Guidelines for Professional Development Requests

Deans, Division Chairs and Faculty Department Coordinators Packet

Teaching and Learning Center (TLC) Room 1771

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Purpose
Colleges with strong and supportive professional development programs demonstrate an increase in student retention and performance and overall student success. Napa Valley College is committed to supporting and encouraging the improvement of teaching and learning and includes professional development as part of its Strategic Plan and institutional mission.

Overview of Process

Step 1: Instruction Council Meets - Summer Session
The Instruction Council is provided training on the goals of various grants, initiatives, foundation and other funding sources related to professional development.

Step 2: Department Coordinators Trained - Summer Session
Department coordinators are cross trained on, 1) goals of funding sources, 2) available funding and 3) process for faculty and their departments to apply for funding.

Step 3: Division Meets - Fall Flex Day
Deans share goals, requirements of funding sources and process for requesting funding with faculty during division meeting on fall Flex Day.

Step 4: Department Meets throughout Semester
Department Coordinators lead professional development discussions and determine goals and activities related to their unique focus and needs. Established activities benefit individual staff members and/or the institution as a whole. Departments share goals with their division.

Step 5: Departments/individual faculty Request Funding
Departments and individuals may request funding throughout the academic year. All requests are signed by the dean and department coordinator and submitted to the Teaching Learning Center (TLC).
Quick Directions to Submit for Professional Development Activity

**Individual Activity** (i.e., conference, lecture, course, observation)

- Complete the Professional Development Activity form.
- Submit the completed form with the appropriate signatures and conference literature, course information etc. to Teaching Learning Center (TLC), Christina Rivera, Instructional Grants and Special Projects Coordinator, in room 1771, up to forty-five (45) days prior to the date of the event.

**Note:** If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.

**Examples**

**Individual Request:**

Individual faculty work with the faculty department coordinators work to determine individualized professional development goals. Examples include:

- Conferences
- Site visits to other campuses, area schools, agencies, facilities, etc. for observations, demonstrations, professional development conversations, etc.
- Attending needed lecture or training, etc.

**Example Timeline for Planning**

<table>
<thead>
<tr>
<th>Conference Date</th>
<th>Submit PD Request</th>
<th>PDT meeting</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 27, 2017</td>
<td>9/1/17</td>
<td>9/15/17</td>
<td>9/22/17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NVC Workshop Presenter Date</th>
<th>Submit PD Request</th>
<th>PDT meeting</th>
<th>Notification</th>
</tr>
</thead>
</table>
Professional Development Activity (Example)

Use this form for pre-approval for a professional development activity. Please review professional development guidelines and timeline.

Name __ Herman Munster ____________ Division/Department __ LADS/English __

Contact Information _hmunster@napavalley.edu_; (w) 707-222-1313 (c) 707-777-7777

Email, Phone Number and Cell Phone Number

Date of Activity October 29, 2017 Amount of Funding Requested $700

Type of activity, please mark one:

X Individual activity you plan to attend in the future (i.e., conference, lecture, course, observation)

Note: If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.

□ Division or department group activity/project/presenter

Note: If the activity requires outside speaker or workshop presenter, the division/department designee will need to submit paperwork up to ninety (90) days prior to the event to enable an independent contract to be processed.

□ Flex day presenter (estimate number of hours ____________)

□ Other:

__________________________________________________________

Descriptions: (For both descriptions, you may attach a separate sheet.)

Brief description of activity

Attend Basic Skills conference on new teaching techniques to address the needs of students struggling with college level reading.

Relevance to the strategic plan initiatives, SSSP, Student Equity, BSI, division or department’s goals, and teaching assignment.

The conference is related to addressing the goals of the Basic Skills plan to implement the Student Success Center model.

Before turning in your proposal, please obtain approval from the list below.

Department Coordinator or Division Chair (if applicable) ____________________________ Date ____________

Dean ____________________________ Date ____________
Quick Directions to Submit for Professional Development Division or Department Activity

**Division or Department Group Activity/Project/Presenter**

- Complete the Professional Development Activity form.
- Submit the completed form with the appropriate signatures and information on your group activity or project to TLC, Christina Rivera, Instructional Grants and Special Projects Coordinator, in room 1771.

**Note:** If the activity requires outside speaker or workshop presenter, the division/department designee will need to submit paperwork up to ninety (90) days prior to the event to enable an independent contract to be processed.

**Note:** If the activity involves district staff, please submit paperwork up to forty-five (45) days prior to the event to enable the request for contract process.

**Examples**

**Department Request:**

Departments may determine that they want to request funding to engage in activities as:

- All department trainings around a certain topic, teaching technique, etc. 
  Example: The English department wants to work with the Writing success Center to incorporate the Student Success workshops into the English 90 classes. They request funding to hold “think tank’ gatherings of English 90 teachers to get faculty input on how to implement this model.

- The ESL department requests funding to take all ESL teachers on a site visit to Butte College to observe accelerated ESL classes.

- The math department requests money to hire a noted mathematician to present to the NVC math department on a new theory that engages struggling students to recall math concepts.

**Example Timeline for Planning**

<table>
<thead>
<tr>
<th>Department Project Date (with a guest speaker)</th>
<th>Submit PD Request</th>
<th>PDT meeting</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 27, 2017</td>
<td>8/14/17</td>
<td>8/25/17</td>
<td>8/29/17</td>
</tr>
<tr>
<td>NVC Workshop Presenter Date</td>
<td>Submit PD Request</td>
<td>PDT meeting</td>
<td>Notification</td>
</tr>
</tbody>
</table>
Professional Development Activity (EXAMPLE)

Use this form for pre-approval for a professional development activity. Please review professional development guidelines and timeline.

