

# Professional Development Plan

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## 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	Gavin Harper, Professional Development Specialist Gavin.Harper@davistech.edu 801-593-2388
Employee Records	Ric Higbee, Director of Human Resources Ric.Higbee@datcdavistech.edu 801-593-2393
Information Technology	Information Technology website: itservicedesk.davistech.net itservicedesk@datcdavistech.edu 801-539-2888

## FY2017 Accomplishments

- Implemented Professional Development Conferences and hosted three separate conference throughout the year with over 150 attendees
- Reviewed and updated the College enrollment process, created online New Student Orientation, and trained Student Services on the new processes
- Created Northstar (student information system) Certification course for new instructors with over 25 students currently enrolled
- Collaborated with Human Resources department to update New Hire Orientation for employee onboarding at Davis Technical College, which is continually available to all Davis

Technical College employees as a repository of critical employee information, such as employee benefits, policies and procedures, college organization structure, etc.

- Created a series of four leadership and management courses for employees and custom fit training
- Collaborated with executive team to initiate a Leadership Institute for the development of internal leaders with the intention of launching at the beginning of FY2018
- Trained instructors on the development (content and software) of 35 separate program orientations

## **FY 2018 Goals**

The Professional Development Committee has defined the following objectives for the improvement of professional development services for FY 2017-18:

- Evaluate and create the possible following professional development opportunities:
  - New Hire On-Boarding
  - Employee Resources and Benefit Training
  - Leadership Institute Training
  - ADA in the Classroom
  - FERPA Certification
  - College and Campus Safety
  - OSHA – Facilities Training
  - Update and expand Northstar and Canvas trainings
- Organize and document digital student resources
- Guide college employees on the organization and presentation of accreditation documentation