

Chapter 7 – Human Resources

AP 7160 Professional Development

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 **3.2**

The College shall maintain professional development opportunities for faculty, permanent classified professionals, and managers as essential components of accomplishing Mt. San Antonio Community College's vision, mission, and ~~e~~**Educational and Facilities master plan Comprehensive Plan**. Employees will be afforded opportunities to continue growth through participation in professional development activities as outlined in Mt. SAC's Professional Development Plan. Resources shall, at a minimum, be provided by the College as specified in California Laws and Regulations, collective bargaining agreements, and employment contracts, with eligibility for some professional development opportunities being based on external funding.

Professional development activities, guidelines, and processes shall be published on the College's website. The College shall maintain records of the description, type, and number of activities scheduled, the number of College employees participating in these activities, and evaluate their efficacy in accordance with Title 5 § 55730. **All vendor contracts and agreements shall be reviewed through the Purchasing Department in compliance with Administrative Procedure 6340 - Bids and Contracts. In addition, staff members do not have the authority to sign any vendor contracts and agreements on behalf of the College unless authorized by Board Policy 6150 - Designation of Authorized Signatures.**

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~~ **academic year** for professional development activities in lieu of teaching and work assignments, as defined in the collective bargaining agreements.

Faculty, Classified, and Management Professional Development College Obligations

The College 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 Professional Development Plan and those prescribed in the collective bargaining agreements and employment contracts. Additionally, diversity, equity, and inclusion (**DEISA+**) are key pillars of professional development training in alignment with the College's Mission, Vision, and Core Values and 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, an Academic Senate Council, coordinates the faculty professional development activities on campus in alignment with the College's Mission and Strategic Priorities and mission. Examples of faculty professional development include, but are not limited to:

- ~~FLEX Day~~
- **Professional and Organizational Development (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>~~ **FLEX Day professional development will follow the current statewide Flexible Calendar Program Guidelines and Title 5 Regulations.**

Classified Professional Development

CPDC, an operational committee, coordinates the Professional Development activities on campus that relate to Classified staff and acts as a liaison recommending body to PDC for professional development relating primarily to Classified and Confidential employees. **All professional activities have oversight by the POD Director or designee.** Examples of classified professional development **coordinated by CPDC** 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 **Study Session**
- POD offerings, both mandated and professional growth oriented
- Conference and Travel
- **New** Manager Onboarding p**P**rogram

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