

a program of the office of professional development  
and the classified staff professional development committee

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**CAMPUS CONNECT** is a professional development opportunity for contract classified staff members from one area of the campus to gain insight into another area on campus via a **CAMPUS CONNECT** visit with another classified staff member

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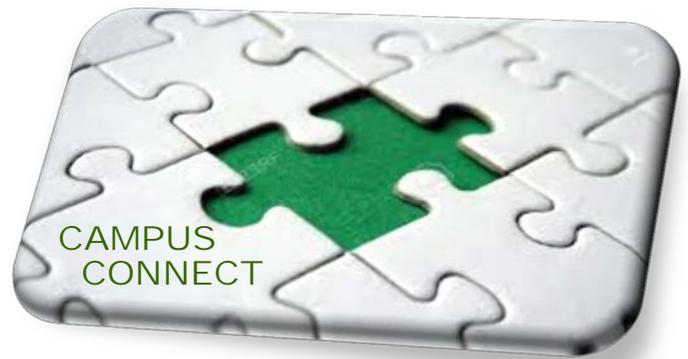
#### **PROGRAM MATERIALS**

- overview
- managers/supervisors participation form
- visitor application
- visit guide
- post visit reflection

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## why **CAMPUS CONNECT** ?

Grossmont College - in pursuit of the fulfillment of its Mission - is most effective as its various areas operate in concert with and with appreciation of each other. Together, we are more than the sum of our parts. This opportunity to gain insights into the roles and responsibilities of other staff members and departments aims to:

- strengthen relationships and communication across areas and thereby breakdown internal barriers and the silo effect
- increase awareness of how other areas support the organization
- generate new perspectives into the needs, priorities, and processes in other work areas

## who is involved in **CAMPUS CONNECT** ?

- hosts: areas - and the appointed contract classified staff member/s - who host a classified staff member from another area
- visitors: contract classified staff members who wish to visit another area
- area managers or supervisors who volunteer their area as a host for others to visit and approve participation of their area classified staff member host

## how does **CAMPUS CONNECT** work ?

- area managers/supervisors - on a volunteer basis - agree to host visitors and identify specific staff member/s within the area as hosts
- staff members wishing to be visitors submit an application to be screened by the Office of Development and forwarded to area managers or supervisors for approval
- hosts and visitors review the program's visit guide in preparation for the visit
- hosts and visitors have the **CAMPUS CONNECT**, 1-1.5 hour long visit
- visitors complete a post-visit reflection
- **CAMPUS CONNECT** participants attend a hosted, post-program lunch

## what **CAMPUS CONNECT** is not ?

- an experience intended to generate deep knowledge of another area
- a job shadow or training program, an evaluation, or break/social event

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We are excited to facilitate again - the wildly successful Professional Development Program designed in the Spring of 2016 specifically for our campus' Classified Staff: **CAMPUS CONNECT**. This program has emerged from our analysis of the campuswide Professional Development Needs Assessment as well as conversation across campus. More details regarding the program's aim, intended benefits, and elements are on the one page overview.

**This program, however, starts with you!**  
**Connect your area as hosts for a **CAMPUS CONNECT** visit.**

If you are willing for your area to serve as a host between **March 26, 2018 - April 27, 2018**, please fill in the information below and forward it to Rochelle Weiser in the Office of Professional Development by **March 23, 2018**. If you are interested in participating in **CAMPUS CONNECT**, but these time frame is inconvenient for your area, please let us know.

If your classified staff member host would like to include a tour of your area, we recommend scheduling a 1.5 hour **CAMPUS CONNECT** visit.

*The Office of Professional Development*  
*Classified Staff Professional Development Committee*

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Supervisor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Staff member/s host/s: \_\_\_\_\_

Available date/time: \_\_\_\_\_

Special requirements (safety, dress code, or protocols): \_\_\_\_\_

Brief description of primary department function and tasks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

{ visitor application }

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Thank you for your interest in participating in **CAMPUS CONNECT**. Please submit your application to the Office of Professional Development by **March 23**. After a preliminary screening, your application will be forwarded to your area manager / supervisor. Should your area manager/supervisor approve your participation, s/he will contact you to schedule your visit between **March 26 - April 27**.

Name: \_\_\_\_\_

Area Manager/Supervisor: \_\_\_\_\_

Area with which you wish to connect (please see the list of participating areas):  
\_\_\_\_\_

Are there any accommodations which your host should be aware?  
\_\_\_\_\_

In what ways do you / your area interact with the area you wish to visit?  
\_\_\_\_\_  
\_\_\_\_\_

What do you want to learn most about the area you want to visit and why? What benefits do you envision from your visit? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best Days/Times for My Participation: \_\_\_\_\_

Days/Times I Cannot Participate: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

*I understand that my participation in **CAMPUS CONNECT** requires the approval of my area manager/supervisor. If I am selected to participate, I will review and participate in accord with the program's Visit Guide.*

**The Office of Professional Development**

*This application has been screened*

**Area Manager/Supervisor Signature** \_\_\_\_\_

*I approve your participation and will work with you to arrange an appropriate time for your **CAMPUS CONNECT** visit.*

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In advance of the 1-1.5 hour long, **CAMPUS CONNECT** visit - both visitors and hosts - please review the following guide and expectations below.

### *HOSTS*

- Provide any accommodations requested in advance of the visit
- Given the aims of **CAMPUS CONNECT** - and in addition to a basic orientation to the function/s of your area - you *might consider* sharing with your **CAMPUS CONNECT** visitor:
  - “My three favorite things about this job are . . .”
  - “Three things you might not know about my job are . . .”
  - “The greatest resource to the campus that I/this area provides to the campus is . . .”
  - “The area/department I work most closely is . . .”
  - “One way that you or can help our area operate even more effectively is . . .”
  - “I take greatest satisfaction in . . .”

### *VISITORS*

- Take notes as appropriate. **CAMPUS CONNECT** is to learn designed as an opportunity to learn about another area and to potentially enhance your area’s interaction with it. It will likely be helpful to jot down notes - useful information you acquire, insights, and ideas - during your visit, also in preparation for your post-visit reflection.

### *VISITORS AND HOSTS*

- Ensure thorough communication with your area manager/supervisor (and immediate area colleagues as appropriate) regarding your visit day and time
- Maintain confidentiality at all times
- Show tact, discretion, and awareness; if necessary withdraw from situations when circumstances deem it appropriate (e.g., if a student or staff member may need to discuss something of a personal or confidential nature)
- Do not engage with cell phone, texting, or email

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Please remember that **CAMPUS CONNECT** is NOT

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{ post visit  
reflection }

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To complete your **CAMPUS CONNECT** experience and in advance of the hosted luncheon for the program's participants on **Friday, November 4**, please complete the following post visit reflection:

Name: \_\_\_\_\_

Area with which you connected: \_\_\_\_\_

Day and Time of your **CAMPUS CONNECT** visit: \_\_\_\_\_

What did you learn about the area you visited? How similar or different was what you experienced from your preconceptions? \_\_\_\_\_

\_\_\_\_\_

How might this **CAMPUS CONNECT** inform and/or enhance the work of your position / area? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will your experience change how you perform your job duties? If so, in what way/s? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

With whom else in your area might you share the insights generated from your **CAMPUS CONNECT** experience? \_\_\_\_\_

\_\_\_\_\_

Please submit a copy of this reflection to the Office of Professional Development; you may bring it with you to the **CAMPUS CONNECT** Luncheon on TBA

Upon satisfactory completion, a certificate of participation will be placed in your personnel file.