# Professional Development Program Plan

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Mission Statement

The mission of the Mt San Jacinto College Professional Development Program is to improve and sustain unified professional growth of district employees through collegially planned learning opportunities that benefit individual and combined efforts to support the institution’s strategic goals.

Goals

1. Research, identify and implement a professional development management system within a year.
2. Provide and promote professional development in certificate-bearing and online training such as Go2Knowledge, Lynda.com, Grovo, Kognito, or other.
3. Participation by 20% of employees in on-campus professional development lectures and workshops, and an increase of that rate by 2% annually.
4. Provide at least one professional development forum open to all constituencies each semester, thus enabling open dialog between constituent groups to help enhance student success jointly.
5. Conduct a Needs Assessment for and an Evaluation of Professional Development annually and elicit a 5% response rate.

Charge

I. Professional development is acknowledged as an institutional priority, creating a culture in which ALL employees of MSJC (Administration, Supervisory/Confidential, Faculty, & Classified) are informed of and provided with opportunities in professional development.
II. Through professional development opportunities, we will enhance productivity individually and institutionally for a higher level of success.
III. Provide opportunities for ongoing, professional development and a forum for discussion of implementation and self-reflection.
IV. Conduct annual Needs Assessments/Surveys to determine challenges, barriers, and interests.
V. Conduct an annual Evaluation of Professional Development activities to assess the overall participation.
Leadership

The MSJC Professional Development Program Plan (PDPP) is overseen by a coordinating committee (PDCC) comprised of co-chairs representing each constituent group (Classified, Faculty, and Administration) and two Professional Development Coordinators (PDC) who work in collaboration with a subcommittee* from each constituent group that plans district-wide professional development initiatives.

* Each subcommittee is to be comprised of a minimum of three members.

Structure

Professional Development at MSJC will use the following model:
Roles and Responsibilities

Professional Development Coordinating Committee (PDCC)

Role
The Professional Development Coordinating Committee carries out different aspects of planning, budgeting, researching, and evaluating to implement and enhance professional development programs throughout the district.

- The PDCC is comprised of equal representation from each CDC and the PDCs.
- The PDCC is the governing body for all MSJC professional development.

Responsibilities
- Due to institutional priority, and the status as a participatory governance committee, the PDCC should meet monthly.
- Develops overarching goals for the MSJC Professional Development Program that incorporate the District’s strategic goals.
- Reviews, discusses, and takes action on suggestions from CPD.
- Establishes, plans, and implements campus-wide staff development activities and events.
- Provides recommendations for campus-wide activities that will foster community and a positive college culture:
  - Programs that enhance the skills and knowledge of faculty, staff, and administrators.
  - Activities that enhance and improve student learning.
  - Opportunities to develop and maintain knowledge and skill currency.
  - Trainings and/or events that develop and enhance leadership skills and abilities, instructional and administrative processes, computer knowledge, technological proficiency, and other identified needs.
  - Activities that increase knowledge and awareness of equal employment opportunity, cultural competency, diversity issues, and other aspects of working in a Hispanic Serving Institution.
- Designs evaluation instruments to assess effectiveness of activities.
- Oversees the professional development budget.
Professional Development Coordinator (PDC)

Role
The PDCs provide the vision, leadership, and coordination for professional development throughout the district.
• One PDC is a full-time, non-teaching faculty position; one PDC is a full-time, supervisory/confidential position within Human Resources.
• The faculty PDC reports to the Director of Student Equity and Success. The supervisory/confidential PDC reports to the Associate Dean of Human Resources.

Responsibilities
• Leads and facilitates planning of professional development activities.
• Provides guidance to constituent leadership for development and implementation of discrete professional development.
• Aligns professional development activities to the college’s strategic plan and accreditation standards.
• Researches innovative strategies and presents ideas for ongoing professional development to the coordinating committee for consideration.
• Networks with internal and external resources.
• Works in collaboration with the PDCC to assess feasibility of activities, cost benefit, budgets, and timelines.
• Coordinates procedural scheduling and calendaring for district-wide professional development timelines.
• Monitors budget transactions, provides information for resource allocation, and prepares a variety of reports for review by the PDCC and other bodies both internal and external.
• Acts as a hub of communication for professional development resources to and from various sources, including staff, administration, and outside agencies via website, email, newsletters, etc.
• Communicates with key governance bodies on campus.
Constituent Subcommittees (CSC)

Role
The CSC will advocate for, develop, plan, and implement professional development activities for their respective group in alignment with the program goals, with guidance from the PDCC and support from the PDC. There will be three Constituent Subcommittees; one for each constituent group: Administration, Faculty, and Classified.

- Each CSC is comprised of at least one Chair, one Co-Chair, and one representative; additional representatives can be added at the discretion of the CSC.
- Represents the professional development needs of the collective group.

Responsibilities
- Meets as needed during the Spring and Fall semesters.
- Plans training opportunities for their respective group.
- Researches ideas for new training topics that appeal to their constituent group.
- Identifies relevant and meaningful training topics and/or content for their constituent group.
- Assists PDC in identifying potential presenters/speakers for training topics.
- Communicates about and promotes upcoming training opportunities available for their constituent group to encourage participation.
- Participates in training opportunities available for their constituent group.

CSC Chair Responsibilities
Each constituent committee will be led by a chair and/or co-chair.
- Calls and runs the meetings of the CSC.
- Serves as a member of the PDCC.
- Works with the PDC to align CSC goals with PDCC recommendations.