

## **Policy 5070: Professional Development Program**

**Original Date:**

**Status:**

### PURPOSE

The purpose of this policy is to describe the various Professional Development Activities and Opportunities (PDAO) available to employees of Santa Cruz County Provisional Community College District (SCCPCCD). Information is also provided describing the process for requesting approval to participate in activities other than District-developed and/or directed learning opportunities that may require the use of District funds or resources. Completion and/or reporting activities associated with approved PDAO will also be described as needed.

### DEFINITIONS

- Professional Development Activities and Opportunities – activities designed to enhance knowledge and skills to promote continuous professional growth and to improve faculty and staff performance for the benefit of students and District stakeholders.
- District-developed PDAO – internal training and development activities designed by the District, offered primarily for the benefit of District employees, and under the direction of District administration.
- External PDAO – training and development activities offered by outside organizations that may involve fees and other participation expenses.

### DISTRICT-DEVELOPED PDAO

District administrators, the Teaching, Learning, and Community (TLC) committee, Human Resources, and other appropriate individuals or groups will be responsible for developing training and PDAO programs for employees of SCCPCCD. These programs may include a wide range of topics presented through technology and/or small and large group activities as either voluntary or directed participation opportunities. Training and PDAO programs will be developed to provide convenient opportunities for continuous professional growth for employees aimed at strengthening the District's commitment to providing high-quality, affordable, and student-centric educational opportunities for all.

## EXTERNAL PDAO

The opportunity to participate in external PDAO is provided to encourage employee activities designed to enhance individual, program/department, and/or institutional performance.

To request approval to participate in an external PDAO experience, a written proposal must be submitted to the CEO or appropriate HR representative. To be considered, proposals must address the following criteria: [a] overview of proposal, [b] mission-focused objective of activity, [c] outcome measurement and reporting method, [d] timeframe for accomplishment of objective and submission of a written activity report, and [e] a budget itemizing funding requested for the activity. Proposals which combine one or more mission-focused objectives will also be considered. Proposal parameters are intentionally broad to allow for flexibility and diversity in a professional approach. Activities may include, but need not be limited to, attendance at professional conferences, additional contract time for research and development of innovative, new, or significantly modified curricula, industry training, and consultants for on-campus in-service workshops.

Funding is not available for: (1) activities for class preparation, such as course outline modifications, enhancements to labs/courses/curricula to maintain currency, revised course syllabi, new textbook selection, and new course development to maintain currency of curriculum; (2) licensing or certification fees; and (3) membership fees or dues (unless the fee is required to participate in a workshop/conference). The following types of PDAO requests should be avoided: (a) the request will take faculty away from instructional responsibilities during the first or last two weeks of classes; (b) the activity will contribute to excessive absences by the instructor or employee; (c) the request is for an activity that is not integral to the instructional content or additional duties for which the instructor is responsible; or, (d) the request is not integral to the mission and/or purpose of the District.