

Eastern Shore Community College

Professional Development Plan

May, 2007

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Introduction

In August 1996, the Human Resources Committee was charged with the responsibility of reviewing the current professional development plan at Eastern Shore Community College (ESCC), comparing it with exemplary plans from other colleges, and recommending an improved plan appropriate for ESCC. The Facilities and Personnel committee revised this plan in 2003, 2006, and 2007. The administrative staff believes that Professional Development is one of the “strategic directions” the college must pursue more aggressively.

Rationale

Within the context of the revised plan, the committee was asked to determine the professional development needs of ESCC faculty and staff. In the process, the committee considered the following questions suggested by the president:

- Are there professional development activities which the college should sponsor for all college staff?
- What categories of professional development activities should be provided for faculty and staff?
- What percentage of the professional development budget should be devoted to each category of professional development activities?
- What priorities should be established to award funds in competitive situations?
- How should professional development activities be publicized to ensure maximum awareness by faculty and staff?

In addition, the committee sought to include the following components in the Professional Development Plan for Eastern Shore Community College:

1. Formulate a college professional developmental plan with a philosophical base that is consistent with the college mission and sensitive to the college culture.
2. Direct the college professional development plan from needs assessments and evaluations.
3. Establish goals and objectives for the college professional development plan as derived from the philosophical base and needs assessment results.
4. Encourage broad-based ownership of professional development by involving every segment of the college community.
5. Integrate professional development into the college structure by including responsive programs and recognition of success.

The Professional Development Initiative of the Virginia Community College System (VCCS) indicates the importance that the Chancellor places on professional development and the variety of activities that the VCCS has pursued to expand the expertise and knowledge of its employees.

Mission of the College

We serve the Eastern Shore of Virginia by meeting educational and training needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society. By providing access to a broad range of academic, workforce development, and personal enrichment opportunities, we empower learners to improve the quality of life for themselves and their communities.

College Goals

- To meet the educational and economic needs of our communities by providing access to responsive and affordable lifelong learning opportunities.
- To promote and support student learning and success through exemplary instruction in a learning-centered environment.
- To provide equitable access to learning resources and student support services for the college communities.
- To offer students leadership opportunities and to prepare them for the challenges of an increasingly global economy and society.
- To be a preeminent workforce development provider and to promote personal enrichment through continuing education.
- To foster and advance significant and productive educational, economic, and cultural partnerships.
- To provide the educational component of local economic and community development initiatives, in partnership with business and government agencies.
- To recruit and develop well-qualified, dedicated, caring, and creative employees.

College Vision

To be an innovative, learning-centered community college recognized as a leader in education and as a vital link in the economic and cultural enrichment of our communities.

As reflected in the goals and objectives of the college, the purpose of the Eastern Shore Community College Professional Development Plan is to foster the accomplishment of the basic educational mission of the college by enhancing and promoting the skills of all employees. Through improvement of the professional level of our human resources, we can provide a better education and service to the students of ESCC.

Definition of Professional Development

The VCCS Professional Development Initiative (1996) defines professional development “as a systematic process of renewal which ultimately creates an environment for learning and growth for students, for educators, for staff and for colleges. Professional development is a philosophical approach, not an event.” The term refers to all activities that increase, enhance, and revitalize the professional knowledge and skills of all campus personnel.

The college is committed to serving the educational needs of its members. Enhancing the skills of faculty and staff will ultimately enhance the college’s ability to meet the needs of the community.

While each individual is responsible for his/her own development, the institution is committed to providing resources and opportunities for learning.

Categories of Professional Development

The Professional Development Plan at ESCC is constructed around four developmental categories and remains responsive to needs throughout the career cycle. These categories include:

1. **Discipline Development** designed to build knowledge and skills within the academic discipline or professional specialty. Activities include, but are not limited to:
 - attending conferences, seminars, or workshops
 - taking courses
 - participating in research or individual studies
 - participating in educational travel
 - teleconferences
2. **Instructional Development** designed to improve classroom teaching, learning and assessment techniques. Examples of activities include, but are not limited to:
 - attending conferences, seminars, workshops, and teleconferences on assessment
 - attending focus groups on teaching styles
 - participating in workshops on classroom research, teaching methods, or learning styles
 - participating in ESCC or VCCS Teaching/Learning Technology Roundtables