Name _______ Shawna Bynum_________ Division/Department _ SME/Mathematics____

Contact Information _______ sbynum@napavalley.edu, x7744, (707) 333-3333________

Email, Phone Number and Cell Phone Number

Date of Activity _______________          Amount of Funding Requested _______________

Type of activity, please mark one:

□ Individual activity you plan to attend in the future (i.e., conference, lecture, course, observation)
  Note: If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.

X Division or department group activity/project/presenter
  Note: If the activity requires outside speaker or workshop presenter, the division/department designee will need to submit paperwork up to ninety (90) days prior to the event to enable an independent contract to be processed.

□ Flex day presenter (estimate number of hours ____________)
□ Other:

________________________________________________________________________

Descriptions: (For both descriptions, you may attach a separate sheet.)
Brief description of activity

Hold a workshop to train faculty on how to use online homework management for MATH 106 and 108. Faculty who attend this training would be prepared to teach MATH 106 more effectively in upcoming semesters and would be able to help provide feedback on the appropriateness of this platform for other classes including basic skills and statistics pathways (see attached document for more details).

Relevance to the strategic plan initiatives, SSSP, Student Equity, BSI, division or department goals, and teaching assignment.

Workshop will meet department goals as well as develop skills that is needed for faculty teaching assignments.

Before turning in your proposal, please obtain approval from the list below.

Department Coordinator
or Division Chair (if applicable) _______________________________ Date _____________

Dean _______________________________ Date _____________
Quick Directions to Submit for Professional Development Activity on Flex Day

<table>
<thead>
<tr>
<th>Flex Day Presenter/Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Complete the Professional Development Activity form.</td>
</tr>
<tr>
<td>□ Submit completed form to the TLC, Christina Rivera.</td>
</tr>
</tbody>
</table>

**Examples**

**Flex Day Requests:**
Professional and Staff Development Committee work on activities for flex day by surveying faculty. Examples include:

- ✔ Keynote speaker
- ✔ Activity/workshop that benefit all areas (e.g., assessment, training on new state mandates)
Professional Development Activity (EXAMPLE)

Use this form for pre-approval for a professional development activity. Please review professional development guidelines and timeline.

Name ________Stacy Howard______________________ Division/Department _____Prof. Dev. Comm.

Contact Information ______________________________________________________________

Date of Activity __8/10/2017___ Amount of Funding Requested ___$2,000_______

Type of activity, please mark one:

□ Individual activity you plan to attend in the future (i.e., conference, lecture, course, observation)

Note: If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.

□ Division or department group activity/project/presenter

Note: If the activity requires outside speaker or workshop presenter, the division/department designee will need to submit paperwork up to ninety (90) days prior to the event to enable an independent contract to be processed.

X Flex day presenter (estimate number of hours ___3-4 hours_________)

□ Other:

________________________________________________________________________

Descriptions: (For both descriptions, you may attach a separate sheet.)

Brief description of activity

Bring in keynote speaker who is an expert in using brain research to orchestrate learning, science and strategies.

Relevance to the strategic plan initiatives, SSSP, Student Equity, BSI, division or department’s goals, and teaching assignment.

This project will increase student success, retention and persistence across disciplines and meet many of the goals set by the Planning Committee and division goals.

Before turning in your proposal, please obtain approval from the list below.

Department Coordinator
or Division Chair (if applicable) __________________________ Date ____________

Dean __________________________ Date ____________
After Submitting Request Form, What Happens Next?

- Completed Professional Development Activity forms are turned into the TLC.
- TLC acknowledges receiving paperwork through email to dean/department coordinator and faculty (if applicable).
- The Professional Development Team (PDT) meets once a month to review proposals. *Note:* The Professional Development Team is composed of the Dean of the LLRC, TLC Faculty Coordinator, representative from the Faculty Committee and Instructional Grants and Special Projects Coordinator and reports to the Vice President of Academic Affairs and Office of Instruction. The PDT distributes professional development requests to appropriate funding sources for final approval. (example, Student Equity, SSSP administrators, BSI Committee Chair, etc.)
- Priority will be given to proposals that meet the college’s Strategic Plan initiatives, SSSP, Student Equity, BSI, foundation and other funding sources, and the division’s or department’s goals, and faculty’s teaching assignment.
- Notification of the status of requests is within one week after the PDT meets to review requests.
- Deans, department coordinators and individual faculty will be notified of approval/denial by email from TLC, Christina Rivera.
Professional Development Team and Meeting

The Professional Development team will consist of the following positions:

Teaching and Learning Center Faculty Coordinator
Dean, Library and Learning Resource
Representative from the Faculty Committee
Instructional Grants and Special Projects Coordinator
Dean, Counseling Services & Student Success (as needed)
Director, Equity and Inclusivity (as needed)
Managing Director of the Foundations (as needed)
Basic Skills Coordinator (as needed)
Administrators and/or faculty responsible for other funding sources (as needed)

The monthly agenda for the meetings are approval of proposal/activities, denials and budget updates. Instructional Grants and Special Projects Coordinator will send out agenda and materials for the meeting to distribution lists.