Professional & Organizational Development Policy * Procedures

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This document includes an overview of the Professional & Organizational Development area for BCTC.

Bluegrass Community & Technical College

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Professional & Organization Development Policies * Procedures

Vision

The vision of Professional & Organizational Development is to create an atmosphere of learning, openness, and continuous quality improvement for all faculty and staff at Bluegrass Community and Technical College.

Mission Statement

The mission of Professional & Organizational Development is to facilitate professional and personal excellence, enhance organizational effectiveness, and contribute to the current and future success of the Bluegrass Community and Technical College in support of its strategic initiatives.

Goals

- Provide support for projects and programs designed to strengthen the college as a whole.
- Facilitate opportunities for personal growth and professional development.
- Support best practices in order to cultivate an organizational culture where policies, programs, practices, and personnel support learning as the major priority.
- Create or expand professional development programs that prepare all staff and faculty to become more effective facilitators of learning.
- Promote a culture of trust, respect, and open communication.
- Embrace diversity of thought, culture, and experience.
- Use information technology to improve and expand learning.
- Develop strategies to improve learning outcomes, assessment processes to measure the acquisition of the learning outcomes, and means for documenting achievement of outcomes.

Professional Development Committee

Membership

Chaired by Professional & Organizational Development Manager. Includes faculty and staff representatives. Open to volunteers.

Charge

Develop and support implementation of the college's comprehensive professional development plan including:

- Assist POD Coordinator to determine faculty and staff professional development needs and interests
- Assist POD Coordinator to plan and coordinate activities related to college priorities
- Recommend professional development and innovation grant awardees as funding allows
- Support organizational development and community building activities within the college
- Assist POD Coordinator with recognition programs and recommend changes as needed
- Assist with events to include 5th Friday, professional development, college kick-off and end-of-year celebrations, student events, and others.

Definition of Professional Development

Professional development (PD) is the continuous process of acquiring new knowledge and skills that relate to one's profession, job responsibilities, or work environment.   It plays a key role in maintaining trained, informed, and motivated employees, regardless of job classification.

PD activities may include, but are not limited to, credit and non-credit courses (classroom or online), conferences, workshops, seminars, teleconferences, AV materials, literature, and on the job training.

Professional & Organizational Development Plan

BCTC encourages and supports faculty and staff professional development intended to improve and enhance the quality of the learning environment at the College. Regular full-time employees are eligible for funding. Funding for adjunct faculty and part-time employees may be considered with division priority and as funds allow.

As part of the PPE process, the employee and his/her Division Assistant Dean or supervisor should complete the PPE Goal Setting Form to meet the PD requirements shown below. The PPE Goal Setting Form will act as the employee's Individual Development Plan (IDP). The PPE Goal Setting Form/IDP should support unit/division goals and include a list of training topics/activities to be addressed for the academic year. Topics/activities included on the employee's PPE Goal Setting Form/IDP will be given priority for PD funds.

- 10 month faculty must complete 2%-7% of PD as outlined in the faculty PD guidelines.
- 12 month faculty must complete 2%-7% of PD as outlined in the faculty PD guidelines.
- Staff and administrative professionals must complete a minimum of 2 PD experiences annually to enhance job skills that are listed on their PPE and/or that relate to college/division goals.

Funding Options for Professional Development

Personal Funds: Funding provided by an individual for their own development.

Unit Funds: Funding provided by the unit for the development of its faculty/staff.

College Funds: Funding provided by the college for the development of its faculty/staff/programs.

To accommodate a variety of individual and group PD needs and to provide special opportunities for faculty and staff to attend extraordinary PD activities, the college offers the following funding options:

Individual Employee Funding: Individual Employee Funding is available to cover PD activities for individuals.

Division/Unit Funding: Division/Unit Funding is available to support special programs, speakers, or workshops for groups, division/unit presentations, or college-wide audiences.

Innovation Awards: Innovation Awards are available to support the development of new programs or projects that will further the College's areas of focus and strategic goals as funds allow.

Availability of the college funds above will depend on the annual PD budget and the activities to be covered. Criteria for receiving funding are described below.

PD Award Guidelines

Funding Guidelines: To be eligible for funding, applicants must adhere to the criteria below.

For Individual Employee Funding:

Application Guidelines: Applicants must complete the Individual Employee Award Application. The applicant's Division Assistant Dean or Supervisor must indicate their support of the activity by signing the application form or sending their support via email before funding is awarded.

Amount: Available funding will depend on the annual PD budget and the activities to be covered.

