

Professional Development Plan

Introduction

Professional development courses and resources are made available to Davis Technical College (College) employees. Through Professional Development Services, the College delivers and tracks professional development for faculty and staff. The services provide employees with knowledge and skills required for success in their jobs and for professional growth opportunities. This plan outlines the scope and availability of services and how employees access them.

Personnel

Roles and Responsibilities of Professional Development Specialist

A full-time Professional Development Specialist is available to assist with development of professional development courses. This individual provides the following services:

- Coordinate with subject matter experts as needed to create, develop, and deliver effective, relevant, and engaging curriculum, interactive learning activities, media resources, and assessments for College employees.
- Coordinate and organize all Professional Development Seminars, sessions, and courses for College faculty and employees as scheduled on the College calendar.
- Publish professional development resources and course availability.
- Select and maintain a library of professional development digital, print, and audio books and materials.
- Oversee the Professional Development Committee, including review of the Professional Development Policy and Procedures, development of this Plan, and publication of meeting minutes.
- Collaborate opportunities for outsourced professional development, faculty certification/licensure programs, and professional development conferences with College department directors.
- Document internal employee professional development in the human resources management system.
- Create and maintain institutional, program, and new hire orientations and the related processes, as well as provide any necessary training on the processes

Professional Development Committee

The Professional Development Committee meets at least annually to review and revise the Professional Development Policy and Procedures and the Professional Development Plan, which are made available to employees on the College website. This meeting is used to review professional development courses, instructors, subject matter experts, and schedules.

The committee chair is the professional development specialist, and other members represent a diverse spectrum of college departments and programs. Membership is designated by the committee chair and co-chair with approval by the director of institutional effectiveness and the vice president of quality and development.

Scope and Availability of Services

Professional Development Courses

Single courses are available to help faculty and staff stay well prepared and current within their fields. Training is available in a variety of formats and delivery methods as specified in the 'Definitions' section of the Professional Development Policy.

Professional Development Seminars

The college calendar has regularly scheduled Employee Development Days. On these days, the professional development specialist, with help of subject matter experts, provides a number of training sessions for faculty and staff. Attendance and participation in these sessions are recorded by the professional development specialist and documented in the human resources management system.

One-on-one training

Upon request from an employee or at the direction of a supervisor, one-on-one training can be scheduled with the professional development specialist. If appropriate, the specialist will coordinate with subject matter experts to deliver the necessary training.

Professional Development Library of Educational Materials

In the Instructional Systems Design Department, there are a number of resources available for employees to use as part of their training programs. Employees coordinate with the professional development specialist to access these resources.

- Professional development and leadership books
- Audiobooks
- Training DVDs
- Digital materials (learning management system courses)
- Third-party, on-line courses
- Utah Education Network (a state educational technology consortium of public and higher education, provides coordination and support of technical resources for professional development. <http://www.uen.org/development/request.php>)

Employee Training Programs

Employee training programs are made up of multiple courses and are designed and developed by the professional development specialist with approval from the employee's director. Programs are developed to provide faculty and staff the foundational knowledge and skills needed in multiple areas of responsibility from employee orientation to continuing professional education.

Announcement of Training Opportunities

The following resources are available to inform employees of training opportunities:

- New Hire Orientation
- Employee email
- SharePoint Professional Development site and calendar
- Canvas Learning Management System public course page

Supporting Services

Bookstore

While effort is made to keep professional development instructional materials to a minimum, books and materials required for a course or as a reference to employees can be ordered by the Bookstore, following College Purchasing Policies and Procedures. Purchases of professional development resources should be approved by the supervisor.

Print and Media Center

The Print and Media Center can assist in printing instructional materials.

Utah State Office of Education Licensing

Faculty members who maintain professional licensing through the Utah State Office of Education (USOE) must participate in a designated number of professional development courses per licensure period. Some professional development courses offered at the college may be applied for credit toward the professional development requirements. Questions about these courses can be answered by the professional development specialist.

Evaluation

At the end of each formal course, learners are asked to complete a course evaluation. The evaluation asks learners to rate the course content; instruction; ability to access and use online resources; and the degree to which the training benefited them in their daily duties. Evaluations are assessed by the Instructional Systems Design Department and used to improve training.

Technical Support

Professional Development	Leslie Simpson, Professional Development Specialist Leslie.Simpson@davistech.edu 801-593-2481
Employee Records	Ric Higbee, Director of Human Resources Ric.Higbee@davistech.edu 801-593-2393
Information Technology	Information Technology website: itservicedesk.davistech.net itservicedesk@davistech.edu 801-539-2888

FY2018 Accomplishments

- Collaborated with the Service Programs to provide Emotional Intelligence and Personality Profile training for their managers. (Planned in 2018, accomplished in 2019)
- Provided two sessions of face-to-face training on Bridge (LMS) to Executive team and directors.
- Implemented Professional Development Conferences and hosted three separate conference throughout the year with nearly 160 attendees
- Collaborated with executive team to successfully launch the Leadership Institute for the development of internal leaders, culminating with a panel of Utah Legislators and then the Davis Tech Executive Team panel

FY 2019 Goals

The Professional Development Committee has defined the following objectives for the improvement of professional development services for FY 2019:

- Evaluate and create the possible following professional development opportunities:
 - Collaborate with Student Services to create a Customer Service training program specifically for Student Services and another for general employees combining Bridge courses with live trainings (Hybrid)
 - Collaborate with HR to create New Hire On-Boarding in Bridge and possible live trainings which will be available in Bridge to all employees as a repository of critical information (Hybrid)
 - Consult with Student Services to create FERPA Certification and ADA training in Bridge
 - Provide Leadership Institute Training – (year 2) for management/supervisor level employees and open for others to sign up. (Incorporate Arbinger training within and invite more outside specialists to present.)
 - Collaborate with the Service Programs to provide Arbinger Training for leaders
 - Incorporate Arbinger/Outward Mindset training in Onboarding, Customer Service, and the Leadership Institute content
 - Incorporate in Professional Development Days – soft skills training, "getting to know you" activities and a "What works in your program" panel of faculty members
 - Collaborate with Wellness and the Green Campus Committee to rotate providing monthly live training opportunities on campus
 - College and Campus Safety/OSHA and similar required trainings made available through Bridge for Facilities and Security teams - Courses produced by J.J. Keller co.
 - Work with Data team to update and expand Northstar training