



AP 7160 Professional Development

References:

Title 5 Sections 53200; 55726, 55728, and 55730 WASC/ACCJC
Accreditation Standard III.A.14

1. Professional Development Plan

- a. The District's Professional Development Plan clearly describes the professional development committee structure and planning process, which is consistent with the District Strategic Plan and Educational Master Plan goals.
- b. Needs assessments surveys are conducted to identify professional development needs among employees on an annual basis. Professional development activities will be planned and presented based on the results of the needs assessments and institutional priorities.
- c. Professional development activities will be evaluated and the results will be used to improve programs and activities to ensure District and employee needs are being met. The Professional Development Plan, activities, guidelines and processes including information about the Flex Program are published on the professional development [website](#).
- d. Also see the appropriate collective bargaining agreement for additional information regarding professional development for faculty and classified staff.

2. Professional Development Coordinating Committee

- a. The District's Professional Development Coordinating Committee assists with coordination of district-wide professional development activities in accord with legal requirements. The committee reviews the District's strategic plan initiatives and information gathered from employee training needs surveys and recommends professional development activities. The committee also recommends distribution of funds allocated to it for professional development. The college's constituent groups (faculty, classified, and administrators) each have a professional development committee responsible for developing appropriate activities.
- b. Each constituency group has its own committee to organize and maintain the professional development offerings and allocation of funds for their group. Representatives from each group constitute the membership of the District's

Professional Development Coordinating Committee.

3. Faculty Development Committee (FDC)

- a. The Academic Senate is responsible for establishing policies regarding faculty professional development activities. The faculty's professional development committee, a subcommittee of the Academic Senate, implements these policies and has developed guidelines regarding participation, credit for attendance, and other matters. These guidelines are published on the Professional Development website and distributed annually.
- b. Faculty professional development is linked to the flexible calendar, which allows colleges to reclassify instructional days for professional development purposes. Faculty members also establish annual professional development plans as part of the ongoing evaluation process.
- c. Colleges certify their flexible calendar schedules annually. The college maintains records that track faculty participation in flex activities in lieu of classroom instruction and affirms that the number of flex hours is equivalent to the number of classroom hours from which the instructor is released.

4. Classified Development Committee (CDC)

- a. Classified staff participation in professional development is encouraged in order to improve performance, skill development, and/or reach career goals. Classified employees establish professional development goals through the annual evaluation process. Since participation by classified staff is not linked to the flexible calendar, there are no state-mandated reporting requirements.
- b. Classified staff shall request permission, in advance, from their immediate supervisor, to attend professional development programming. Supervising administrators will encourage participation in professional development related to the staff member's job as long as it does not interfere with or prevent the satisfactory performance of District business.

5. Administrative Development Committee (ADC)

Administrator participation in professional development is encouraged and generally, voluntary unless the District requires attendance based on the topic of the workshop or program. Each administrator establishes professional development goals through the annual evaluation process. Since participation by administrators is not linked to the flexible calendar, there are no reporting required.

Board Approved 6/9/2021

Next review date: spring 2027