

APPENDIX H – Professional Development Planning Committee Report

Subcommittee Members:

Travis Gregory (lead), Ted Ceasar, James Patterson, David Zielinski with Taylor Ruhl and Tina Aguirre added in 2011

In 2011 the Academic Senate assigned a task force to reestablish a Flexible Calendar Program for professional development of the college community and has approved the position description of the Professional Development/Flex Coordinator and the Professional Development/Flex Committee structure which includes representation of student, staff, and administration. As final stages of the comprehensive Professional Development/Flex Program Plan are being vetted and codified in through the shared governance processes, the committee recommended the merger of the former Educational Master Plan Professional Development Committee, its Resource Plan, and its opportunities and information on the website <http://www.imperial.edu/index.php?pid=5278> with the new Professional Development/Flex Committee and structure. It is believed the merger will present a more efficient, less duplicative, process and will improve communication through the college community. In addition to the finalization of the Educational Master Plan reports, all required documents for the Flex Program will be submitted to the Chancellor’s Office prior to the close of the spring 2011 semester.

Professional Development Planning Committee Goals & Recommendations				
#	Resource Plan Goal (with targets if possible)	EMP Goal	Due Date	Lead
1	Review functions, duties and responsibilities and membership of the newly developed Professional Development/Flex Committee, existing Professional Development Committee, and existing the Professional Development Committee’s Resource Plan. Then consolidate all three into one cohesive committee that will be responsible for the Flex Program which reports directly to the Academic Senate <u>and</u> responsible for the annual Educational Master Plan subcommittee Professional Development Report and Resource Plan	3.2, 3.3	8/18/2011 Plan ready	Frank Rapp Mary Lofgren Travis Gregory
2	Ensure training related to SLOs and SAOs	1.1-1.8, 2.1	8/18/2011 Plan ready	Toni Pfister Frank Rapp Mary Lofgren
3	Ensure training necessary to address accreditation, state contracts, and/or program certification requirements and national standards	2.1 – 2.4	8/18/2011 Plan ready	Frank Rapp Mary Lofgren Lianna

				Zhao Brian McNeece
4	Encourage training that will facilitate succession planning	3.3	8/18/2011 Plan ready	Kathy Berry Victor Jaime John Lau Todd Finnell
5	Ensure training to promote environmental health and safety	3.1	8/18/2011 Plan ready	Tim Nakamura
6	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	9/20/2011 Plan ready	Frank Rapp Mary Lofgren
7	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	9/20/2011 Plan ready	Frank Rapp Mary Lofgren
8	APR should have additional information regarding employee numbers/ status as part of the justification detail.	3.3	9/20/2011 Plan ready	Frank Rapp Mary Lofgren
9	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	8/18/2011 Plan ready	Frank Rapp Mary Lofgren
10	Ensure training in group dynamics, diversity, promoting dignity and respect and promoting civility	2.1 – 2.4	8/18/2011 Plan ready	Frank Rapp Mary Lofgren

This group evaluated the goals and recommendations of the 2010-2011 annual program review (APR) and comprehensive program review (CPR) process and elected to continue many as noted in the grid below with additional detail inserted in the goals and in the dates due. The prioritization noted in the 2010-2011 report were reevaluated and the committee and concurred that the prioritizations should remain the same for the 2011-2012 requests. Those requests marked Priority 1 are considered critical to the mission of the college should include items such as Student Learning Outcomes, accreditation, or training required for program certification or licensure. The 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 attached and listed in order of priority according to the committee ranking of importance to the institutional goals with consideration of the justification supplied.

Professional Development Requests from APR and CPR							
Priority	Acct	Description	Org	Dept	Actual 2009-10	Request 2011-12	Justification
1	5310	Membership	902	A & R	\$685	\$685	Membership to A & R organizations.
1	5220	Staff Conf.	334	AUTO	\$710	\$710	Annual California Auto Teachers Assoc. Conference
1	5222	Board	151	Board	\$1,500	\$1,250	Conferences
1	5223	Board	151	Board	\$4,957	\$3,500	Conferences
1	5224	Board	151	Board	\$1,583	\$1,250	Conferences
1	5225	Board	151	Board	\$88	\$1,250	Conferences
1	5226	Board	151	Board	\$1,500	\$1,250	Conferences
1	5227	Board	151	Board	\$796	\$1,250	Conferences
1	5221	Board	151	Board	\$1,453	\$1,250	Conferences
1	5110	Consult. Svc.	101	CEO	\$71,140	\$50,000	IVC-Pfeiffer Government Relations, McCallum
1	5220	Staff Conf.	101	CEO	\$12,300	\$13,100	HACU, CCLC Legis., SDICCCA, CCC Leader, AACC, CEO Tech, CCCT, CCLC Trustee, CCLC Policy, LEAP, League for Innovations, SCCCCEO
1	5310	Membership	103	CHRO	\$300	\$1,000	HR specialty groups (SHRM memberships)
1	1492	Comm. Pay	201	CIO	\$13,613	\$20,000	Fall 2011 adjunct orientation and off-contract pay
1	5220	Staff Conf.	201	CIO	\$2,267	\$4,000	CCCCIO, Curriculum Inst, Accreditation Conference for CIO and Instructional Council members
1	5310	Membership	201	CIO	\$300	\$300	CCCCIO Membership Dues
1	5220	Staff Conf.	353	CIS	\$3,400	\$2,000	Modification

