
Pasadena Area Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7160 Comprehensive and Coordinated Professional Development Program

References:

Education Code Sections 87150 et seq.;
ACCJC Accreditation Standard III.A.14 (*formerly III.A.5*)

1. The components of the Comprehensive and Coordinated Professional Development Program will include the following:
 - a. The College Council Professional Development Committee will serve as the Comprehensive and Coordinated Professional Development Oversight Committee and guide the college's comprehensive professional development program and activities in support of the Educational Master Plan. This guidance includes
 - Working with the college's constituency groups to identify professional learning needs
 - Serving as the collection point for constituency groups to make training requests
 - Overseeing the work of the Professional Development Implementation Group
 - Collaborating with constituency groups to develop professional development activities
 - Overseeing the college's professional development budget
 - Analyzing evaluation and assessment data of Professional Development activities to ensure effectiveness and continued improvement
 - Producing the annual Professional Development calendar
 - Approving activities
 - Allocating resources
 - Consulting with resource representatives (i.e., Human Resources, Learning Assessment, Equity, etc.) as needed
 - i. The focus of the Oversight Committee will include:
 - Ongoing professional learning for faculty, classified staff, and managers
 - New employee orientations
 - Mentoring
 - Career advancement activities
 - Learning assessment
 - Equity and diversity
 - State and federally mandated training
 - Other college-wide employee training

- ii. In accordance with AB 2558, the Oversight Committee will consist of faculty, classified staff, and management representatives. Two-year terms will be staggered to ensure continuity on this committee, and members may reapply. Term limits do not apply to Co-Chairs and Professional Development Director. Membership on this shared governance committee will consist of the following:

1. Co-chair – Associate Vice President of Academic Affairs
2. Co-chair – Chair of Academic Senate Faculty Development Committee
3. Faculty - Appointed by Academic Senate
4. Faculty - Appointed by Academic Senate
5. Manager - Appointed by Management Association
6. Manager - Appointed by Management Association
7. Classified - Appointed by Classified Senate
8. Classified - Appointed by Classified Senate
9. Classified - Appointed by Classified Senate
10. Student - Appointed by Associated Students
11. Professional Development Director (Classified Manager)

- iii. The Professional Development Oversight Committee Co-chairs will

1. Convene the Oversight Committee on a bi-monthly basis to conduct the business of the committee
2. Update College Council on its activities each semester.

- b. The Professional Development Implementation Group will coordinate, implement, and evaluate activities approved by the Oversight Committee. Membership of this group will consist of the following:

- (1) Professional Development Director
- (2) Administrative support (50%-75%)
- (3) Faculty, staff, managers, or outside specialists as deemed necessary by the Professional Development Director to implement the current Professional Development plan. Reassigned time, stipends, or reduced workload may apply.

- i. The Professional Development Director will:

1. Serve as the manager of the Professional Development Program;
2. Collect and manage data pertaining to professional development activities, participation, and outcomes;
3. Serve as liaison between Oversight Committee and Professional Development Implementation Group;
4. Keep Oversight Committee apprised of local, state, and national trends and new opportunities in the area of professional learning;
5. Bring forward new ideas from professional development conferences;
6. Reach out to campus committees, such as Student Equity, to encourage and facilitate professional development in those areas;
7. Consult with constituency groups, as requested, to develop professional development activities;
8. Ensure that the Professional Development website remains current;
9. Oversee development of Professional Development Calendar;
10. Promote professional development activities across campus.

2. Annual Professional Development Plan

The Oversight Committee will produce an annual plan that delineates areas of focus and will be mapped to learning activities scheduled across the calendar. The plan will be submitted to the CCCCCO as required by AB 2558 in conjunction with assessment of prior year's plan.

3. Annual Professional Development Calendar

The Oversight Committee will approve an annual professional development calendar. The calendar will identify training and opportunities throughout the fiscal year. The calendar will be posted on the PCC website.

4. Assessment

The Oversight Committee will identify standards of measurement to assess the Professional Development Program's effectiveness and use formative and summative assessment to inform planning.

