

APPENDIX H – Professional Development Planning Committee Report 2012

Committee Members: Frank Rapp, Mary Lofgren Co –Chairs, Michael Heumann, Toni Pfister, Lisa Solomon

During the 2011-2012 academic year a flexible calendar program was developed to provide the college community with activities that related to staff, student, and instructional improvement. The calendar consisted of two days (August 19, 2010, and June 22, 2012) in which professional development activities were offered.

This group evaluated the goals and recommendations of the 2011-2012 annual program review and comprehensive program review process and elected to continue many activities, as noted in the grid below, with additional detail inserted in the goals and in the dates due. The prioritization noted in the 2011-2012 report was reevaluated, and the committee concurred that the prioritizations should remain the same for the 2012-2013 requests. Those requests marked “Priority 1” are considered critical to the mission of the college and should include items such as Student Learning Outcomes, accreditation, or training required for program certification or licensure. Priorities 2 and 3 were assigned to requests deemed less essential, such as discretionary conferences or training for faculty to maintain currency in their field. The requests that impact District funds are shown below and are listed in order of priority according to importance to the institutional goals, with consideration of the justification supplied.

Professional Development Planning Committee Goals and Recommendations				
Priority	Resource Plan Goal (with targets if possible)	EMP Goal	Due Date	Lead
1	Ensure training related to SLOs and SAOs	1.1-1.8 , 2.1	6/30/2013	Toni Pfister Frank Rapp Mary Lofgren
2	Ensure training necessary to address accreditation, state contracts, and/or program certification requirements and national standards	2.1 – 2.4	6/30/2013	Frank Rapp Mary Lofgren Brian McNeece
3	Encourage training that will facilitate succession planning	3.3	6/30/2013	Kathy Berry Victor Jaime John Lau

				Todd Finnell
4	Ensure training to promote environmental health and safety	3.1	6/30/2013	Tim Nakamura
5	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	6/30/2013	Frank Rapp Mary Lofgren
6	APR requests should link magazines, subscriptions, and publications to professional development so that the District can more easily determine if there are unnecessary duplications.	3.3	6/30/2013	Frank Rapp Mary Lofgren
7	APR should have additional information regarding employee numbers/ status as part of the justification detail.	3.3	6/30/2013	Frank Rapp Mary Lofgren
8	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	6/30/2013	Frank Rapp Mary Lofgren
9	Ensure training in group dynamics, diversity, promoting dignity and respect and promoting civility	2.1 – 2.4	6/30/2013	Frank Rapp Mary Lofgren

Professional Development Requests from APR and CPR

Priorit y	Description	Dept	Justification
1	Consulting Services	Board	Facilitator/consultant for Board Retreat
1	Travel-Staff Conferences	Superintendent	Travel Expenses to attend conferences
1	Travel-Staff Conferences	CSEA	CSEA Travel Expense
1	Travel-Staff Conferences	Vice Pres Academic Services	CCCCIO; Accreditation Conference
1	Travel-Staff Conferences	Region X	Region X Funds
1	Travel-Staff Conferences	Automotive Tech	Instructors attend the annual California
1	Travel-Staff Conferences	POST	POST Perkins CTEA pending approval
1	Travel-Staff Conferences	Parking Control	Annual conference: CPPA/Clery Act
1	Travel-Staff Conferences	Water Treatment Plant	Hours required to maintain license
1	Board District #1 Travel	Board	Travel, Conferences
1	Board District #2 Travel	Board	Travel, Conferences
1	Board District #3 Travel	Board	Travel, Conferences
1	Board District #4 Travel	Board	Travel, Conferences
1	Board District #5 Travel	Board	Travel, Conferences
1	Board District #6 Travel	Board	Travel, Conferences
1	Board District #7 Travel	Board	Travel, Conferences
1	Memberships and Dues	Vice Pres Academic Services	CCCCIO Membership
1	Memberships and Dues	Academic Senate	Membership dues
1	Memberships and Dues	Vice Pres Business Services	Fusion and CCFS membership
1	Memberships and Dues	Parking Control	CPPA dues
2	Consulting Services	Distance Education	Staff development and training

2	Travel-Staff Conferences	Human Resources	Annual ACHRO trainings
2	Travel-Staff Conferences	Academic Senate	Travel for conferences
2	Travel-Staff Conferences	Behavioral/Social Sci Division	Child Dev. Perkins CTEA funds
2	Travel-Staff Conferences	Economic Dev & Career	Travel, Conferences
2	Travel-Staff Conferences	Automotive Tech	Automotive Tech Perkins CTEA pending
2	Travel-Staff Conferences	Welding Technology	Welding Perkins CTEA pending approval
2	Travel-Staff Conferences	HVAC	ACR Perkins CTEA pending approval
2	Travel-Staff Conferences	HVAC	Would like to attend some San Diego Gas
2	Travel-Staff Conferences	Building Construction Tech	BLDC Perkins CTEA pending approval
2	Travel-Staff Conferences	Computer Information System	CIS Perkins CTEA pending approval
2	Travel-Staff Conferences	Workforce Development Ctr	Administration Perkins CTEA pending
2	Travel-Staff Conferences	Workforce Development Ctr	Across Perkins CTEA pending approval
2	Travel-Staff Conferences	Distance Education	Travel to annual Etudes conference
2	Travel-Staff Conferences	Maintenance Dept	One facilities conference/year
2	Travel-Staff Conferences	Admissions & Registration Staff	Travel to major conferences
3	Travel-Staff Conferences	Human Resources	Staff Conferences
3	Travel-Staff Conferences	Building Construction Tech	Instructors would like to attend training
3	Travel-Staff Conferences	Electrical Residential Tech	Instructors would like to attend electrical training
3	Memberships and Dues	Human Resources	HR Memberships for staff renewal
3	Memberships and Dues	Arts & Letters	Memberships Dues to Professional Org
3	Memberships and Dues	Science, Math, Engineering	For membership dues
3	Memberships and Dues	Automotive Tech	Membership fee for CA Automotive
3	Memberships and Dues	Welding Technology	American Welding Society Membership
3	Facility/Equipment Rental Expenses	Administration of Justice	AJ Perkins CTEA pending approval
0	Meetings Pay	Title V Grant – ATLAS	Faculty Development/Training
0	Hospitality	Title V Grant – ATLAS	Hospitality
0	Travel-Mileage	DSPS Staff	Program Expense
0	Travel-Staff Conferences	Administration of Justice	AJ Perkins CTEA-pending approval
0	Travel-Staff Conferences	Title V Grant – ATLAS	Travel-Conferences
0	Travel-Staff Conferences	DSPS Staff	Professional Development
0	Travel-Staff Conferences	DSPS Staff	Professional Development
0	Travel-Staff Conferences	Student Support Services	Travel Staff Conference
0	Travel-Staff Conferences	Student Affairs Staff	Region X Meeting
0	Travel-Staff Conferences	Talent Search Program Staff	Staff Conferences
0	Travel-Staff Conferences	CalWORKs Assessment/Counseling	Travel Staff Conferences

Priority 0= Categorical