							pending 11-12 funding and local plan
1	5220	Staff Conf.	107	CSEA	\$3,541	\$3,500	Travel for CSEA
1	5220	Staff Conf.	301	CTE	\$56	\$149	Dean & faculty/staff (covered by CTE funds?).
1	5220	Staff Conf.	320	CTE	\$0	\$2,100	Travel for Grant
1	5220	Staff Conf.	903	DSPS	\$2,815	\$1,665	Conference Travel
1	5220	Staff Conf.	501	LIB	\$3,675	\$450	Minimal to participate in SDICCC
1	5310	Membership	833	Parking	\$125	\$425	CPPA and CCUPCA Membership Fee
1	5220	Staff Conf.	625	POST	\$0	\$3,000	Modification pending 11-12 funding and local plan
1	5220	Staff Conf.	304	Region X	\$3,750	\$4,000	Occ. Dean's Comm. Mtg. & professional develop. May be funded by CTE / Region X later
1	5310	Membership	271	SME	\$200	\$200	Membership for Lab Safety Institute
1	5220	Staff Conf.	907	Student Affairs	\$506	\$506	Region X Meeting
1	5220	Staff Conf.	391	WDC	\$3,489	\$3,000	Subject to modification pending 11-12 funding and local plan
1	5220	Membership	671	NAH		\$400	Routine operational cost for RN Director/Program
1	5220	Staff Conf.	391	WDC	\$7,154	\$7,000	Modification pending 11-12 funding and local plan
1	5220	Prof. Develop	205	AI-Drug Health BUS			SLO training and paid collaboration time for faculty

				CISCO PSY SOC			both FT and PT
2	5220	Prof. Develop		AI/Drug ESL ENG PSY SOC		\$12,000	Teaching techniques/methodologies, general professional development, and best practices:
2	5890	Other Expense	103	CHRO	\$562	\$1,000	Professional Development
2	5220	Prof. Develop		BUS CISCO SLO			Discipline/Program specific training
2				ESL			Technology training; i.e. Curricunet, Etudes, etc
2	5220	Staff Conf.	902	A & R	\$4,066	\$3,575	Professional Development for Director & Staff
2	5220	Staff Conf.	334	AUTO	\$3,587	\$2,500	Modification pending 11-12 funding and local plan
2	5110	Consult. Svc.	211	A&L	\$0	\$615	Professional development
2	5210	Mileage	211	A&L	\$0	\$400	Travel mileage
2	5220	Staff Conf.	211	A&L	\$0	\$3,200	Aggregated Travel Funds, per KB
2	5220	Staff Conf.	801	CBO	\$922	\$920	Budget to other college to see their operation
2	5110	Consult. Svc.	103	CHRO	\$3,689	\$5,000	Training for WTE
2	5210	Mileage	103	HR	\$175	\$200	Travel-Mileage
2	5220	Staff Conf.	340	HVAC	\$139	\$170	Travel expense for workshops
2	5220	Staff Conf.	340	HVAC	\$35	\$1,500	Modification pending 11-12 funding and local plan
2	5220	Staff Conf.	905	MATRIC	\$0	\$1,345	Attendance to

							assessment conference
2	1390	Instr. Consult.	391	WDC	\$0	\$5,000	Modification pending 11-12 funding and local plan
2	5220	Staff Conf.	339	WELD	\$432	\$1,800	Modification pending 11-12 funding and local plan
2	5310	Membership	221	BSS	\$200	\$200	Needed for Membership Renewal
2	5220	Staff Conf		SSServs		\$3,100	Routine operational cost
2	5220	Staff Conf		Talent		\$10,500	Routine operational cost
2	5220	Staff Conf		Upward		\$11,100	Routine operational cost
2	5220	Conf/membership	901	CSSO		\$10,200	Conferences and memberships
2	5220	Staff Conf.	674	EMS		\$1,500	Routine operational cost – requirement of program
2	5220	Conf/membership	910	TRANS		\$3,200	Routine operational cost
2	5220	Prof. Develop	504	DE		\$330	Routine operational cost
2	5220	Staff Conf	708	IT		\$6,350	Routine operational cost
2	5220	Staff Conf.	202	Aca. Sen.		\$6,500	Routine operational cost
2	5220	Staff Conf.		Mktng		\$5,200	Routine operational cost SDICCA, PIO, NCMPR, CCLC
2	5220	Staff Conf.		Grants		\$2,000	Routine operational cost
3	5310	Membership	211	A&L	\$0	\$200	Professional development
3	1491	Stipends	301	CTE	\$5,062	\$5,075	Stipends for Faculty -
3	5220	Staff Conf.	103	HR	\$803	\$2,000	Attendance at 1

							Training and Conference
3	5310	Membership	211	A&L	\$0	\$200	Incentive for professional development
3	5220	Staff Conf.	342	BLDC	\$1,936	\$7,000	Modification pending 11-12 funding and local plan
3	5220	Staff Conf.	221	BSS	\$0	\$8,100	Modification pending 11-12 funding and local plan
3	5220	Staff Conf.	932	CalWORKS	\$0	\$5,000	Travel- Staff Conference
3	5110	Consult. Svc.	808	Safety	\$136,497	\$133,745	Salaries, other training
3	5310	Membership	271	SME	\$455	\$0	AMATYC Membership
3	5220	Staff Conf.	915	SHC	\$136	\$300	Operational Expense for Student Health Center