Steve Lerer
	ТВА	Elizabeth Whitt, Vice Provost and Dean of Undergraduate Educa- tion, and Professor, UC Merced
e stress can interfere with your productivity and impact s to manage workplace stress isn't about making huge er about focusing on the one thing that's always within gies for how to identify and manage stress, enabling a	Participants will be able to identify the signs or personal triggers of stress, anxiety or burnout; incorporate strategies of success, best practices and staff resources to work with students and fellow staff members.	Myrla Seibold, Ph.D., UC Merced Counseling and Psychology
ion-wide surveys at UC Merced. Hear about the surveys, v we access the information. Learn more about the New ating Senior Survey, National Survey of Student Engage- periences Survey, National Collegiate Health Survey, and on Survey.	Participants will be able to identify the surveys conducted insti- tutionally and divisionally; describe the types of questions and subsequent results from each survey; and explain the difference between direct and indirect data.	Members of UC Merced's Assessment Team: Diana Chavez, Kristin Hlubik, and Emily Langdon
re highlights of the 2015 symposium.		VC Nies
vays for public service at UC Merced and within the	Participants will be able to explain the different public service pathways at UC Merced and within the Merced community; and identify an opportunity to contribute to a public service activity.	Vernette Doty, assistant director, OSL Civic Leadership
ent ways to contribute to public service opportunities.		
unity engaged learning and research, activism, philan- ip.		

o important and what is my role? How can I contribute to d by the diverse views among students and faculty and Each participants will be able to integrate cultural knowledge with specific and relevant diverse issues on campus; assess his or her own awareness of equity, diversity and inclusion; and articulate his or her own differences and similarities with others.

DatE	tiME	Lo Cation	EvEnt	to PiC DESCRiPtion
Monday, Oct. 12	9 a.m. to noon	California Room	Student Success and Engagement Speaker Series No. 2	ТВА
Friday, Oct. 23	11:30 a.m. to 1 p.m.	SAAC 219	Peer Group Mentoring No. 2	Emotional intelligence (EI): What is it, how is professionals?
Friday, Nov. 6	11:30 a.m. to 1 p.m.	SAAC 219	Campus and Community Partnerships Series No. 3	Student Affairs Professional Opportunities – H publish your work?
				A panel of UC Merced community members profession of student affairs both within natio
Friday, Nov. 20	11:30 a.m. to 1 p.m.	SAAC 209	Assessment Team Series No. 3	ТВА
Friday, Jan. 8	11:30 a.m. to 1 p.m.	California Room	Learning at Lunch Series No. 3	Do you know your colleagues and your stude can you help?
				This workshop addresses the knowledge and and guidance to students and faculty and sta
Monday, Jan.18	9 a.m. to noon	California Room	Student Success and Engagement Speaker Series No. 3	ТВА
Friday, Jan. 29	11:30 a.m. to 1 p.m.	SAAC 209	Peer Group Mentoring No. 3	What do you do when unofficial and unreliab
				This workshop discusses strategies for how to Participants will discuss the issue and share s
Friday, Feb. 12	11:30 a.m. to 1 p.m.	SAAC 209	Campus and Community Partner- ships Series No. 4	TBA
Friday, Feb. 26	11:30 a.m. to 1 p.m.	SAAC 209	Assessment Team Series No. 4	TBA
Friday, March 11	11:30 a.m. to 1 p.m.	SAAC 209	Learning at Lunch Series No. 4	Leadership: This Leadership workshop addres whether it be a positional leader or as a mem
Monday, March 14	9 a.m. to noon	SAAC 209	Student Success and Engagement Speaker Series No. 4	TBA
Friday, April 1	11:30 a.m. to 1 p.m.	SAAC 209	Peer Group Mentoring No. 4	Are you curious about UC Merced's Division of This session addresses the organizational cul improve or enhance the organizational cultu
				ТВА
Friday, April 15	11:30 a.m. to 1 p.m.		Campus and Community Partner-	

Campus and Community Partner-ships Series No. 5

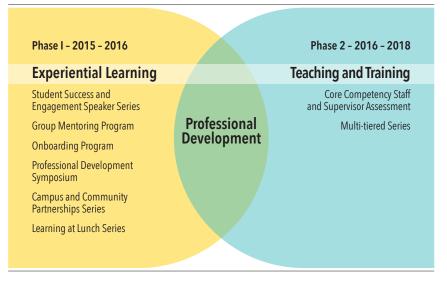
Friday, April 29 11:30 a.m. to 1 p.m.

Assessment Team Series No. 5

it measured, and does it matter in our work as student affairs	Participants will be able to articulate the importance of possessing emotional intelligence within the context of student affairs professionals; and apply concepts of emotional intelligence to work with students and fellow staff members	
low do you get involved, become active, present and/or	Participants will be able to explain the different pathways to become active, present and/or publish work within the profession of student affairs; and identify an opportunity to engage within a	UC Merced Student Affairs professionals
vill present and discuss opportunities to engage in the nal and local organizations.	national or local organizations.	
nts? Who are they and what are they telling you? And how	Participants will be able to exhibit increased active listening skills; exhibit increased ability to establish rapport with students, faculty and staff members; know and use referral sources; and	
skills needed to provide support, direction, feedback, referral f members.	identify when and with whom to implement appropriate crisis management and intervention responses.	
le information gets spread around the office?	Participants will acquire and apply new strategies for managing the rumor mill within the workplace.	
manage the rumor mill. tories and lessons learned.		
ses the knowledge, skills and attitudes required of a leader, ber of a staff or group.		
f Student Affairs? Would you like to learn more?	Each participant will be able to describe how personal values,	
ture of the division – what it is and what we can do to e.	beliefs, histories, and perspectives inform one's view of oneself as an effective leader; identify his or her own strengths and weak- nesses as a leader; and identify and apply various constructs of leadership and leadership styles that include but are not limited to symbolic, expert, relational and inspirational.	
	Participants will acquire and apply new strategies for improving the organizational culture within SA.	