3. **Career Development** designed to provide tools to improve the quality of work and life. Activities include, but are not limited to:

- stress management
- conflict resolution
- time management
- life changes and cycles
- retirement
- career management
- administrative training

4. **Organizational Development** designed to enhance the administrative and leadership skills to fulfill the mission of the community college. Activities may include, but are not limited to:

- retraining faculty and staff for new positions at ESCC
- providing for teacher exchanges
- conducting or attending administrative training sessions

Needs Assessment

Organizational Unit Needs Assessment - Annually, the head of each organizational unit will develop goals and priorities for that year, and also identify the professional development needs required to support these goals. This process should be a collaborative effort between supervisors and their respective faculty/staff.

Individual Needs Assessment - When applying for funds, all applicants must give a rationale for their request. This rationale may refer to an Individual Development Plan.

Evaluation

To ensure that the goals of the Eastern Shore Community College Professional Development Plan are met, evaluation must be an ongoing process which involves:

- I. Evaluation of the Process and Plan
 - A. The Facilities and Personnel committee - annually, this committee will review the ESCC Professional Development Plan, its goals, its processes, and the overall effectiveness of the plan.
 - B. Individual Participants - annually as part of its review of the Professional Development Plan, the Facilities and Personnel Committee will solicit the opinions of faculty, administrators and classified staff through the distribution of questionnaires. Whenever supplemental information is desired, it may be obtained through individual discussions or interviews.

- II. Evaluation of Individual and/or Group Activities

At the conclusion of individual and/or group activities, participants will complete an evaluation form. Copies of this form will be reviewed by the Vice President of Finances and by the supervisor who approved the Professional Development activity. This form will be maintained for at least 5 years as part of the professional development files.

Responsibilities

The responsibilities, roles, and interrelationships of the various groups and individuals required to develop and sustain professional development across all elements of the college are described below:

- I. The President will
 - A. Provides financial and personnel support within assigned sources to support activities required to meet the goals of ESCC and its Professional Development Plan
 - B. Approves annually the goals and objectives of the ESCC Professional Development Plan
 - C. Provides leadership and support for approved professional development activities

- II. The Vice President of Financial and Administrative Services will
 - A. Disburse funds in accordance with the guidelines set by the Professional Development Plan
 - B. Assist and advise the Facilities and Personnel Committee to develop and achieve its goals and objectives
 - C. Monitor expenses and be accountable for financial resources for funds approved for professional development activities
 - D. Provide an annual report of the expenditures for professional development provided through the Professional Development Plan
 - E. Collect and disseminate information obtained from the college and other institutions and agencies that have an impact on professional development

- III. The Heads of Organizational Units will
 - A. Annually develop goals and priorities, and identify the professional development needs required to support these goals
 - B. Publicize professional opportunities via flyers, electronic mail, and the ESCC intranet, to ensure maximum awareness by faculty and staff
 - C. Approve or deny requests for professional development based on these goals and priorities
 - D. Review the evaluation forms which participants fill out upon completing a professional development experience
 - E. Publish examples of faculty development activities through the ESCC intranet, and when appropriate, through articles in local newspapers or other media

- IV. The Facilities and Personnel Committee will
 - A. Coordinate the preparation and publication of a college-wide Professional Development Plan within the college and community
 - B. Review the ESCC Professional Development Plan on an annual basis, considering past expenditures for faculty and staff relative to professional development opportunities, as well as results of the annual survey

Attachments

The following documents should be attached to this plan:

1. Professional Development Questionnaire
2. Staff Development Opportunities Table
3. Annual Professional Development Calendar
4. Record of Professional Development Budgets
5. Typical allocation of Professional Development Funds
6. Professional Development Checklist - instructions for making Professional Development requests for faculty and staff
7. Copies of all relevant Professional Development forms

PROFESSIONAL DEVELOPMENT QUESTIONNAIRE

(Please check all that apply)

___ **Administrator** ___ **Faculty** ___ **Staff**

1. **What Professional Development Activities did you participate in last year?**

- ___ Conferences
- ___ Workshops
- ___ Peer Group Meetings
- ___ None (Go directly to question #5)
- ___ Other _____ please list
- ___ Credit or Non-Credit Courses
- ___ Research or Publication
- ___ VCCS or Statewide Committees

2. **How did ESCC support your Professional Development Activities?**

- ___ Money
- ___ Release Time
- ___ Other _____ please list

3. **Were you satisfied with the amount of financial support that you received last year?**

- ___ Yes ___ No _____ why not?

