PD Committee Teleconference Meeting

Friday, October 21, 2011

Meeting Notes

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| **Committee members present:** | | |
| Acting Chair | Diane Posterski | OCASA |
|  | Gene Stodolak  Director, Cooperative Education Partnerships (with college since 1986) | Mohawk College |
|  | Toni Biniaris  Controller  (with college for past 2 years) | Confederation College |
|  | Vertha Coligan,  Chair, Architecture, Civil & Building Science; Acting Chair, Applied Science & Environmental Technology  (with college since 1986) | Algonquin College |
| Regrets | Mary Lou Rainville, Dean  Member of the OCASA Board | Canadore College |
|  | Ann Drennan  Dean, School of General Arts & Science | Fleming College |
|  | Amanda Shanks  Manager, Academic Business  Business, Hospitality & Tourism | Niagara College |
|  | Anne-Marie McAllister, Manager, Organizational Learning  Healthy Workplace Leader | Georgian College |
|  | Brenda Henry | Fanshawe College |
| Resource | Diane Posterski (OCASA) |  |

**Main task of this committee:**

To clarify a strategic focus, and begin the work of developing a strategic/operational plan for OCASA’s efforts in supporting, promoting and providing PD for administrative staff.

This first meeting might feel exploratory as we get to know each other, and our perceptions about the accessibility and quality of PD available in the system. Where are the gaps and how can OCASA be a relevant player, according to our collaborative model?

| **AGENDA ITEM** | | **ACTION** |
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|  | **Review agenda** |  |
|  | **Introductions**  Years in college? Why are you interested in this committee? Have you ever participated in an OCASA PD activity?  Interest in this committee:   * These are transitional times for colleges * PD is critical to succession planning/career development * PD is critical for “change management” * With different roles/responsibilities of admin, PD is an ongoing need | |
|  | **Review of background information:**  Discussion included the following:   * Advanced studies: Some surprise that there isn’t more interest/demand for pathways to graduate degrees – would like to see more from OCASA about opportunities that exist for PhD level studies, specifically business administration with a focus on higher education (for example). OCASA could be a facilitator in helping members to find these paths * Coaching: Vertha shared her example of enjoying the services of a professional coach in her first six months of administration (provided by the college). Often PD is generic across multiple functions, but coaching can be customized to the individual. OCASA could play a role in facilitating these relationships. * Mentoring: the value of having a relationship with someone who is more experienced; perhaps a recent retiree, someone in the system. It was also noted that, though some colleges have internal mentorship programs, there is value in speaking with someone outside of the organizational/political structure. * Collaboration: this value was noted, and is foundational to OCASA | |
|  | **What should strategic focus be?**  OCASA should aim to be a Facilitator, collaborator with system (we don’t have to create everything), and find the gaps that exist. | |
|  | **Next steps:**   1. Meet again to flesh out the initial conversation 2. Put together a basic proposal for the OCASA Board (meets Nov. 17) 3. Take to CoP/HRCC to gain support before developing program | |
|  | Next meeting: Friday, November 4 at 2:00 pm | |

**Background information**

OCASA’s growth has included a strategic commitment to supporting, encouraging, and providing access to relevant PD for college administrators. A PD Committee did exist, but with the work on the certification program, the original committee has not met in several months. We are basically starting over.

**We have conducted some surveys over the past few years and here’s basically what we know:**

* PD is one of the top products that members are interested in
* While some members are pursuing higher education, more are interested in practical tools for being a better manager
* Some also expressed interest in a certification program, along the same lines – tools for the job
* Some administrators have greater access to PD at their own college, than others do
* Smaller colleges often don’t provide much in the way of PD for administrators, and funding can be limited
* Most colleges have some PD funding available, either centrally, or through departmental budgets
* Many don’t have much time available to attend PD sessions

**What else do we know?**

* In the next 5 years, the turnover will increase with increased retirements – meaning lots of new administrators entering the system, and/or administration (500+ can retire in the next 5 years) .
* System-wide, CCHRD (Coordinating Committee on Human Resource Development) also works on PD for administrators. They put on Management Academy, now about every two years. In the past, OCASA has worked with them on developing a College Leader Development Program (the intent to create roving workshops, using system expertise). But with little system commitment, the project was shelved. While we have some OCASA members on this committee, it has been slow to recognize OCASA’s efforts in the arena of PD, or that we should even be there.

**What have we done?**

* Annual PD Conference since 2006: very successful event, still growing – featuring plenary and workshop sessions. Networking is a key component here as well. There is a separate planning team working on this event. <http://www.ocasa.on.ca/events/2012-annual-pd-conference>
* Online education/certification program: we have partnered with U. Manitoba through CHERD, using their experience in administration of PSE certification programs. We develop all the content here in Ontario, use Ontario facilitators who know the system well, have industry experience and can teach. Three courses have been launched with about 8 participants in each. The next round starts in January (the strike set us behind). Details are on the website: <http://www.ocasa.on.ca/certification> There has been a sub-committee working on this.
* Webinars: this is a new venture about to be launched in November. We are starting with regular sessions with our lawyer, and 4 sessions from the College Employer Council dealing with Terms & Conditions, benefits, compensation, etc. Theses will be recorded and posted on our website. There is no real plan around this yet.
* *College Administrator*: this goes to all administrators. We would like to build the online resource library of articles.
* Some local ASAs also offer PD events.