### Complete Program Information

UC MERCED | Division of Student Affairs Staff Professional Development Program | 2015 - 2018



The mission of the Professional Development Program aligns with the Division of Student Affairs' aspirational goals (transformational, inclusive, impact and nimble) and UC Merced's strategic initiatives for 2020. The Professional Development Program aims to increase student success by providing professional development opportunities for student affairs staff members to advance the knowledge, skills and attitudes expected of staff members regardless of their areas of specialization or positional roles within the field.

With the mission in mind, the KC focused on two principles that formed the basis of the program: Center for Postsecondary Research & NSSE Institute Associate Director Jillian Kinzie's 2014 accountability agenda and national core competencies standards for the profession of student affairs.

Lengthy discussions ensued on how to create a program that incorporates both principles.

This resulting initiative is the outcome of the KC's objective to create a program that provides professional development opportunities in both principle areas. What emerged were two distinct, yet overlapping, professional development opportunities, organized as experiential learning and teaching and training.

#### **EXPERIENTIAL LEARNING PROGRAM (ELP):**

Experiential Learning Programs (ELP) offer staff members many opportunities to develop knowledge and skills from direct experiences outside a traditional work place setting.

ELP encompasses a variety of programs including a student success and engagement speaker series, a campus and community partnership series, an assessment series, a lunchtime learning series and a symposium.

Using Kinzie's Accountability Agenda for 2014, ELP offers opportunities for staff to engage intellectually, creatively, emotionally or socially and to reflect and analyze on topics such as student success and engagement; robust partnerships; justification of program effectiveness; data informed action; and student learning outcomes.

A focus area of wellness — not included in Kinzie's agenda — has been added to ELP.



## Experiential Learning Programs

GoaLS	oB j ECtiv ES	Fo REFRont o F Stu DEnt SuCCESS an D En Ga GEMEnt	Ro Bu S Pa Rtn a CRo S
Implement experiential learning programs to advance the knowledge, skills, and attitudes expected within the profession of Student Affairs			
	Implement a bi-monthly Student Success and Engagement Speaker Series	~	
	Implement a bi-monthly Campus and Community Partnerships Series	~	
	Continue the bi-monthly Assessment-Team (A-team) Series		
	Implement a bi-monthly Learning at Lunch Series	<ul> <li>✓</li> </ul>	
	Implement an annual Professional Development Symposium	~	
Implement mentoring opportunities to foster partnerships and pro- mote peer interaction			
	Create a monthly Group Mentorship Program	~	
Implement a con- sistent and positive onboarding process.			
	Create a robust New Employee Orientation	~	
	Create a divisional handbook		

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### TEACHING AND TRAINING PROGRAM (TTP):

The Teaching and Training Program recognizes that all student affairs professionals, regardless of organizational structure or specific functional role, contribute to student success.

As such, it is the expectation that all student affairs professionals should be able to demonstrate their ability to meet basic competencies outlined by the Council for Advancement of Standards in Higher Education (CAS) and ACPA and NASPA's joint task force document on core competencies.

Using CAS's general standards, ACPA and NASPA's joint task force document on core competencies and UC Merced's Human Resources' core competencies as a foundation, a list of 10 competencies was created to offer staff member's opportunities to develop knowledge, skills and attitudes expected of student affairs professionals regardless of their areas of specialization or positional roles within the field.

In addition to teaching and training opportunities offered at UC Merced, TTP offers five annual \$1,000 grants for staff members to purse external teaching and training opportunities such as conferences, certifications and/or degree attainment.

Specific goals, objectives and outcomes for TTP has yet to be identified.

Movement on this phase of the program will resume after a comprehensive divisional survey has been completed by staff members and assessed by the KC, estimated to be completed in the 2016-18 academic years.

Ca S GEn ERa L Stan Da RDS (12)	joint ta
Assessment and evaluation	Assessm
Diversity, Equity and Access	Equity, D
Organization and leadership, Institutional and external relations, financial resources	Leadersh
Human resources	Human
Ethics	Ethical p
Law, Policy and Governance	Law, Poli
	Advising
	History, F
	Personal
	Student
Mission	
Program	
Technology	
Facilities and equipment	

SK Fo RCE a CPa/na SPa (10)	uC MERCED HR Co RE Co MPEt En CiES (11)	SaPDi (10)
ent, evaluation and research (AER)	Assessment	Assessment, evaluation and research
iversity and Inclusion	Diversity & Inclusion	Diversity, Equity and Inclusion
iip	Communication, Innovation and Change Management, Result Orientation and Execution, Teamwork and Collaboration, employee engagement, Service Focus, Sustainability	Leadership
and Organizational Resources	Resource Management	Management
rofessional practice		Ethical professional practice
cy and Governance		Law, Policy and Governance
and Helping		Advising and Helping
Philosophy and Values		History, Philosophy and Values
Foundations		Personal Foundations
Learning and Development		Student Learning and Development
	Job Mastery and Continuous Learning	Attendance/SAPDI is the completion/implementation of this competency
		Not applicable to SAPDP
		Not applicable to SAPDP
		Concept is integrated into all joint task force competencies
		Not applicable to SAPDP

### Contact

LEARN MORE AT: studentaffairs.ucmerced.edu/professional\_development

### Questions?

Please contact Rachael Martin at rmartin6@ucmerced.edu.

UC Merced Student Affairs STAFF PROFESSIONAL DEVELOPMENT P R O G R A M