4. **Would you have participated in more or different activities if more funding were available?**

- ___ Yes ___ No _____ why not?

5. **Were you satisfied with the in-service activities last year?**

- ___ Yes ___ No _____ why not?

Please flip to the other side to answer the last two (2) questions

6. What topics would you like to see covered in future in-service programs?

___ Technology in the classroom	___ Grant Writing
___ Teaching Methods	___ Professional Development
___ Testing/Evaluation	___ Health and Fitness
___ Student Affairs Issues	___ Financial/Retirement Planning
___ Other technology _____	please list
___ Other _____	please list

7. Are you well informed of the Policies and Procedures of Professional Development?

___ Which forms to use?	___ Where to locate these forms?
___ Procedures to apply for Professional Development	

Thank you for your time!
The Facilities and Personnel Committee

STAFF DEVELOPMENT OPPORTUNITIES

ACTIVITY	WHO?	COST/BUDGET	RESPONSIBLE	WHEN
IN-SERVICE: Presentations by ESCC Faculty Administrators and Others May Include College Wide Personal Development Activities	All	Speakers, Food (Academic Division, Faculty Development)	DOI	Beginning Fall/Spring Semester
NOTIFICATION: Conferences and Workshops and Teleconferences	FT/PT, Prof & Admin. Faculty	Copying/Intranet	DOI LRC	Continuing
PUBLICATIONS: Teaching Prof, College, Teaching, etc. - general interest - college wide publications.	FT, PT	Subscription Costs Faculty Development Budget	DOI, DLR	Continuing
PEER GROUP MEETINGS: VCCS - Specific Disciplines - As Scheduled for course Review, other Topics	All	Variable - some costs - VCCS/some Faculty Development Budget	DOI, DLR	As scheduled
FACULTY AND ADMINISTRATIVE LEADERSHIP: VCCS	FT Faculty Administration	some VCCS/some Faculty Development	President	As scheduled
CONFERENCES/WORKSHOPS: Disciplinary, Teaching, Counseling, Local video conf. Corporate Sponsored Conferences	All	Faculty Development/Indiv. Faculty Budget	Faculty, DOI, VPA	As offered

STAFF DEVELOPMENT OPPORTUNITIES

ACTIVITY	WHO?	COST/BUDGET	RESPONSIBLE	WHEN
SCHEDULED VCCS ADMINISTRATIVE WORKSHOPS	Administrators	Individual Budget	Administrators	As scheduled
PART-TIME FACULTY HANDBOOK + ORIENTATION: (Done individually)	PT Faculty	Printing	DOI	3 year update each semester for new PT
VCCS COMMITTEES, PROFESSIONAL ORGANIZATIONS AND LOCAL ADVISORY COMMITTEES	All Faculty/Staff	Individual Budget - Faculty Development	Supervisors	As needed
TUITION REIMBURSEMENT FOR CLASSES	Full-time Employees	Faculty Development- and Dept. Budget	Supervisors	As needed
SELF-DIRECTED INSTRUCTION/RESEARCH BASED, MULTI-MEDIA, INDIVIDUAL RESEARCH, FACULTY DEVELOPMENT GRANTS	Everyone	Various	Learner	As needed
PROGRAM REVIEW	Full-time Faculty	Departmental	Supervisor	4-year cycle
NEW FACULTY ORIENTATION: Individual Activities, Consortium, and VCCS	New Full-time Faculty	Faculty Development and Departmental Budgets	Supervisor	As needed

