



2. Review the Professional Development Plan (PDP) and to make recommendations on any plan revisions, updates, or changes.
3. Assist with the implementation of the plan and with identifying professional development opportunities for all constituents.
4. Assist in the evaluating and tracking of professional development as required.
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 and Teaching and Learning Committee (TLC), the Human Resources Office will provide professional development workshop and event opportunities.
2. Identify opportunities provided by JPAs and legal consortiums to educate employees on health care, leaves, evaluations, code of conduct, ethics, labor and case laws and bring those to campus.
3. Review temporary work and make recommendations to use current staff, when appropriate, as a professional development opportunity.
4. Ensure compliance of mandatory training required of all regular faculty and staff including sexual harassment, emergency management, safety, and mandated reporter.
5. HR will maintain the professional development funds for the District.

Academic Services

1. Ongoing throughout the academic year the Academic Services Office will ensure Division Deans and Faculty Chairs conduct regular department meetings with faculty and staff which will assist with understanding the workings of the College and to improve student learning.
2. Sponsor and encourage attendance at events to increase collaboration with and # M12 feeder districts.

3. Work collegially with Academic Senate, TLC, and faculty in coordinating and approving faculty professional development opportunities and activities.
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4. Student Services and TLC will track, evaluate, and document professional development within Student Services. Will provide HR copies of documentation as appropriate to document and file in training records.
5. Staff will offer training opportunities to the campus community in areas of budgeting, purchasing, and accounting.
6. 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

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 regarding the use of technology and software.
3. IT Services will provide employees and students IT related training concerning the security and use protocols of IT systems and software accounts.
4. Student Services and TLC will track, evaluate, and document professional development within Student Services. Will provide HR copies of documentation as appropriate to document and file in training records.

College-Wide

1. At each workshop/event attendees will be asked to evaluate the session and the appropriate Department 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 using the approved process developed by the TLC and professional development committee.
4. In addition to the above Professional Development activities, constituency group professional growth opportunities are explored and encouraged.

General

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consistently budget professional development activities. Participation takes many
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
enhance personal growth, job performance, and social interaction among all
constituency groups, thereby developing a sense of campus community and retaining
quality employees. Every employee is encouraged to pursue his or her professional
goals, and to that end, the College works to support those goals so that each
department and the College improve as a whole.
2. Each Vice President consistently budgets for travel and conferences to assist faculty and
staff in improving their knowledge and abilities. Individual travel requests are reviewed
and approved or denied depending on the needs of the College. Vice Presidents, staff
and managers are directed and/or encouraged to become active with regional and
state-wide peers and list-serves to remain current on relevant topics and best practices.

Process

The following identifies the process by which the Professional Development Committee (PDC) and divisions/departments within the College coordinate efforts to provide and/or facilitate workshops and other opportunities for professional development. An annual report by the PDC on professional development activities will be given to the Integrated Consultation Council and to the Board of Trustees each spring.

Professional Development Funding

4. Retention and succession rates of employees
5. Feedback from development activity survey
6. Job satisfaction survey
7. Employment Exit survey

Each department is responsible for tracking and measuring professional development activities. HR will compile professional development activity reports as required and submit the reports to the PDC as requested.

A professional development activity tracking form (Appendix A) will be utilized by employees who attend off campus conferences, meetings, training seminars, and any other related professional development activity. The completed tracking forms shall be submitted to HR or the Department Office within 10 working days of returning to the District.

A professional development evaluation form (Appendix B) will be utilized by employees to evaluate internal and external professional development activities as appropriate. The completed evaluation form will be turned into HR or appropriate Department Office.

A sign-up sheet (Appendix C) will be utilized for all internal professional development including meetings, training, seminars, and other events which have a professional development component. Attendance reports will be maintained by the responsible Department.

The Departments will coordinate with the PDC in updating the professional development catalogue and on-line training courses as needed.

The PDC will ensure staff are informed of the training courses available on-line.