APPENDIX E – Professional Development Planning Committee Report

February 24, 2010

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This subcommittee evaluated and reviewed the prioritizations listed as 2010-2011 annual program review (APR) requests (identified under the *Professional Development Plan*). Because the list is lengthy, we decided to rank each of the requests from 1-3 (1 meaning critical to the mission and 3 being least important). Additionally we placed an "X" beside requests that we didn't think should be included as Professional Development.

The requests that impact District funds are attached and listed in order of priority (we considered importance to the institutional goals, and what was explained under the justification section). There were some items that we don't believe should be included on this list (e.g. Board elections). Before final approval of the items below, the District should ensure that items cannot be paid for through grants or any other categorical source of funds.

The group also suggests that in future years additional detail be included in the program review regarding magazines, subscriptions, and publications, so that the District can easily determine if there are unnecessary multiple subscriptions. Requests listed under travel/training also seem to be lacking consistency. We recommend considerations be made for pro rata allocations (e.g. a formula based on employee numbers/status) or some additional justification detail in the training/conferences category. It would also be helpful to have a simple way to produce a comparative tool noting the general funded requests in this plan versus the requests that come from other funding sources.

The committee has linked related professional development opportunities and information to a centralized web page titled "Professional and Staff Development" (http://www.imperial.edu/index.php?pid=5278).

Professional Development Planning Committee Goals and Recommendations				
#	Resource Plan Goal	EMP Goal	Due Date	Lead
1	Ensure training related to SLOs.	1.1-1.8, 2.1		
2	Ensure training necessary to address accreditation, state contracts, and/or program certification requirements and national standards.	2.1 – 2.4		
3	Ensure training to promote environmental health and safety.	3.1		
4	Ensure training to assist faculty and staff in maintaining currency in their subject or work area, including training related to the technology / enterprise software / pedagogical process.	2.1- 2.4		
5	Ensure training in group dynamics, diversity, promoting dignity and respect and promoting civility.	2.1 – 2.4		
6	Encourage training that will facilitate succession planning.	3.3		
7	Update and consolidate the existing Professional Development Plan with the Professional Development Committee's Resource Plan.	3.2, 3.3		
8	Modify the APR and CPR forms to capture all the necessary information to more fully evaluate professional development requests in the future and ensure adequate training of all process users.	3.3, 3.7		

Professional Development Committee Prioritization of Requests						
Priority	Acct	Org	Description	Justification	Budget 08-09	Budget 10-11
1	4460	103	HR	items needed for employee staff diversity information	$1,000	$1,000
1	5110	103	HR	GLEAM is part of Professional Development Plan	$2,800	$1,500
1	5210	101	CEO	Travel Mileage	$100	$100
1	5210	103	HR	Travel - mileage reimbursement	$300	$200
1	5210	151	Board, ASG and AS	Travel - mileage reimbursement	$1,800	$1,800
1	5211	901	CSSO	Travel	$15,150	$20,000
1	5220	101	CEO	Travel Expense see below:	$15,500	$11,000
1	5220	101	CEO	Travel relating to Accreditation visits	$4,000	$4,000
1	5220	103	HR	annual HR conferences	$2,500	$2,000
1	5220	103	HR	staff diversity staff training	$2,043	$2,000
1	5220	107	CSEA	CSEA Travel Expense	$4,000	$3,500