STAFF DEVELOPMENT OPPORTUNITIES

ACTIVITY	WHO?	COST/BUDGET	RESPONSIBLE	WHEN
COURSE DEVELOPMENT	FT Faculty	Release Time/ Overload payment, materials	Supervisor	As needed
INDIVIDUAL DEVELOPMENT PLAN	All full-time employees	0	Individual	As wanted
DISCIPLINE-RELATED ACTIVITIES: Internships, Consulting, Employment, Teaching.	All	Release Time	Individual	As needed
MEMBERSHIP ON LOCAL NON-PROFIT BOARDS AND COMMISSIONS: Government/Community Service Organizations	All	0	Supervisor	As needed
PROFESSIONAL MEMBERSHIPS: departmental memberships	All	Individual or Dept. Budgets	Supervisor	As needed
individual memberships in professional organizations but considers individual dues a personal responsibility.		0	Personal	As needed
EXCHANGE, EXTERN SHIP OR "ADMINISTRATIVE SHADOWING"	Faculty/Admin.	Release time Faculty Development	Supervisor	As needed

AAO- Affirmative Action Officer
 ADC - Advisory Committee
 AST - Administrative Staff
 COB - College Board
 DLR - Director of Learning Resources
 DOI - Dean of Instruction
 DSS - Director of Student Services
 EP - Educational Programs Committee
 ESP - Educational Support Programs Committee
 FP - Facilities and Personnel Committee
 FAC - Faculty

FAO - Financial Aid Officer
 IAO - Institutional Advancement Officer
 IPE - Institutional Planning & Effectiveness Committee
 LAN - LAN Manager
 OTHER - Other
 PRE - President
 PSD - PeopleSoft SIS Deployment Committee
 VPA - Vice President of Academic & Student Services
 VPF - Vice President of Financial & Administrative Services

Annual Professional Development Calendar

- August** **President appoints Facilities and Personnel Committee representing teaching and counseling faculty and classified staff. President names liaison for administration and students.**
- January** **Committee reviews professional development activities from previous year. Employees are polled to determine use, satisfaction and unmet needs of the previous year.**
- February/
March** **Data from survey and previous year's budget use are analyzed and evaluated. Committee recommends any modifications to the plan and forwards recommendation to President for approval.**
- April** **The new or existing plan is distributed to the college community by Facilities and Personal Committee.**

Record of Professional Development Budgets

1997-1998	\$20,000
1998-1999	\$16,000
1999-2000	\$15,000
2000-2001	\$15,000
2001-2002	\$15,000
2002-2003	\$15,000
2003-2004	\$15,000
2004-2005	\$15,000
2005-2006	\$15,000

Allocation of Professional Development Funds*

Funds are open to all non-grant funded employees as long as money is available.

Funds allocated in college budget for Professional Development.....\$15,000

Tuition for full-time employees (not to exceed 30% of total budget)4,500

- Each full-time employee may apply for up to \$750 for one course each semester. Tuition will be provided on the basis of the rationale presented in the application; however, employees who have not used funds in the previous semester will be given preference.
- Tuition will be reimbursed at the end of the semester contingent on registration receipt and on successful completion of the course. (“C” or above).

Conferences, workshops and other professional development activities (not to exceed 65% of total budget)..... 9,700

Peer conferences will have funding priority. Each full-time employee may apply for up to \$1,600. Part-time and adjunct employees may apply for up to \$400 for conferences each year. The total amount spent on part-time employees will not exceed 25% of the total budget for conferences, workshops and other professional development activities. Funding will be provided on the basis of the rationale presented in the application; however, employees who have not used funds in the previous semester will be given preference.

Funds may be made available for other conferences, workshops, etc.

In house presentations, seminars, workshops, lectures, etc. varies

Total\$15,000

*At the end of the fiscal year, if funds are available, all non-grant funded employees may receive up to \$250.00 for any approved course expenditures not previously reimbursed in full.

TUITION POLICY FOR FULL-TIME AND PART-TIME ESCC EMPLOYEES

Full-time employees of ESCC with a minimum of six months full-time employment here can enroll in a maximum of six credits per semester at no tuition cost. All fees, textbooks, and costs other than tuition are the responsibility of the employee. A maximum of one course per semester can be taken during normal working hours (actual scheduled class time only) by non-exempt classified staff with supervisor approval.

