



**Professional Development Plan**  
**2018-2021**

**Introduction**



5. Survey the college community each spring to determine professional development needs and compile suggestions.
6. Provide a list of recommended training identified by the annual survey, program review, or other intentional processes, to Cabinet each spring for consideration and planning for subsequent year Professional Development training. The HR Program review will include campus wide training and professional development as recommended by the PDC.

### **Human Resources**

1. In coordination with the Professional Development Committee, the Human Resources Office will provide workshops/events as described in the college

cover topics such as enrollment management, financial aid, advising, banner, categorical services, and other vital areas.

2. Student Services will utilize local experts to provide in-house training to staff and faculty regarding local resources, social agencies, and businesses, as needed.
3. Student Services will track and evaluate the training workshops and make changes to improve or enhance the learning outcomes.
4. Student Services will ensure faculty and staff participate in the required training events or conferences to comply with legal mandates or to learn about best practices.
5. Student Services will actively seek out Student Equity related professional development opportunities and encourage campus-wide participation.

### **Administrative Services**

1. Administrative Services will hold trainings and cross-trainings as needed when new procedures are to be implemented to assure accuracy in accounting and budgeting. Staff and managers are directed and/or encouraged to become active with regional peers and list-serves to remain current on relevant topics and best practices.
2. On an ongoing basis Administrative staff attend training provided by Imperial County Superintendent of Schools, BankMobile, Banner and other entities. When various laws or regulations change, the county ensures the College is informed.
3. Maintenance and Operations will continue to attend regional sponsored workshops and networking opportunities.
4. Staff will offer training opportunities to the campus community in areas of budgeting, purchasing, and accounting.
5. Administrative Services provides training to all managers regarding the financial health of the institution and the impact that uninformed decisions regarding purchasing, travel, and other financial transactions can have on everyone's budget.

### **Informational Technology Services**

1. Informational Technology services personnel participate in CCC related training as well as business specific services and networking conferences.
2. Information Technology Services will offer training opportunities to the campus community

workshops/events and determine whether repeat offerings are necessary and whether presenters were adequate in sharing information based on learning outcomes established at the beginning of the session. A copy of workshop evaluations will be submitted to HR for documentation when appropriate.

2. The College will support institutional memberships in organizations that support understanding and professional growth in areas deemed essential to institutional viability.
3. The Departments will request professional development funds to provide enhanced workshops/events as appropriate.
4. In addition to the above Professional Development activities, constituency group professional growth opportunities are explored and encouraged.

## **General**

1. Because of the College's commitment to professional growth, the Vice Presidents consistently budget professional development activities. Participation takes many forms; administration directs, employee's request, activities are held on campus, and/or travel is approved. The College encourages all employees to engage in activities that raise the level of expertise and professionalism. The purpose of the IVC Professional Development Plan is to provide and support activities and opportunities which will



## **Measurement**