

GCTC PROFESSIONAL DEVELOPMENT

Center for Professional Excellence 3/21/13



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GCT PROFESSIONAL DEVELOPMENT TODAY.

Internal

- College wide symposiums
- Student Development Workshops
- First Year Employee Experience
- PD offered via Division meetings
- Best practices
 - Division meetings (shared experiences)
 - KCTCS Peer Teams
- Staff Council
- LEAD
- Library resources
- KCTCS training
 - New Horizons
 - Compliance (IT, Sexual Harassment)
- Ad Hoc (SSS, budgeting)
- Faculty Orientation (full/part time)

External

- KCTCS Tuition Waiver program
 - Associate, Bachelor and Master Degrees
 - Doctoral Programs
- Conferences
- Professional Organizations
- Local Board appointments
- Greater Cincinnati Consortium of Colleges and Universities (GCCCU)
- Tuition waiver program
- Paid experts/consultants
- CEU's (mandated)

Professional Development via the.....

INITIAL planning of the Performance Planning Evaluation (PPE)/Individual Learning Plan (ILP)

SECTION I PERFORMANCE PLANNING PROCESS		
During the Planning Process, complete the areas in Section I that apply to the employee being evaluated. At least one or more of the areas will be applicable. All five (5) areas may not apply to all employees. Where possible, create action strategies that relate to one or more of the KCTCS/College Strategic Goals.		
POSITION RESPONSIBILITIES (See PPE Instructions for examples.)	%	GOALS/RESULTS EXPECTED (Including one or more of the KCTCS/College Strategic Goals.)
INTERNAL SERVICE (See PPE Instructions for examples.)	%	GOALS/RESULTS EXPECTED (Including one or more of the KCTCS/College Strategic Goals.)
EXTERNAL SERVICE (See PPE Instructions for examples.)	%	GOALS/RESULTS EXPECTED (Including one or more of the KCTCS/College Strategic Goals.)
PROFESSIONAL DEVELOPMENT (See PPE Instructions for examples.)	%	GOALS/RESULTS EXPECTED (Including one or more of the KCTCS/College Strategic Goals.)
LEADERSHIP (See PPE Instructions for examples.)	%	GOALS/RESULTS EXPECTED (Including one or more of the KCTCS/College Strategic Goals.)
PLANNING PROCESS DISTRIBUTION OF EFFORT AND SIGNATURE LINES		
Category	% of Effort	
Position Responsibility		
Internal Service		
External Service		
Professional Development		
Leadership		
TOTAL (Must equal 100%)		



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Professional
Development
via the.....

Year-End
planning of the
Performance
Planning
Evaluation
(PPE)/Individual
Learning Plan
(ILP)

EXTERNAL SERVICE	
OUTCOMES	%
PROFESSIONAL DEVELOPMENT	
OUTCOMES	%
LEADERSHIP	
OUTCOMES	%



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GATEWAY

CENTER FOR PROFESSIONAL EXCELLENCE (CPE)

Progress to date:

- CPE Mission
- Creation of the Quality Enhancement Plan (QEP)/Foundations of Excellence (FoE) Professional Development Team
- CPE Processes
- CPE Initiatives

CENTER FOR PROFESSIONAL EXCELLENCE MISSION:

To create an Organized, Centralized, Consistent & Focused Professional Development structure for Gateway Community and Technical College Faculty and Staff



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QEP/FoE PROFESSIONAL DEVELOPMENT TEAM:

- Role: Develops, implements, and evaluates professional and organizational development activities in support of the QEP and FoE plans.
- Learning outcomes established through research of identified best practices and processes
 - The PD Team will be able to assess learning outcomes for future professional development opportunities
 - The PD Team will collect, evaluate, interpret and respond to QEP/FoE professional development feedback

QEP/FoE

PROFESSIONAL DEVELOPMENT *cont.*

- COACH model created
 - ❖ Currently being piloted through internal PD offerings in the college
- Marketing, communication and logistics plan drafted
 - ❖ QEP and FoE PD will be requested via the QEP and FoE Teams
 - ❖ Marketing and communication of PD being developed through “The Brew” and Blackboard e-community