Eligibility: Individual Employee Funding will be awarded yearly based on available funds, application criteria, and college priorities.

Scope: Individual Employee Funding may not be used to supplement cost associated with tuition or higher education. Employee tuition waivers should be used to support those activities.

For Division/Unit Funding:

Application Guidelines: Applicants must complete the Division/Unit Award Application as thoroughly as possible. The applicant's Dean or Supervisor must indicate their support of the activity by signing the application form or sending their support via email before funding is awarded.

Amount: Available funding will depend on the annual PD budget and the activities to be covered.

Eligibility: Individuals/Groups may apply for or recommend program funding only once each fiscal year. Groups awarded funding will be a lower priority in subsequent years. Available funds and the number of requests will be taken into consideration as funds are allocated.

Scope: Division/Unit funding may not be used to supplement PD for individuals. It is intended to provide internal PD opportunities to groups within the college.

For Innovation Awards:

Application Guidelines: Applicants must complete the Innovation Awards Application. The applicant's Dean or Supervisor must indicate their support of the activity by signing the application form or sending their support via email before funding is awarded.

Activities and expenditures must occur by June 30th of the award year. Innovation Award projects must be completed within the current academic year.

Applicants are urged to apply for no more than they actually need and to carefully work out a realistic budget.

Recipients of Innovation Awards will be announced as applications are approved and as funds are available.

Award recipients will be required to complete a report no later than July 15th.   The reports will be compiled for distribution. Recipients must present project results at appropriate meetings or workshops.

Amount: Available funding will depend on the annual PD budget and the activities to be covered.

Eligibility: BCTC faculty or staff may apply – individually or in teams. Individuals may submit more than one application, but will be funded for only one project. An electronic application form is available on the PD Forms page.

Scope: Funds may be used for:
- non-exempt staff time or external expertise
- student workers
- training and travel
- the purchase of equipment, supplies and/or educational materials

Funds may not be used for:
- Travel requests for professional development activities
- Purchase of classroom materials or computers that are normally included in the college's operating budget or technology fund

Applications for all three awards will be evaluated by the PD Committee using a PD Award Scoring Rubric. The PD Committee will consider the rubric score, available funding, and other relevant information when sending awards forward for approval. Pending availability of funds, applications are approved by the VP of the functional area and the POD Manager.

PD Award Review Periods: The PD Committee will review PD applications using the timeline below.

For Individual Employee and Division/Unit Awards

Beginning Jun. 1: Applications for activities occurring between Jul. 1st - Sept. 30th will be reviewed.

Beginning Sept. 1: Applications for activities occurring between Oct. 1st - Dec. 31st will be reviewed.

Beginning Dec. 1: Applications for activities occurring between Jan. 1st – Mar. 31st will be reviewed.

Beginning Mar. 1: Applications for activities occurring between Apr. 1st – Jun. 30th will be reviewed.

Applications may be emailed to the POD Manager during or prior to the assigned review period, but the registration deadline/date of the activity will be taken into consideration as funds are awarded.

Requests submitted after the assigned review period will be reviewed as funds for the given quarter allow.

For Innovation Awards

2013-14: No deadline will be imposed for the 2013-14 year.

Applications should be submitted by email to the POD Manager. The applicant's Dean or Supervisor must indicate their support of the activity by signing the application form or sending their support via email before funding is awarded.

Annual Budget Approach

Scope: The college PD budget will support individual development activities, group development activities, and special innovation projects for the college.

- Activities that qualify for individual employee use of this budget include, but are not limited to, professional conferences, workshops, seminars, webinars, topics, etc… that are outlined on the employee's PPE Goal Setting Form/IDP and that support division/unit priorities.
- Activities that qualify for college/division-wide group use of this budget include, but are not limited to, college sponsored conferences, workshops, seminars, webinars, topics, PD related resources, speakers, etc… that support college, division, and/or unit priorities.
- Innovation Awards are intended to support projects that benefit the college and students and involve costs that fall beyond the college's operational budget. Projects to develop grant proposals to external funding sources are especially encouraged.

   Projects might include, but are not limited to:

   - Creating partnerships with community groups
   - Implementing innovative teaching ideas
   - Developing or revising curricula that involves extensive research or planning
   - Improving student performance and retention
   - Collaborating with K-12 schools or postsecondary institutions
   - Partnering with business and industry to enhance learning experiences
   - Enhancing diversity and global awareness

      o   Improving the operation of an administrative office

College PD funds are not intended to support activities or cost associated with tuition or higher education. Employee tuition waivers should be used to support those activities.

