AP 7160	PROFESSIONAL DEVELOPMENT

References:
- ACCJC Accreditation Standard III.A.5;
- Education Code Sections 87767, 88220, and 88227

The District shall establish a professional development plan consistent with the Educational Master Plan and District strategic priorities.

Needs assessments surveys will be conducted to identify professional development needs among employees. Professional Development activities will be planned and presented based on the results of the needs assessments and institutional priorities.

Professional Development activities will be evaluated and the results will be used to improve programs and activities to ensure district and employee needs are being met.

Professional Development activities, guidelines and processes including information about the Flex program are published on the College website.

Professional development activities may include, but are not limited to:
- Improvement of teaching
- Improvement of services to students
- Institutional effectiveness
- Maintenance of current academic and technical knowledge and skills
- Training to meet institutional needs and priorities
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Instructional technology
- Training that is required by laws, codes and regulations

See appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff.

*From current College of Marin Procedure 5.0020 DP.1 titled College Employee Development Committee*
In compliance with the letter and intent of state law, and to assure full participation in a faculty and staff development program, a College Employee Development Committee will be established. The Committee will be composed of administrators, faculty, and staff representatives and shall report to the College President. The Committee will assess the staff development needs of administrators, faculty, and staff. It will further annually design and recommend an overall plan to meet those needs. The Committee will recommend funding consistent with the College plan. On and off-campus individual and group activities may also be solicited by the Academic and Classified Senates and by the Management Council, within the guidelines recommended by the College Employee Development Committee. The Senates and Council shall recommend these activities to the College Employee Development Committee and each group shall monitor and evaluate its respective activities.

Membership of the College Employee Development Committee will be for two-year staggered terms and consist of the following:

A. Six certificated members appointed by the Academic Senate;
B. Three classified members appointed by the Classified Senate;
C. Two managers appointed by the President;
D. One student appointed by the Student Senate.

Non-voting resource support will be provided by the Director of Staff and Organizational Development.

The College Employee Development Committee will not operate in conflict with any District/employee collective bargaining agreement.

Also see AP 7341 titled Sabbaticals

NOTE: The language in black ink is current College of Marin Procedure 5.0020 DP.1 titled College Employee Development Committee approved on 2/27/89 and revised on 10/9/89. The language in green ink was suggested by the Office of Organizational Development and Planning and was reviewed by Human Resources. The information in blue type is additional language to consider including in this procedure. This procedure is suggested as good practice. The language in orange was discussed and reviewed by the Professional Development Committee. AP 7160 was reviewed and ok’d by HR Dean Linda Beam.

Date Approved:
(Replaces current College of Marin Procedure 5.0020 DP.1)
Legal Citations for AP 7160 Professional Development

Standard III: Resources
The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

A. Human Resources
The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.
   a. The institution plans professional development activities to meet the needs of its personnel.
   b. With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.

ADDITIONAL LEGAL CITATIONS FROM CURRENT COM LANGUAGE

EDUCATION CODE SECTION 87767

87767. The governing board of a community college district may grant any employee of the district employed in an academic position, a leave of absence not to exceed one year for the purpose of permitting study or travel by the employee which will benefit the schools and students of the district. The governing board may provide that such a leave of absence be taken in separate six-month periods or separate quarters rather than for a continuous one-year period, provided that the leave of absence for both of the separate six-month periods or any or all quarters shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the two separate six-month periods or separate quarters of the leave of absence shall comprise a part of the service required for a subsequent leave of absence.

EDUCATION CODE SECTIONS 88220 & 88227

88220. In enacting this article the Legislature recognizes that
technological and other changes are occurring which may displace otherwise desirable classified employees in the public school systems of the state. The Legislature intends that the enactment of this article will encourage classified employees to prepare themselves for the changes that are occurring and will also encourage governing boards to utilize the article to further study and retraining by classified personnel.

88227. The governing board of any community college district may grant reimbursement of the costs, including tuition fees, to any permanent classified employee who satisfactorily completes approved training to improve his or her job knowledge, ability, or skill. Programs eligible for reimbursement shall include, but not be limited to, courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, and conferences, meetings, and other training programs that are designed to upgrade the classified service and to encourage retraining of employees who may otherwise be subject to layoff as the result of technological changes. Eligibility for reimbursement shall be in accordance with rules established by the personnel commission in those districts that have adopted a merit system. This section shall not apply to any employee who is receiving training and is eligible for reimbursement by any other governmental agency, organization, or association.