QEP/FoE

PROFESSIONAL DEVELOPMENT *cont.*

- Tracking PD
 - ❖ Team has researched both external and internal instruments
 - ❖ Decision was made to create and implement our own internal tracking process; SharePoint site created. Currently being set up for roll out as a pilot in April when Lunch N Learns begin
- Evaluation of PD presented
 - ❖ Electronic evaluation of all PD conducted; instrument being developed to evaluate PD presentations
- Assessment of PD attended by Faculty and Staff
 - ❖ In process of reviewing how PD will be disseminated back to the employee's position/work within the college

QEP/FoE and CPE PROCESS

- Request
 - Provide
 - Evaluating
 - Tracking
 - Assessment
- COACH model along with other tools are being created to allow faculty and staff to request and/or provide PD
- Electronic evaluation survey for each Professional Development presentation
- Internal tracking process; SharePoint site will be used as the database to monitor PD attendance and participation
- PD will be disseminated back to the employee's position/work within the college

PD TRACKED YTD . . .

- Nearly 100% completion Active Shooter Training
- Copier Training – IT
- Other Faculty and Staff Trainings (i.e. Student Development)
- Beginning in April, 2013 – Lunch N Learn Sessions

*** currently being tracked via spreadsheet and kept on file in HR...once SharePoint site goes live, all will be tracked there.*

CURRENT CPE INITIATIVES

PD Opportunities for all Faculty and Staff

College Wide

- Scheduled 3/28 *“Redesign, Reinvent, Reset....RECHARGE”*

Lunch n’ Learn

- Bi-monthly PD opportunities, variety of topics some with Supervisory focus

Achieve Global

- Supervisory Training

Center for Professional Excellence

Lunch n' Learn 2013 – Professional Development Opportunities to be offered

Date	Topic	Location	Presenter	Audience
April 15	*Handling Absences and Family Medical Leave	Boone B104 A&B	HR & External	Supervisory
April 30	Stress Management – Balancing Work & Life	Covington A110	St. Elizabeth EAP	All
May 15	*Supervision and Employee Morale: Improving the Working Relationship	Edgewood E101	St. Elizabeth EAP	Supervisory
May 30	IT - Effective use of Outlook (calendar) & Lync (beyond IM)	Boone B104 A&B	IT	All
June 14	*ILP - tips and plans & Grants – personnel matters	Covington A110	HR	Supervisory
July 1	Time Management	Edgewood E101	St. Elizabeth EAP	All
July 15	*Supervision & Expectations How & what you can address	Boone		Supervisory
July 30	Getting the Most From Your Benefits - Staff Sick Leave Pool; EAP, FSA, Supplemental Vendors & products; Discounts; Tuition Waiver etc.	Covington	HR	All
August 15	IT Topic	Edgewood		All
August 30	ILP Goal setting & alignment help	Boone		All
September 16	Social Media	Covington		All
September 30	Life Balance: Pieces of Pie & Hats We Wear	Boone	St. Elizabeth EAP	All



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PD BUDGET

- Current budgeting and expenditures for professional development is managed and tracked via each department/division within the college
- There is not a centralized budget for professional development at this time

KCTCS PROFESSIONAL DEVELOPMENT

- KCTCS Professional Development Office and Peer Team in process of developing a proposal for the creation of a new PD program for all KCTCS
- Initial meetings held between new PD Director and Peer Teams to identify current PD offerings at System Office and colleges

Goals identified:

- PD programs focused on innovation, collaboration, leadership and service to support all KCTCS faculty and staff
- Provide premier conference and coordinated PD programs
- Provide PD and training programs through utilization of online technology

Next Steps:

- Team will prepare a proposal to KCTCS President's Leadership Team

SUMMARY

- Focus on outcomes of the QEP Professional Development Team
- CPE Processes will run concurrent with QEP roll out – piloting the implemented processes for feedback and final implementation

Questions??



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