

Davis Applied Technology College (College) Professional Development Policy and Procedures

Effective Date: 2/24/2017

President's Council Approval: 2/11/2017

College Board of Directors Approval: 2/23/2017

1. Purpose

1.1. Professional Development at the Davis Applied Technology College (College) was developed to provide a system to deliver and track professional development for College employees including topics such as Human Resources required training, College policies and procedures, safety, compliance, professional skills, and topics of general interest

2. References

- 2.1. Council on Occupational Education (Standard 8: Human Resources)
- 2.2. Professional Development Plan
- 2.3. Media Services Plan
- 2.4. Utah Administrative Code R277-500.
- 2.5. Utah Administrative Code R277-519.

3. Definitions

- 3.1. **Face-to-Face Instruction** – Formal instruction which is delivered directly to students in a setting such as a classroom, seminar, or regularly scheduled training meeting.
- 3.2. **Distance Education** – Resources and activities are provided to students in an exclusively online format.
- 3.3. **Subject Matter Expert** – A person with the knowledge, skills, and experience to serve as an authority on a particular topic.
- 3.4. **Course** – Educational activity or activities which are intended to be delivered face-to-face or as distance education to employees. Courses are considered part of the College catalog of on-going professional development.
- 3.5. **Ad Hoc Training** – Educational activity or activities which are provided on a one-time basis either by College employees or outside entities. Such training may include such things as instruction in new software or systems, new College procedures or requirements, or presentations by outside partners. Ad hoc training is not considered part of the College catalog of on-going professional development.
- 3.6. **Professional Development Seminars** – Regularly scheduled time periods identified on the college calendar to permit employees to participate in multiple face-to-face, college-offered professional development activities.

4. **Policy**

4.1. Professional Development

4.1.1. The Professional Development Committee will meet at least semi-annually to evaluate professional development practices and plan for continuous improvement.

4.1.1.1. The Professional Development Committee will be chaired by the Professional Development Specialist and will include representation of all College Divisions and Departments. Committee members will be recommended by their supervisor and membership will be approved by the President's Council.

4.1.1.2. The Professional Development Specialist will serve as the coordinator for all professional development activities of the College and will publish schedules, maintain records of all professional development activities and ensure that the direction of the Professional Development Committee is carried out.

4.1.1.2.1. Nothing in this policy should be construed to prohibit individual departments from offering ad hoc training to their employees or to the larger College community

4.1.1.3. The Professional Development Specialist will coordinate Professional Development Seminars on dates specified in the College calendar. The content, subject matter experts, and delivery methods for these seminars will be determined in conjunction with the Professional Development Committee with input from College leadership.

4.1.2. Professional Development courses available to College employees will be listed online and will include instructions for enrollment in the course including dates, times, and locations for face-to-face or synchronous courses

4.1.3. Professional Development courses delivered in a distance education format will be available on and delivered through the College Learning Management System.

4.1.4. Employee participation will meet and adhere to the following criteria:

4.1.4.1. Participation cannot interfere with job duties.

4.1.4.2. The supervisor must approve course participation with consideration of time commitment required.

4.1.5. College employee personnel records will include educational credentials, continuing education, and participation and completion of professional development courses (including such topics as software training, mandatory Human Resources required courses, and participation in courses during Professional Development Seminars).

4.1.5.1. Employees will report continuing education and professional development activities completed outside of the College to the Professional Development Specialist who will report them to the Human Resources department.

4.1.5.2. The Professional Development Specialist will track and report employee participation in on-campus Professional Development activities to the Human Resources department for inclusion in the employee(s) personnel files.

4.1.6. The record of education and professional development completed will be available to employees and supervisors online.

4.2. Courses Eligible for Utah State Board of Education Continuing Education Credit

4.2.1. Courses provided by the College will be eligible for Utah State Board of Education Continuing Education Credit if they meet the provisions of Utah Administrative Code R277-519.

4.2.2. Course participants may apply for Utah State Board (?) of Education recertification credit following the procedures in Utah Administrative Code R277-500.

