



How to Develop a Professional Development Program Plan

4CSD Conference

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A top-down view of a wooden desk. On the left, there is a round wooden pencil holder containing various writing instruments like pens, pencils, and markers. On the right, there is a white ceramic mug filled with a frothy beverage. In the center of the desk is a large white sheet of paper with text on it.

Today's Agenda

- ✓ Professional Development Plan Outline from the Chancellor's Office
- ✓ Professional Development Plan at YOUR College
- ✓ Q&A

What is your challenge?



A top-down view of a wooden desk. In the top left corner, there is a round wooden pencil holder containing various writing instruments like pens, pencils, and a marker. In the top right corner, there is a white mug filled with a frothy beverage. A large, blank white sheet of paper is centered on the desk. The text "What stage are you in?" is printed in a dark blue, sans-serif font in the middle of the paper. At the bottom of the paper, a URL is printed in a smaller, grey font.

What stage are you in?

https://www.polleverywhere.com/multiple_choice_polls/CNtjVSAs0sEZYGM

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Why have a program plan?

- ✓ Record your program's history
- ✓ Outline your program's model
- ✓ Develop annual goals
- ✓ Celebrate accomplishments
- ✓ Create new programs
- ✓ Evaluate effectiveness and learning
- ✓ Document for accreditation

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Elements of a Professional Development Program Plan*

1. Program Description
2. Program Evaluation
3. Program Goals
4. Program Budget

*Adapted from the CCCC Office



Program Description

Overview:

History and description of your professional development program, including number of FLEX days.

Mission Statement:

Core purpose and focus of your professional development program.

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Sample Mission Statement

The mission of the Santa Clarita community College District's Professional Development Program is to improve and sustain the professional growth of district employees through collegially planned learning opportunities that continue to support the institution's strategic goals.



Program Description

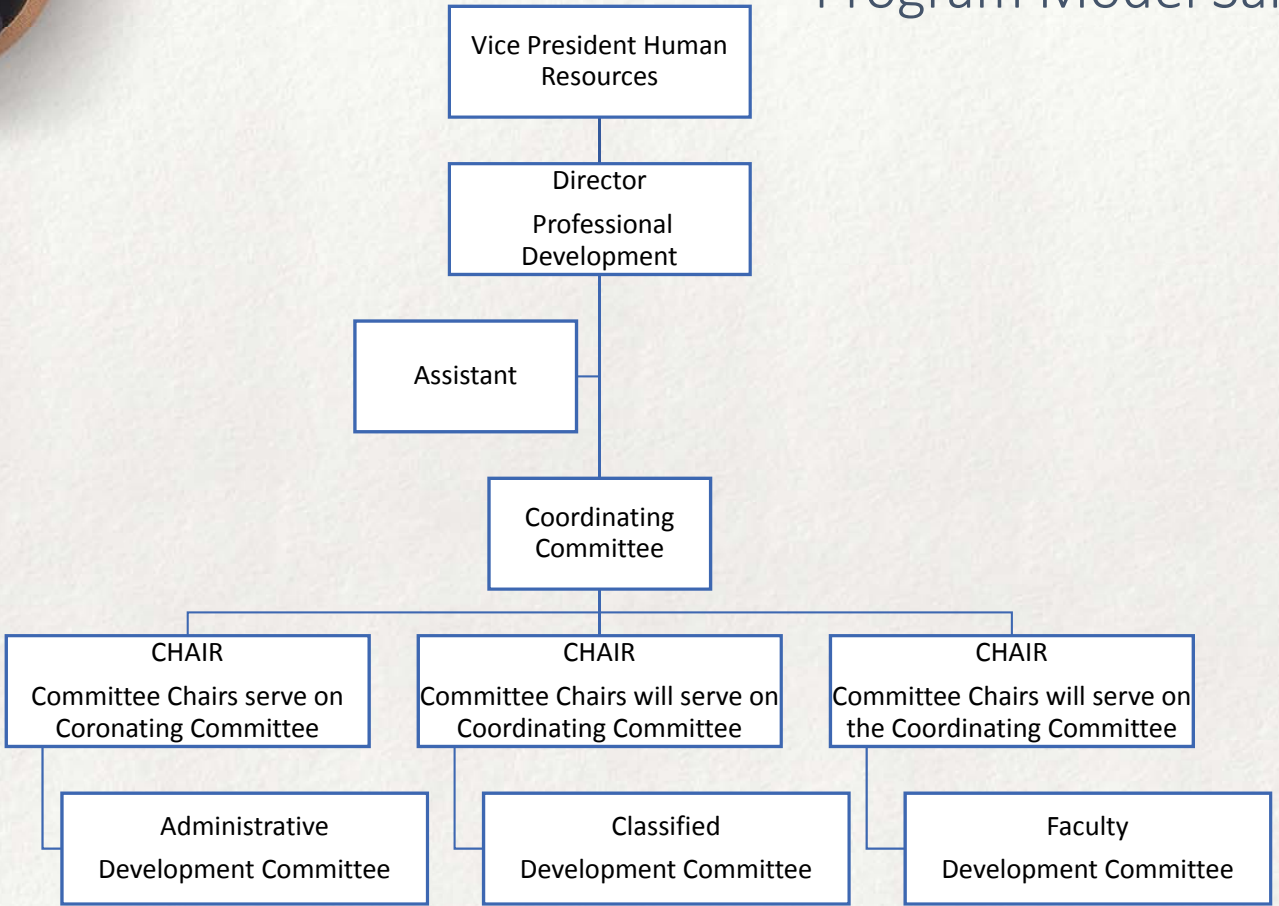
Leadership:

Roles and brief job descriptions of PD at your college.

Organization and Structure:

Narrative or graphic description (ie: organizational chart/program model)

College of the Canyons Program Model Sample





Program Description

Professional Development Offerings:

- ✓ Faculty academies?
- ✓ Leadership programs?
- ✓ Employee orientations?
- ✓ Canvas Training?
- ✓ Online learning?
- ✓ etc....



Program Evaluation





Program Evaluation

Three (3) main areas to consider when evaluating a professional development program:

1. Needs assessment
 - a. Annual requirement that includes feedback from faculty and staff
2. Evaluation of trainings or post training survey
3. Data about current offerings



Program Evaluation

Data about current offerings could include:

- ✓ Number of employee participants (by employee group + district-wide)
- ✓ Number of workshops offered
- ✓ List of workshops/activities linked to statewide initiatives or federal programs
- ✓ Be creative



Program Goals

- ✓ Accomplishments
- ✓ Goals for the next academic year
- ✓ Long term goals



Program Budget

- ✓ State your budget situation
- ✓ Some programs run on \$0 budget
- ✓ College/district funds dedicated to professional development
- ✓ Resources from statewide initiatives or federal programs



It's your turn

LEARN



LEAD

How can we help you
with your program
plan?