1	5220	201	CIO	WASC Accred Wshops, CCCCIO	$6,223	$3,000
1	5220	202	Academic Senate	Mandated training sessions	$6,800	$6,698
1	5220	374	EMT	Required director orientations	$1,000	$600
1	5220	391	Workforce Dev. Ctr.	Dean to attend mtgs and state conferences	$5,336	$5,000
1	5220	801	CBO	ACBO & CCLC conferences	$5,500	$4,000
1	5220	907	Student Affairs Staff	CCCSAA Professional Conferences	$1,050	$1,350
1	5221	151	Board	Travel, Conferences	$1,000	$1,250
1	5222	151	Board	Travel, Conferences	$2,000	$1,250
1	5223	151	Board	Travel, Conferences	$3,500	$3,500
1	5224	151	Board	Travel, Conferences	$2,000	$1,250
1	5225	151	Board	Travel, Conferences	$2,000	$1,250
1	5226	151	Board	Travel, Conferences	$2,000	$1,250
1	5227	151	Board	Travel, Conferences	$1,500	$1,250
1	5310	101	CEO	ACCJC Annual Dues	$12,287	$14,130
1	5310	103	HR	SHRM memberships	$250	$250
2	4460	103	HR	GLEAM is part of Professional Development Plan	$200	$200
2	5220	901	CSSO	Conf,out of county travel	$7,000	$6,379
3	5110	103	HR	staff diversity	$2,091	$1,500
3	5890	103	HR	GLEAM is part of Professional Development Plan	$0	$1,000
X	2399	391	Workforce Dev. Ctr.	Overtime for required mtg/Sat. workshops		$230
1	2398	902	Admissions & Registration Staff	Staff using professional dev	$300	$300
1	4220	103	HR	Magazines, Periodicals	$790	$500
1	5220	261	Humanities	Conference Travel	$4,500	$0
1	5220	334	Automotive Tech	Conference Travel	$176.71	$159
1	5220	352	Business	Conference Travel	$3,000	$1,000
1	5220	353	Computer Information Systems	Conference Travel	$2,762	$2,500
1	5220	444	Non Credit Program	ACCE Conf.	$3,000	$2,700
1	5220	855	Water Treatment Plant	Now Using Professional Expert	$400	$0
1	5220	903	DSPS Staff	Minimum needed	$7,000	$500
1	5220	903	DSPS Staff	DOR grant	$3,475	$3,475
1	5220	937	Cal Works	IS minimum	$1,401	$0
1	5310	903	DSPS Staff	Budget reduction	$707	$0
2	4220	101	CEO	Title 5 and other college mag/subscriptions	$575	$600
2	5210	903	DSPS Staff	DOR grant	$600	$600
2	5220	221	Behavioral/Social Science Office	Conference Travel	$2,200	$3,000
2	5220	224	Correctional Science	Conference Travel	$0	$2,500
2	5220	225	POST	Conference Travel	$0	$2,000
2	5220	271	Science, Math, Engineering	Conference Travel	$0	$2,000
2	5220	833	Parking Control	Staff development	$4,000	$3,000

2	5220	905	Matriculation Counseling Staff	csu & uc conferences	$1,471	$600
2	5220	905	Matriculation Counseling Staff	Attend regional meetings	$5,804	$1,000
2	5220	908	Upward Bound Program Staff	Staff conference	$6,231	$6,231
3	2398	341	Tool Room	Prof Growth for J. Ruelas	$575	$575
3	2398	905	Matriculation Counseling Staff	csea contract	$0	$300
3	2399	108	Title V Grant	DE course development	$0	$14,880
3	5110	204	Evening Admin.	Consultant	$2,000	$996
3	5110	391	Workforce Dev. Ctr.	Consultant for prof dev workshops	$0	$4,000
3	5210	921	Matriculation Counseling - PD100	Travel - mileage reimbursement	$0	$660
3	5220	301	Applied Sciences	Conference Travel	$466	$149
3	5220	304	Region X	Conference Travel	$3,750	$3,750
3	5220	309	Renewable Energy	Conference Travel	$0	$3,000
3	5220	313	Child Development	Conference Travel	$8,500.	$5,000
3	5220	333	Auto Body and Painting	Conference Travel	$0	$1,200
3	5220	334	Automotive Tech	Conference Travel	$1,647	$2,450
3	5220	338	Water Treatment Technology	Field trips	$270	$183
3	5220	339	Welding Technology	Conference Travel	$0	$1,000
3	5220	340	HVAC	Conference Travel	$0	$1,500
3	5220	342	Bldg. Construction Technologies	Conference Travel	$1,203	$2,000
3	5220	391	Workforce Dev. Ctr.	Conference Travel	$2,991	$5,000
3	5220	853	Maintenance Department	Conference travel	$30	$1,680
3	5220	905	Matriculation Counseling Staff	Conference travel	$0	$4,957
3	5220	909	Talent Search Program Staff	Conference Travel	$8,970	$8,385
3	5220	915	Student Health Fee	Visit other Centers	$0	$300
3	5220	921	Matriculation Counseling - PD100	Conference Travel	$0	$500
3	5310	101	CEO	Memberships/Dues	$48,400	$46,000
3	5310	103	HR	Memberships/Dues	$1,700	$1,500
1	4460	103	HR	items needed for employee staff diversity information	$1,000	$1,000