

## Chapter 7 – Human Resources

### AP 7160 Professional Development (NEW)

#### References:

BP 7160; California Education Code § 87150 et seq. and 88220-88227; Title 5, Article 2, § 55720, §55724, § 55726, § 55730; ACCJC Accreditation Standards II A, III A and C

The District encourages faculty, staff, and managers to continuously develop their professional expertise through academic, scholarly, and professional endeavors. Through annual campus-wide surveys professional development needs will be identified. Professional development activities will be collegially planned and presented based on the results of the needs assessments and institutional priorities. Professional development activities, guidelines, and processes shall be published on the District website. The District shall maintain records of the description, type, and number of activities scheduled, the number of District employees participating in these activities, and evaluate their efficacy in accordance with Title 5 § 55730.

The Flexible Calendar Program (FLEX) (Title 5 § 55720, § 55726) and Classified Professional Development Day (CPD-Day) allows the designation of a specified number of days each semester for professional development activities in lieu of teaching and work assignments, as defined in the collective bargaining agreements.

#### Faculty, Classified, and Management Professional Development District Obligations

The District will provide support and resources towards professional development for eligible employees. Professional development activities may include but are not limited to those described in the Mt. San Antonio College (Mt. SAC) Professional Development Plan and those prescribed in the collective bargaining agreements and employment contracts. Additionally diversity, equity, and inclusion are key pillars of professional development training in alignment with campus diversity and equity plans.

The Professional Development Council (PDC) provides vision and direction for classified, faculty, and manager professional development through the shared governance process of Faculty Professional Development Council (FPDC), Classified Professional Development Committee (CPDC), and Management Professional Development Committee (MPDC) to increase student success, improve institutional effectiveness, and enhance employee professional growth.

#### Faculty Professional Development

FPDC coordinates the Faculty Professional Development activities on campus in alignment with the College priorities and mission. Examples of faculty professional development include, but are not limited to:

- FLEX Day
- POD offerings, both mandated and professional growth oriented
- Faculty Retreat

- Conference and Travel
- New Faculty Seminar

### Flexible Calendar Program Implementation Guidelines

For additional information please refer to the Guidelines for the Implementation of the Flexible Calendar Program. Adopted April 1993, Revised April 2007.

[https://www.cccco.edu/-/media/CCCCO-Website/Files/Educational-Services-and-Support/x\\_flex-calendar-guidelines-04-07-ada.ashx](https://www.cccco.edu/-/media/CCCCO-Website/Files/Educational-Services-and-Support/x_flex-calendar-guidelines-04-07-ada.ashx)

### Classified Professional Development

CPDC coordinates the Professional Development activities on campus that relate to Classified Staff and acts as a liaison to PDC for professional development relating primarily to Classified employees. Examples of classified professional development include, but are not limited to:

- Classified Professional Development Day
- The Great Staff Retreat
- POD offerings, both mandated and professional growth oriented
- Conference and Travel
- New Employee Welcome

### Management Professional Development

MPDC serves as an operational committee of PDC and is guided by the Management Steering Team in the development of professional learning activities related to management. Examples of management professional development include, but are not limited to:

- Management Retreat
- POD offerings, both mandated and professional growth oriented
- Conference and Travel
- Manager Onboarding program

Approved:

### Committee Approvals

*September 12, 2019 (review date FPDC)*

*February 27, 2020 (approved by AS)*

*May 6, 2020 (reviewed by CSEA 262 with friendly amendment)*

*May 21, 2020 (approved by Executive Board of Academic Senate with friendly amendment)*

*October 14, 2020 (approved by PDC)*