Today’s Agenda

✓ Professional Development Plan Outline from the Chancellor’s Office
✓ Professional Development Plan at YOUR College
✓ Q&A
What is your challenge?
What stage are you in?

https://www.polleverywhere.com/multiple_choice_polls/CNtjVSAs0sEZYGM
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
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.
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)
Vice President Human Resources

Director Professional Development

Assistant

Coordinating Committee

CHAIR Committee Chairs serve on Coronating Committee

CHAIR Committee Chairs will serve on Coordinating Committee

CHAIR Committee Chairs will serve on the Coordinating Committee

Administrative Development Committee

Classified Development Committee

Faculty Development Committee
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
How can we help you with your program plan?