A part-time employee of ESCC with a minimum of six months employment here who consistently works 20 hours or more each week during the regular academic year (this includes adjunct faculty who teach at least six credits per semester) can enroll in a maximum of three credit hours per semester with no tuition cost. All fees, textbooks, and other costs are the responsibility of the employee. All courses must be scheduled outside normal working hours.

An employee can take courses either for credit or audit, but the same course cannot be taken more than twice. Only courses offered by ESCC qualify.

When registering for a course, the employee must submit a completed ESCC Continuous Learning Agreement form to the Business Office to have tuition waved. Once this is approved, the normal student registration process is followed.

Tuition-paying students have priority during course registration. If a course is full and a tuition-paying student(s) wants to register, then any non-tuition paying employee(s) will be removed from the class in reverse order of registration date to make room for the additional regular student.

It is expected that all employees taking courses for credit under this policy will make every effort to complete classes successfully.

Professional Development Checklist

The following is a brief summary of the procedures involved in requesting professional development. The summary is not comprehensive. For additional information, contact the Business Office.

All requests for professional development/educational assistance **MUST** be approved prior to commencement of the course or leaving for the conference.

Professional Development Request

Are you interested in taking a credit course at another institution, a non-credit course at ESCC, or attending a conference that will be of benefit to you and the college? Is your departmental budget looking lean and you would like an alternative funding source? If so, complete a professional development request, *Profdev* in Jetforms. Please note you do need to include a description of the course or a copy of the program as an attachment to the request.

Continuous Learning-ESCC

If your request is for an ESCC credit course, please complete the ESCC Continuous Learning Agreement, Please note the following:

- a) the course does not have to be part of a degree program or directly related to the employee's job duties.
- b) included on the form is a statement from the employee's supervisor indicating attendance in the course will not interrupt the department's normal work activities.
- c) A total of 6 credits may be taken. ESCC will cover the cost of tuition; fees and books remain the responsibility of the employee
 - if classified, only one course may be taken during scheduled work hours
 - if faculty, continuous learning coursework may not conflict with teaching and college responsibilities
- d) an ESCC employee, receiving educational assistance, may not be enrolled in a course if a regularly enrolled student would be displaced.

Educational Assistance - Other institutions of higher education:

If your request for professional development is for a credit or non-credit course at an institution other than ESCC, in addition to the professional development request, the VCCS Educational Assistance form must be completed. Copies are available in the Business Office or on the VCCS web-site. Requirements include:

- a) the course must be part of a degree program or directly related to the employee's job duties; courses that are part of a degree program must be taken at a regionally accredited institution
- b) included in the package must be a statement from the employee's supervisor as to whether the course is being taken at the direction of the supervisor or was initiated by the employee,
- c) the employee must obtain a grade of C or better
- d) If the course is part of a degree program, a copy of the letter of acceptance to the degree program must be provided with the initial related educational assistance request.
- e) Upon completion of the course, a copy of the employee's grade of a C or better and proof of payment must be submitted to the Business Office. Grades and proof of payment are to be submitted within two months of completion of the course.
- f) classified employees may take one course during normal work hours.
- g) faculty are required to ensure that courses do not conflict with teaching and college responsibilities

Purchase Request

If there is a registration fee related to a conference, an employee should complete a purchase request and attach a copy of the registration form. *Purreqst* in Jetforms. If the registration fee is due within 14 days, an employee should complete a travel advance request in lieu of the purchase request.

Travel Estimate

If the total conference costs will exceed \$ 500, a travel estimate form must be completed and approved prior to an employee leaving the campus for the conference. Total costs include, but are not limited to, mileage, tolls, parking, meals, hotel, and registration fees. *Travest* in Jetforms

Travel estimate forms are also required if an exception to published hotel rates is requested (150% rule).

Travel Advances

Travel advances are limited to two per fiscal year for expenses other than registration fees. If possible, registration fees should be done via a purchase request. *Travadv* in Jetforms

Airfare

Coach fare only please.

Final Product

All professional development requests end with the completion of an individual assessment form submitted to the appropriate supervisor and the VP of Finance and Administration.

Indasses in Jetforms. Continuous Learning ends with the knowledge received.

Over and hopefully worth it.