

# Imperial Valley Community College Professional Development Plan



2019-2020



# **Professional Development Plan**

## **2019-2021**

### **Introduction**

Imperial Valley College (IVC) considers the employees of the district its greatest asset in creating the best environment for student learning and success.

### **Goals/Objectives**

Ensure that Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty, and administrators and aligned with the college's strategic goals, needs, and priorities identified in integrated plans, program review, and other intentional processes.

Provide external and internal professional development opportunities for employees which serve to maintain proficiency of current knowledge, skills, and abilities (KSAs) and also serve to increase KSAs for personal and professional growth.

Evaluate, track, and document all employee professional development.

Adjust, update, and change professional development opportunities on an annual basis based on employee feedback.

Increase internal opportunities for succession and advancement through professional and personal growth.

Enhance the workforce knowledge, skills, and abilities in order to stay current and relevant with advancements in technology.

Provide for continuous improvement and training in preparations and planning for handling emergencies and catastrophic events.

## **Roles and Responsibility**

### **President's Office**

1. The President's Office ensures support of professional development in the budgeting process to meet the college's strategic priorities.
2. The President will actively engage with other community college presidents/superintendents to remain current on relevant topics and best practices.
3. The President's Office attends College Council on a regular basis to provide open communications for all employees and students.
4. The President's Office supports the Board of Trustees' annual retreat to strengthen the leadership of the College.
5. In coordination with the Board of Trustees, the President's Office arranges study sessions for the Board to increase their knowledge and understanding of local political and socio-economic issues that impact the mission of the District.
6. The President's Office, with the assistance of HR, is responsible for implementing, coordinating, and conducting an annual Leadership Academy.
7. The President's Office, with the assistance of administrative cabinet, is responsible for planning, coordinating, and conducting an annual retreat with the management team.

### **Professional Development Committee**

1. The Professional Development Committee (PDC) is a participatory governance committee consisting of a Chair, and a representation of appropriate constituent groups as outlined in the bylaws.
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.
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.

## **Human Resources**

1. In coordination with the Professional Development Committee, the Human Resources Office will provide workshops/events as described in the college-wide catalog
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 staff including sexual harassment, emergency management, and mandated reporter.

## **Academic Services**

1. Each month 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. Hold periodic best practices meetings with full-time and available part-time faculty. These meetings are a forum to discuss ways to improve student learning, student engagement, and new ideas to help students persevere.
3. Sponsor and encourage attendance at events to increase collaboration with and understanding of the College's K-12 feeder districts.
4. An In-Service/Convocation day is scheduled for faculty prior to the beginning of the fall semester. The day is divided into large group sessions for general training and announcements, and break-out sessions to enhance knowledge in various topics to improve teaching and learning. There is also an evening in-service/convocation for part-time faculty at the beginning of the fall semester. An optional additional in-service event may be scheduled before the beginning of the spring semester especially for new part-time faculty to orient them on the workings of the College and to share best practices.
5. The Distance Education Coordinator/Committee will ensure both online and hands-on training is available to students/faculty/staff. The Distance Education committee will monitor distance education issues and will create new training material as needed.

## **Student Services**

1. The Office of Student Services will provide training workshops to ensure that a wide range of staff can provide services to students in a variety of areas. These sessions will cover topics such as enrollment management, financial aid, advising, Banner training, categorical services and other vital areas.
2. The Vice President of Student Services (VPSS) will utilize local experts to provide in-house training to staff regarding local resources, social agencies, and businesses, as needed.
3. The VPSS will ensure faculty and staff participate in the mandatory training required for employees who work in the student services area including counseling, transfer center, access programs, financial aid, admissions and records, student activities.

## **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. 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 regarding the use of technology and software.

## **College-Wide**

1. At each workshop/event attendees will be asked to evaluate the session and the appropriate Department will review the evaluation forms from the past year's 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 President's 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 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 College Council and to the Board of Trustees each spring.

## **Measurement**

Measurement of obtaining goals and objectives would include:

1. Number of professional development opportunities offered to employees
2. Number of successful completion of professional development opportunities
3. Attendance at training sessions
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.