

## DANVILLE COMMUNITY COLLEGE

# **2018-2019 PROFESSIONAL DEVELOPMENT PLAN**

### **INTRODUCTION**

The faculty and staff at Danville Community College are the principal strengths of the College. These strengths merit constant cultivation and enhancement through a professional development plan that will enable the College to continue to meet the changing needs of its service region.

Among the factors which govern the success of any professional development plan are individual initiative, acceptance of opportunity, and commitment of appropriate financial resources. Management responsibilities include commitment to the program, allocation of resources, sincere interest in and support for individuals undergoing training, and encouragement for those who are hesitant to expand their growth and development.

As a part of the College's *Strategic Plan*, College Goal No. 2 states that *"The College will have an excellent and diverse faculty and staff."* Objectives identified that relate to professional development include the following:

1. To annually review current faculty and staff qualifications and discuss professional development plans and activities with each employee.
2. To ensure each year that 100 percent of all full-time and part-time faculty meet or exceed qualifications of the Commission on Colleges of the Southern Association of Colleges and Schools, the Virginia Community College System, and other accrediting agencies.
3. Increase the awareness of all faculty/staff of the value of diversity.
4. To promote wellness, by providing opportunities for faculty and staff participation in planned activities.
5. To have 100 percent of full-time teaching faculty submitting Annual Performance and Professional Development Objectives every year, and to have 100 percent of other full-time faculty/staff submitting an Individual Development Plan or an equivalent plan once every four years or as determined by the functional area.

As reflected in the goals and objectives of the College, the purpose of the Danville Community College Professional Development Plan is to foster the accomplishment of the basic educational mission of the College by enhancing and promoting the skills of all employees. Through improvement of the professional level of our human resources, we can provide a better education and service to the students of DCC.

## **DEFINITION OF PROFESSIONAL DEVELOPMENT**

The term "*Professional Development*" refers to all those activities that increase, enhance, and revitalize the professional knowledge and skills of all campus personnel. Such activities clearly include the traditional methods by which educators and support personnel expand their discipline or job-related skills, such as taking courses and attending seminars, workshops, and conferences. In addition, professional development encompasses all factors related to the revitalization and enhancement of our professional abilities—individually, collectively, and institutionally.

Groups to be served include teaching faculty, administrative faculty, professional faculty, adjunct faculty, and classified staff. Goals, objectives, and resources will focus on the needs of all College personnel.

## **CATEGORIES OF PROFESSIONAL DEVELOPMENT**

Categories of professional development of the DCC Professional Development Plan include:

### **1. Discipline Development**

These professional development activities are designed to enhance professional knowledge and skills within each person's academic discipline or professional job area. Activities include, but are not limited to:

- Attending conferences, seminars, or workshops
- Taking courses
- Participating in research or individual studies
- Educational travel (domestic and international)
- Certification training and certification

### **2. Instructional Development**

These activities relate directly to teaching methodology or techniques, assessment techniques, and other non-discipline specific experiences. Examples of activities include conferences, workshops, seminars, and teleconferences on assessment; focus groups on teaching styles; or workshops on classroom research, teaching methods, or learning styles.

### **3. Career Development**

These activities address the personal needs of all personnel and include opportunities for personnel to learn more about stress management, conflict resolution, time management, sexual harassment, life changes and cycles, and retirement. Additional activities include opportunities for people to expand their career goals through such activities as management seminars or training to prepare one for administrative duties.

#### **4. Organizational Development**

These activities address the needs of each individual at every level of the organization and how his/her position relates to all other positions in the institution. These may include retraining faculty/staff for new positions, providing for teacher exchanges, administrative training sessions, and other collective methods of improving skills.

### **NEEDS ASSESSMENT**

Assessment of individual, organizational unit, and institutional professional development needs will be conducted annually.

**Individual Needs Assessment** - Teaching faculty, professional faculty, administrative faculty, and classified staff will identify individual professional development goals as part of their annual performance evaluations with their supervisors. The VCCS's model "*Individual Development Plan*" may be used as a blueprint for identifying needs, or the individual may develop a plan of his/her own design. In order to accomplish College Goal 2, the College expects all full-time teaching faculty to complete an Annual Performance and Professional Development Objectives plan, and for all other full-time faculty/staff to complete an Individual Development Plan or an equivalent plan. However, individuals who wish to receive financial support from the College for professional development activities or to be considered for promotion or a multi-year appointment, must present evidence of professional development that addresses one or more of the following areas:

- a. Discipline Development to build skills and knowledge within the academic discipline or professional specialty.
- b. Instructional Development to improve the quality of classroom teaching, learning, and assessment techniques.
- c. Career Development to provide tools for effective personal planning to improve the quality of work and life.
- d. Organizational Development to enhance the administrative and leadership skills in order to better fulfill the institutional mission.

**Organizational Unit Needs Assessment** - As each organizational unit of the College annually develops its goals, it will identify the professional development needs which are required to support the goals. This effort should be a collaborative effort between the unit supervisors and their respective faculty/staff.