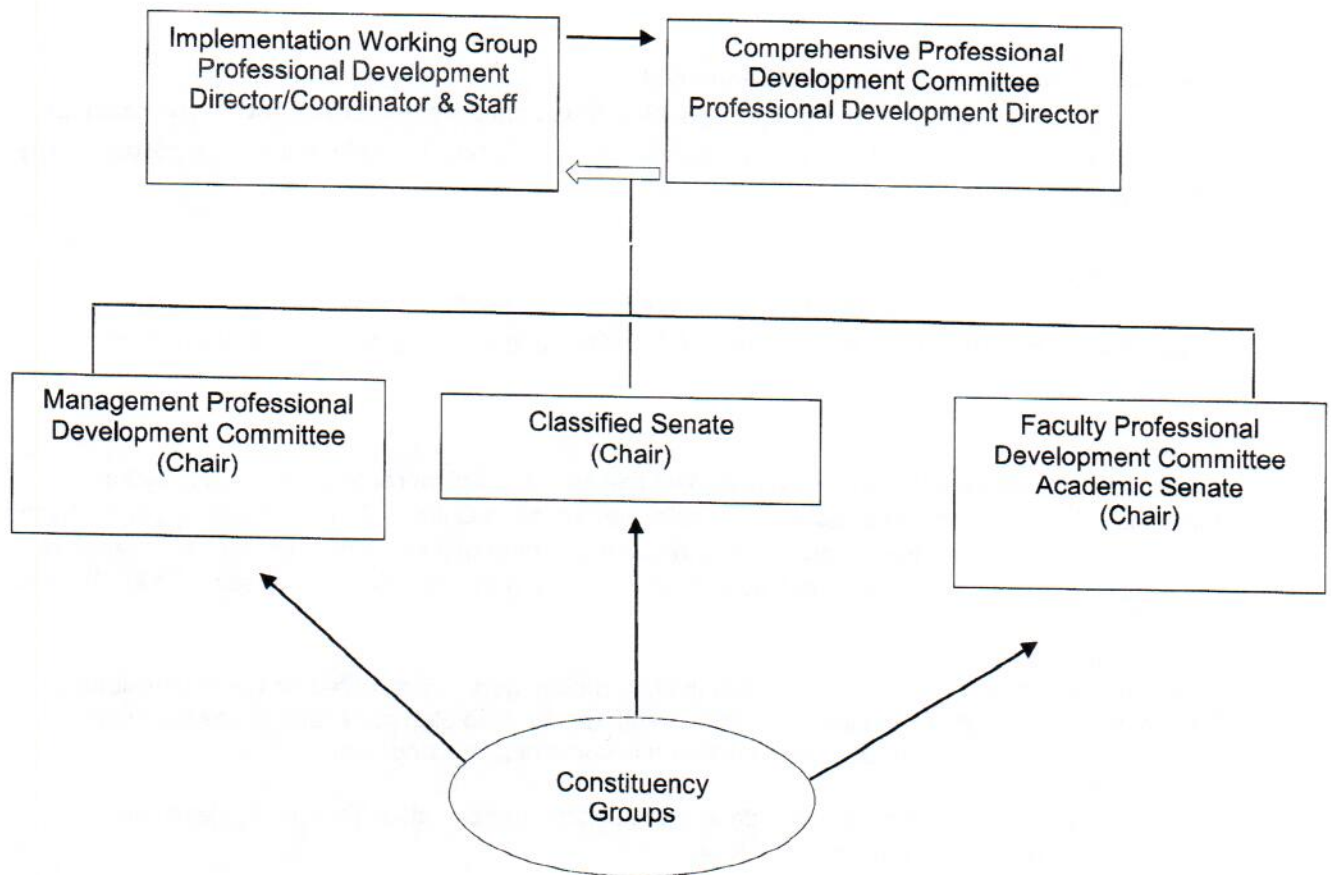
5. Funding

Professional Development funds are a budgeted line item that will be requested annually by the Associate Vice President of Academic Affairs, forwarded to the College President, and approved by the Board of Trustees. Constituency groups may request a portion of these funds. Each year, a report of the actual expenditures for the preceding year will be submitted to the CCCCCO as required in AB 2558.

6. Subcommittees

Each constituency group (faculty, classified staff, and managers) represented on the Professional Development Oversight Committee may form a subcommittee to plan professional development activities to submit to the larger committee for review and possible approval.

- a. Each subcommittee will include a constituency representative from the Professional Development Oversight Committee.
- b. The subcommittees are encouraged to submit professional learning requests, ideas, or recommendations to the Oversight Committee.
- c. Requests for professional development for any specific constituency group must come directly from the constituency group's subcommittee or the larger body (Academic Senate, Classified Senate, or Management Association) if a constituency subcommittee does not exist.
- d. Requests for professional development from other campus-wide groups and administrative offices may be submitted directly to the Professional Development Oversight Committee.



Date Approved: April 23, 2015