PD Allocations: Because the PD budget is affected by the overall college budget, PD allocations will vary annually depending on the amount of PD budget available in a given year and the activities to be covered. The POD Manager will collaborate with the Leadership Executive Team to establish an annual budget plan based on PD needs and available funds.

Budget Schedule: To further assist with budget management throughout the year, a general time table will be used to award annual allocations. Those allocations will be administered in the following manner:

- Funds will be equally dispersed into quarters.
- If extraordinary opportunities arise that call for additional funds in a given quarter, they will be assessed on a case by case basis.
- If all funds are not used in a given quarter, they will be rolled over into the funds for following quarters.
- No more than 60% of the overall budget may be allocated before December 31st.

Procedure to Request Funds

1. Complete the appropriate PD Awards Application, and if relevant, an out of state travel form.
2. Obtain required signatures for each form to indicate support of your participation in the PD activity.
3. Send _copies_ of the completed, signed form(s) to the POD Manager, Miranda Hines – Cooper Campus or miranda.hines@kctcs.edu.
4. The PD Committee will use the appropriate PD Award Scoring Rubric to review the application for qualifying criteria and assist with prioritizing funding.
5. Approved applications will be forwarded to the VP of your functional area to assist with final approval and prioritization of awards as needed. Final award recommendation is funded/not funded by the VP of your functional area and the POD Manager.
6. The POD Manager will notify the applicant of the status of the application.
7. Complete the ITES Community Service/Professional Development form at https://ites.bluegrass.kctcs.edu/ upon completing your professional development event.
8. Follow all travel requests and reimbursement forms, procedures, and deadlines established in the KCTCS Travel Policies, viewable at: https://thepoint.kctcs.edu/departments/businessservices/default.aspx.
9. Reimbursement for awards process will be coordinated with the POD Manager and the Division Office Manager.

Business Procedures

Employee Attendance at PD Activities: Employees, with the support of their division assistant dean/supervisor, may participate in PD activities during work time. If a PD activity is only available after work hours, non-exempt employees should meet with his/her division assistant dean/supervisor to arrange a schedule adjustment according to the college compensatory time policy. Participation in any PD activity should not result in overtime pay for non-exempt employees.

Registration Fees: If registration fees for the event vary based on the date of registration, we encourage applicants to submit requests early to allow sufficient time for the review/approval process and to allow applicants time to take advantage of the least expensive registration fee.

Mode of Transportation: Applicants are encouraged to use the least expensive mode of transportation. If the activity is within driving distance, applicants are encouraged to reserve a college vehicle when available.

Multiple Attendees: In instances where multiple individuals plan to attend the same event, all applications should be submitted at the same time. Justification is required for multiple employees seeking funding for the same event. While not required, applicants are encouraged to share lodging and transportation to reduce cost when possible. Generally, PD funds will only support attendance for one person from each unit/division for the same event. Consideration should be given as to whether an individual attendee can present the information to their group upon returning.

Curriculum Development

To facilitate professional development across the college, multiple approaches will be used to assess PD needs and provide opportunities to individuals and groups throughout the year.

- Annual priorities will be reviewed to ensure alignment of PD activities with college priorities.
- An online PD needs assessment will provide an opportunity for employees to express interest in specific PD topics.
- As PPE Goal Setting Forms are completed, division assistant deans/supervisors are encouraged to compile a list of recurring/priority PD topics that would support their faculty/staff PD needs and forward that list to the POD Manager. This list can be used to assist with identifying broader PD needs and establishing PD activities for the college.
- The POD Manager will hold bi-annual meetings with an informal group called the POD Innovators Group. This group is comprised of individuals/groups who are currently offering PD opportunities for the college or who have the capacity to offer PD opportunities. The intent of this group is to collaborate, provide updates on PD needs/sessions to be offered throughout the year, and set tentative schedules/approaches for implementing these activities.

- The POD Manager will collaborate with the President, LET, Institutional Development, and others to create strategic programming for the college. The types of professional development offered and/or supported will vary depending on resources and annual priorities.

Curriculum Tracking and Evaluation

To assist with reporting of internal and external PD activities, employees are asked to record their PD activities in ITES. The POD Manager will send reminders to participants of internal activities as attendance rosters are shared.

To assist with evaluating the usefulness and popularity of internal PD activities, the POD Manager will maintain records of internal activities as attendance rosters are shared and will ask participants to complete a brief evaluation for each session to gage its usefulness.

The POD Manager will collaborate with IT to create and maintain a college-wide calendar that can be used to post PD activities, track employee's participation in those activities, and send automated evaluation/ITES reminders to participants as needed.