**Institutional Needs Assessment** - As the College annually develops its goals as a part of the College's planning process, it will identify the professional development needs required to support the goals identified.

## **EVALUATION**

Evaluation is needed to ensure that the goals of the Danville Community College Professional Development Plan are met. This evaluation must be an ongoing process which involves the following persons/groups:

- a. **Individual Participants** - Opinions of faculty, administrators, and classified staff will be obtained through individual discussions, interviews, or questionnaires on an annual basis.
- b. **Supervisors** - Opinions of those persons who are directly responsible for the growth of the participants will be obtained through interviews, group discussions, or in written form on an annual basis.
- c. **Human Resources and Employee Development Committee**  
This committee will annually review the DCC Professional Development Plan, its goals, its processes, and the overall effectiveness of the plan.

## **GOALS AND OBJECTIVES**

### **GOAL 1: To identify professional development needs of all employees.**

- Objective 1:** To provide training on the VCCS Individual Development Plan (IDP) or equivalent plan for all full-time faculty
- Objective 2:** To have each employee complete or update his/her IDP or other professional development plan annually
- Objective 3:** To have each employee discuss his/her professional development plan with his/her supervisor prior to evaluation and prior to approval of financial resources to implement the plan

### **GOAL 2: To provide opportunities for the improvement of the professional competence of all full-time personnel.**

- Objective 1:** To provide training sessions to address specific topics identified in the individual professional development plans
- Objective 2:** To provide information to personnel on available training opportunities
- Objective 3:** To provide instructional/informational publications to faculty and staff
- Objective 4:** To provide financial resources to support identified needs
- Objective 5:** To allocate released time and/or funds for college employees to identify and prepare for emerging technologies and disciplines
- Objective 6:** To encourage and support international education.
- Objective 7:** To provide opportunities for training to assist faculty/staff in the appreciation of diversity.

### **GOAL 3: To provide professional development activities for adjunct faculty.**

- Objective 1:** To provide two orientation and/or training sessions annually for adjunct faculty
- Objective 2:** To provide each adjunct faculty member with an updated *Lecturers' Handbook*
- Objective 3:** To identify a full-time faculty member/administrator to work with each adjunct faculty member

**GOAL 4: To identify personnel who excel in their respective disciplines or departments.**

- Objective 1:** To support the annual *"Outstanding Faculty of the Year"* award, the annual *"Outstanding Classified Staff of the Year"* award, and the *"Outstanding Adjunct Faculty of the Year"* award
- Objective 2:** To publish outstanding achievements of personnel in College and community publications
- Objective 3:** To continually provide encouragement and incentives for outstanding achievement
- Objective 4:** To annually participate in VCCS leadership programs

**GOAL 5: To provide an orientation program for all new personnel.**

- Objective 1:** To involve all facets of the College in an in-depth, comprehensive, awareness program for all new hires at the College
- Objective 2:** To provide an opportunity for evaluation of the new employee orientation program at the end of the first year of employment
- Objective 3:** To support new faculty attendance at the VCCS New Faculty Seminar.

**GOAL 6: To allocate financial resources needed for professional development plans.**

- Objective 1:** To use the data collected from the individual professional development plans to ensure funding in the annual budget to support the needs identified
- Objective 2:** To identify outside financial resources which can be utilized to support the professional development plan
- Objective 3:** To develop an annual plan for the allocation of designated funds for professional development activities

## **RESPONSIBILITIES**

The responsibilities, roles, and interrelationships of the various groups and individuals required to develop and sustain professional development across all elements of the College are described below:

### **A. PRESIDENT AND COLLEGE MANAGEMENT TEAM**

1. Determines skills and abilities needed by individuals and groups within the college to meet the long-range College goals
2. Provides financial and personnel support within assigned resources to support activities required to meet the College goals and the goals of the DCC Professional Development Plan
3. Approves and/or revises annually the goals and objectives of the DCC Professional Development Plan
4. Provides leadership and support for the professional development activities approved

### **B. VICE PRESIDENT OF ACADEMIC AND STUDENT SERVICES and VICE PRESIDENT OF FINANCIAL AND ADMINISTRATIVE SERVICES**

1. Serve as the coordinators for the DCC Professional Development Plan
2. Assist and advise the Human Resources and Employee Development Committee to develop and achieve its goals and objectives
3. Monitor expenditures and be accountable for financial resources for funds approved for professional development activities
4. Provide an annual report of the expenditures for professional development provided through the Professional Development Plan
5. Collect and disseminate information obtained from the College and other institutions/agencies that have an impact on professional development
6. Coordinate the preparation and publication of a college-wide Professional Development Plan and promote awareness of professional development opportunities within the college and community

## **C. HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT COMMITTEE**

1. Updates the DCC Professional Development Plan on an annual basis
2. Reviews past expenditures for faculty and staff relative to professional development opportunities and makes a recommendation about future faculty/staff needs

## **D. EMPLOYEE TAKING DCC CLASSES**

1. Must submit Educational Aid Request to take DCC course to immediate supervisor.
2. Must submit final grade to immediate supervisor.
3. Must complete course with a grade of “C” or better or “P”/“S” in order to take additional course(s) in the next semester or summer session.
4. Adjunct faculty and wage employees are eligible to take DCC classes under the VCCS policy.

