Professional Development Opportunities

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Learning Outcome:

• By the end of this presentation, you will be able to describe the different professional development opportunities available to you at College of the Canyons.
What Professional Development opportunities are offered?

- 600+ workshops offered throughout the year at no cost to COC employees
- 10 FLEX days – 5 in August and 5 in January/February
- Wide variety of workshops offered in:
  - Teaching & Learning
  - Student Support
  - Leadership
  - Technology
  - Institutional Effectiveness
How can I view a listing of workshops offered?

• Please visit www.canyons.communityext.net
  • Select “Browse courses”
  • Select “Professional Development for COC Employees only”
  • Select either “Professional Development Workshops” or “FLEX schedule”

• To register for workshops, please set up a username and password as a “new student.” Instructions on how to do this are located on the Professional Development website at www.canyons.edu/offices/pd
What is flex?

• Flex is short for “flexible calendar program” and at COC, ten days are removed from the annual instructional calendar and are designated as “flex days.”

• As allowed by Title v, these 10 flex days are set aside in the academic calendar for faculty to participate in professional development activities related to staff, student and instructional improvement.
Are adjunct faculty required to complete flex hours?

• No, but adjunct faculty are encouraged to attend flex workshops and are paid for up to 9 hours each semester (fall and spring) for attending flex workshops
• The first five hours will be paid at your established hourly rate
• The remaining four hours will be paid at the non-instructional rate, which is 65% of your established hourly rate
• Adjunct faculty must have a teaching assignment in the semester they attend a flex workshop in order to receive payment
• Fall term for FLEX credit runs 7/1 – 12/31
• Spring term for FLEX credit runs 1/1 – 6/30
How do I receive flex credit?

- Please pre-register for professional development workshops online at www.canyons.communityext.net
- Please sign the sign-in sheet at each workshop you attend
- Professional development sends a list on the 25th of each month to payroll of adjuncts to be paid for flex attendance that month
When can I earn flex credit?

• You may earn flex credit during any time that you are not scheduled to teach, hold office hours, or participating in other contractual duties.

• Double flex credit is given to fulltime and adjunct faculty who present on-campus flex workshops.
What else can I do to earn flex credit?

• You can do an independent project (approved by the FLEX committee in advance)
• Participate in an online training workshop
• Attend a conference or training given by a non-COC provider
• Engage in individual computer or website software training
• Participate in one of six mentor programs
• Work on a collaborative project or engage in outreach

Information on these opportunities is available under “training opportunities” on the professional development website at www.canyons.edu/offices/pd

Some of these activities require a flex application – all flex applications are available online at www.canyons.edu/offices/pd in the “forms” section
How do I become certified to teach online?

• If you are considering teaching online, there are three components you need to complete to earn the **Online instructor certificate**. Upon completion of all three components, you will be certified to teach online courses at College of the Canyons.
  • Requirement #1: Introduction to Online Teaching and Learning (36 hrs)
  • Requirement #2: Blackboard 1,2,3 (6 hours)
  • Requirement #3: Section 508 Information Technology Compliance (1 hour)

• Additional information about the online instructor certificate is available at [http://www.canyons.edu/Offices/PD/Pages/OnlineInstructorCert.aspx](http://www.canyons.edu/Offices/PD/Pages/OnlineInstructorCert.aspx)
How can I develop my leadership skills?

- Participate in LEAP! Leadership Education in Action Program
- LEAP is an opportunity presented to faculty, classified staff, and administrators who are interested in expanding their competencies, developing their leadership potential and preparing for future career options.
- LEAP 1 is offered each spring; LEAP 2 is offered every third year
- Six sessions are offered over the course of the spring semester and participants work in small groups on a solution team project.
LEAP-ing ahead

• Using our college as a learning laboratory, LEAP affords people an opportunity to develop their skills and evolve into the leader they want to be, one learning block at a time. Those essential building blocks include:
  • Leading
  • Advocating
  • Generating resources
  • Networking
  • Developing partnerships

• Additional information about leap is available online at http://www.canyons.edu/Offices/PD/Pages/LEAP.aspx or contact Leslie Carr at leslie.carr@canyons.edu or call ext. 3100.
Questions about Professional Development?

• Please contact Leslie Carr, Director of Professional Development, at leslie.carr@canyons.edu or at Ext. 3100.

• Please contact Chloe McGinley, Professional Development Specialist, at chloe.mcginley@canyons.edu or at Ext. 5104.