

Professional Development Plan

Introduction

Professional development courses and resources are made available to Davis Applied Technology College (College) employees. Through Professional Development Services, the College plans, provides, supports, and documents professional development for faculty and staff. The services provide employees with knowledge and skills required to be successful in their jobs and to develop employees for professional growth opportunities.

Personnel

Training and Development Specialist

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

- Train and coordinate with subject matter experts to develop effective, relevant, and engaging curriculum, interactive learning activities, media resources, and assessments.
- Upload instruction, manage the learning management system, and provide access and technical support for the system to learners.
- Publish course and professional development resources and course availability.
- Select and maintain a library of professional development print and audio books.
- Oversee the Professional Development Committee, including review of the Professional Development Policy and Procedures, development of this Plan, and publication of meeting minutes.
- Collaborate research of outsourced professional development opportunities, faculty certification/licensure programs, and professional development conferences with College department supervisors.
- Report internal employee professional development activities to the Human Resource Department.

Subject Matter Expert

Subject matter experts are personnel identified to have the knowledge, skills, and experience to serve as an authority on a particular topic. Subject matter experts are responsible to:

- Assist the Training and Development Specialist with the development of a designated course relating to their area of expertise.
- Schedule synchronous courses.
- Provide course content to the Training and Development Specialist.
- Facilitate the course.
- Connect with other subject matter experts for a given course to develop instruction, learning activities, and assessments with the Training and Development Specialist.
- Report course completers to the Training and Development Specialist.

Professional Development Committee

The Professional Development Committee meets at least semi-annually to review the Professional Development Policy and Procedures, review and revise the Professional Development Plan, which is made available to employees. This meeting is used to set goals for improvement for the following year and evaluate accomplishment(s) and goal progress from the previous year.

The Professional Development Committee identifies College professional development needs, determines primary instructors and subject matter experts, prioritizes training, and organizes employee training plans to produce the highest quality learning experience with input from executive administration.

The committee chair is the Training and Development Specialist and the committee is represented by administration, faculty, and staff. Membership is designated by the committee chair and co-chair with approval by the Director of Institutional Effectiveness and Vice President of Quality and Development. The committee maintains meeting minutes, which are distributed to the Expanded President's Council.

Scope and Availability of Services

Professional Development Courses

Single courses are available for employees to develop focused, advanced, and specialized knowledge and skill. Training is available in a variety of formats and delivery methods as specified in the 'Definitions' section of the Professional Development Policy.

Employee Training Plans

Employee training plans are made up of multiple courses. Plans are designed and developed to provide faculty and staff the foundational knowledge and skills needed in multiple areas of responsibility from employee orientation to continuing professional education.

Professional Development Library

The Training and Development Specialist manages a library of professional books that can be checked out by employees. A list of books available can be found at:

<http://sharepoint/qualdev/profdev>.

DATC Book Club

A library of professional audio books is also available for check out by employees on listening devices. A list of books available can be found at: <http://sharepoint/qualdev/profdev>

An online resource is available for book reviews and discussion among employee groups at:

<https://www.goodreads.com/group/show/148611-datc-book-club>.

Utah Education Network

The Utah Education Network, a state educational technology consortium of Public and Higher education, provides coordination and support for professional development courses in addition to College training options. (<http://www.uen.org/development/request.php>)

Announcement of Training Opportunities

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

- As part of the Employee Orientation, new employees are informed of professional development resources.
- Synchronous training opportunities are announced using employee email.
- Course information and schedules are available through the College intranet.
- Recommended or prescribed training may be assigned for employee growth, based on performance deficiencies, or as recommended by Human Resources.
- Employees may also participate in optional training with supervisor approval.

Resources

Faculty and staff have access to office workstations and campus computers during work hours. Employee workstations are maintained and serviced by the Information Technology Department.

Purchase of instructional material for professional development should be kept to a minimum by utilizing electronic resources when possible. When necessary, the subject matter expert is responsible for purchasing instructional materials following college purchasing policies. Purchases for professional development courses must be approved by the supervisor in advance to the purchase.

A workstation is available in the Instructional Design Department for use by employees who are developing instruction and need to work away from their regular work area or who need guided assistance from the Training and Development Specialist.

The Instructional Design Department maintains the following media resources needed for the development of instruction. Items can be checked out and users trained on the use of equipment by contacting the Training and Development Specialist.

- Camera
- Video Cameras
- Tripods
- WebCams
- Microphones
- Software for the development of media and learning resources

The Information Technology Department maintains a library of the following resources that can also be checked out:

- iPads
- Speakers
- Laptops

The Media Services Committee meets annually to evaluate and provide recommendations on equipment needed for the development of supplemental learning resources

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 for 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. These courses will be indicated in the list of courses available.

Evaluation

At the end of each 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.

Evaluation results are provided to College administrators and the Training and Development Specialist. This feedback will be used to evaluate the effectiveness of instruction and to ensure continuous improvement, and if necessary, address subject matter expert replacement needs.

Technical Support

Professional Development (including Canvas support)	Brad Buccambuso, Training and Development Specialist Brad.Buccambuso@datc.edu 801-593-2476
Employee Records	Ric Higbee, Director of Human Resources Ric.Higbee@datc.edu 801-593-2393
Information Technology	Information Technology website: itservicedesk.datc.net itservicedesk@datc.edu 801-539-2888

Reference

- Council on Occupational Education (Standard Eight: Human Resources)
- Campus Professional Development Policy
- Media Services Plan

FY 2016 Plan

The Professional Development Committee has defined the following objectives for the improvement of Professional Development Services for FY 2016:

- Develop Train-the-Trainer courses to prepare designated subject matter experts to deliver effective training.
- Develop the following courses:
 - Canvas Basics for Instructors
 - Curriculum Development
 - Northstar – Student Information System
 - Copyright Basics
 - Employer Advisory Committees
 - Work-based Learning
 - College Network Resources
 - Analytics and Reporting (Tableau)
 - Purchasing Procedures
 - Budgets and Planning
 - New Hire Orientation
 - New Manager Training
 - Conducting Performance Evaluation for Supervisors
 - ADA in the Classroom
 - College and Campus Safety
 - OSHA – Hazards Communication
 - Emergency Response Procedures
- Identify and provide training to subject matter experts for the courses that will be offered.
- Develop training plans for instructors and adjunct instructors.
- Evaluate the effectiveness of instruction through the use of course evaluations on course content, deployment, resources, usefulness, and subject practicality as they contribute to employee professional growth.