## **E. Dual Enrollment Instructors/Education Assistance for K-12 Teachers**

K-12 teachers who are teaching a course that grants college credit at Danville Community College are eligible to receive the Teacher Educational Assistance Scholarship. This institutional scholarship is available for credit only courses (Supplies and materials for courses are not included). Individuals who feel they are eligible must complete the Teacher Educational Assistance Scholarship form found on the DCC Faculty/Staff forms webpage: <http://www.dcc.vccs.edu/forms/Forms.htm>. Once eligibility is verified, cost of the course will be covered through this scholarship. Additional guidelines are as follows:

### **Guidelines**

- This application is for DCC credit classes only.
- Instructor must have a current credit application.
- Instructor should complete this form for each course taken.
- Approved funding will be for course tuition only.
- Instructor must be currently teaching (same academic year).
- Scholarship application should be completed two (2) weeks prior to the start of classes.
- Approval is dependent of availability in course requested.



## **ANNUAL PROFESSIONAL DEVELOPMENT CALENDAR**

### **August 2018**

In-service professional development session for all full-time faculty and staff and adjunct faculty

President appoints Human Resources and Employee Development Committee representing teaching faculty, professional faculty, administrative faculty, and classified staff

### **August - May 2019**

In-service professional development activities provided

### **September - December 2018**

All full-time personnel complete or update a professional development plan and discuss with supervisor for approval

### **January 2019**

In-service professional development activity for adjunct faculty

### **April 2019**

Annual Professional Development Plan is reviewed, modified if necessary, and approved by the Human Resources and Employee Development Committee

### **April/May 2019**

All full-time personnel complete a form indicating financial resources needed to meet their goals and objectives identified on their professional development plans in September-December, and professional development needs reviewed by supervisors and forwarded to the Vice President of Academic and Student Services

### **May 2019**

The Professional Development Plan for the upcoming year is submitted to the President for approval

Finalized Professional Development Plan is distributed to all personnel

## **ANNUAL PROFESSIONAL DEVELOPMENT ACTIVITIES AVAILABLE**

The College encourages participation in a variety of professional renewal activities in response to identified individual, organizational unit, and institutional needs. Every effort is made to provide opportunities in each of the four professional development categories: Discipline Development, Instructional Development, Career Development, and Organizational Development. The College has previously supported, and will continue to promote, the following activities:

- Graduate and Undergraduate Study
- Educational Travel
- Individual Research Projects
- Faculty Exchanges
- Professional Conferences/Workshops/Seminars
- VCCS Professional Development Opportunities
- Wellness Training
- Teleconferences
- Information Technology Training
- Recognition Ceremonies/Activities
- Regional Center for Teaching Excellence (RCTE)
- Certification Training and Testing
- DCC Professional Development Opportunities

## **ALLOCATION OF 2018-2019 PROFESSIONAL DEVELOPMENT FUNDS<sup>1</sup>**

### **Tuition for full-time employees<sup>2</sup>**

- Maximum of \$1,800 for non-grant funded teaching faculty requesting tuition assistance\*<sup>3</sup>
- Maximum of \$1,000 for non-grant funded classified staff, administrators, and non-teaching faculty requesting tuition assistance\*<sup>3</sup>
- Unlimited tuition for courses taken at DCC, including grant-funded positions

**TOTAL.....\$8,000**

Conferences, workshops, and other professional development activities.....\$15,625

▪ Arts, and Sciences and Business Division	\$8,000
▪ Workforce Services	\$5,325
▪ Student Development	\$1,000
▪ Learning Resources Center	\$ 650
▪ Vice President of Financial & Administrative Services	\$ 650

VCCA Conference (*maximum of \$125 excluding registration fee*).....\$1,000

New Horizons Conference (*maximum of \$275 per person*).....\$1,375

In-house Training Activities .....\$7,000

**GRAND TOTAL..... \$33,000**

**Dr. B. Carlyle Ramsey Faculty-Staff Professional Development Endowment Fund      \$1,400**

*Annual revenue generated will be equitably divided between non-grant funded, full-time faculty, administrators, and classified staff\* who have successfully completed a course during the fiscal year with a grade of "C" or better and who have not been fully reimbursed for tuition by the College.*      \$1,260

*Annual revenue generated will be provided to the Physical Plant Department to be used for an unrestricted activity.*      \$140

<sup>1</sup>*Funds will be provided only to personnel who have completed a professional development plan and/or the form requesting financial resources approved by the appropriate supervisor.*

<sup>2</sup>*Employees spending funds for tuition in excess of maximum allowed are encouraged to keep receipts for possible reimbursement at the end of the fiscal year if funds are available at that time. This reimbursement would be equitably divided based on courses taken during the fiscal year.*

<sup>3</sup>*Payment of tuition at other VCCS institutions will be deducted from the maximum amount allowed.*

*Approved by Human Resources and Employee Development Committee 4/17/2018*