5. Procedures

5.1. Professional Development Requests for New Courses

5.1.1. The Subject Matter Expert or employee submits a Professional Development Request Form online.

5.1.2. The Professional Development Specialist receives the Professional Development Request Form.

5.1.2.1. The Professional Development Specialist reviews the request to verify if similar training options already exist, to confirm that the proposed course is consistent with the Professional Development Plan and to ensure that adequate development resources exist. (This may involve checking with the requesting employee's supervisor to ensure that development and training won't interfere with the employee's duties.)

5.1.3. If the request is appropriate, the Professional Development Specialist presents the training requests to the Professional Development Committee for approval.

5.1.3.1. In the event that the schedule for the Professional Development Committee meetings is , the Professional Development Committee may approve the request via e-mail.

5.1.4. If the course request is urgent, the training request can be approved by the Director of Institutional Effectiveness and Vice President of Quality and Development.

5.2. Course Development

5.2.1. The Professional Development Committee will identify potential Subject Matter Experts to participate in development of the course. Supervisors will provide final approval of the Subject Matter Experts' participation in the development of the course.

5.2.2. The Subject Matter Expert(s) works with the Professional Development Specialist and the Instructional Systems Design Coordinator to analyze, design, develop, implement, and evaluate course content.

5.2.2.1. The Instructional Design Coordinator reviews the finished course and approves it for release based upon the Curriculum Quality Check Sheet.

5.2.3. The Professional Development Specialist notifies College employees of the availability of the course(s) to include dates/time and registration procedures.

5.3. Course Delivery

5.3.1. The assigned Subject Matter Expert(s) facilitates instruction for the course, providing guidance and support to participants for hybrid instruction, or leading the course for face-to-face instruction.

5.4. Request for Participation in non-College Training

5.4.1. Employees may request permission to participate in non-College Training by submitting the Professional Development (non-College Training) request form. Non-College training can include conferences, workshops, classes, on-line courses offered by other educational entities, off-site classes, or similar activities.

5.4.2. Requests for permission to participate in non-College Training are approved by the employee's supervisor who is responsible to verify that the training will not interfere with the employee's job responsibilities and that sufficient budget is available to cover registration, travel and associated training costs.

5.5. Employee Records

5.5.1. The course Subject Matter Expert(s) submits the attendance roll to the Professional Development Specialist within 7 days of course completion.

5.5.2. The Professional Development Specialist provides the attendance roll to Human Resources Department and the information is entered in the employee personnel record.

5.5.3. If the employee participated in non-College training which was approved by the employee's supervisor, documentation is submitted to the Professional Development Specialist for review. Upon approval from the Professional Development Specialist, the documentation is forwarded to Human Resources to be entered into the employee personnel record.

5.6. Course Discontinuance

5.6.1. The course Subject Matter Expert notifies the Professional Development Specialist of course(s) that are proposed to be discontinued.

5.6.1.1. The Professional Development Committee is notified of the discontinuance of courses during regular meetings.

5.6.1.2. Courses which are delivered face-to-face are assumed to be discontinued upon completion and do not require formal discontinuance.

5.6.2. The Professional Development Specialist periodically reviews hybrid and asynchronous courses to ensure web links and the Learning Management System reflect accurate information.

5.7. Courses Eligible for Utah State Board of Education Continuing Education Credit

5.7.1. The Professional Development Specialist verifies courses comply with the rules of the Utah Administrative Code and follows established state procedures to secure approval to offer the course for recertification credit.

5.7.2. The Director of Institutional Effectiveness notifies the Professional Development Specialist and Human Resources Department of the approval of credit being awarded for the course requested.

5.7.3. Following the course, the Professional Development Specialist submits the course title, reference number, and participant names with CACTUS Identification Numbers to the Director of Institutional Effectiveness to be reported to the Utah State Board of Education. This is in addition to any internal record-keeping already established in this policy.

6. **Approval and Notes**

6.1. Rescinded old policy and replaced in March of 2015. Approved by President's Council on 03/09/2105 and Campus Board of Directors on 03/26/2015.

6.2. Policy updated to clarify procedures and reporting and to align with Utah State Office of Education Professional Development requirements. Approved by President's Council on 2/11/2017 and Campus Board of Directors on 2/23/2017.