

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan



Policy #:	CVCC0108
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Professional Development Plan

Introduction

CVCC has struggled for many years to find an effective way to utilize Professional Development funds. Distributing funds equally has not proven to be the best way to provide the greatest benefit to the College. In fact, during 2015-16, only 35 individuals requested Professional Development funds. Recognizing the ineffectiveness of the current system, Dr. Capps invited Abby Stonerock, VCCS Director of Faculty Development, to campus to lead a discussion about Professional Development policy. That discussion established that colleges with successful professional development programs do not use equal distribution of funds and focus on the institutional instead of individual benefits in crafting Professional Development Policy. As a result of this discussion, Dr. Capps formed a Task Force to create a new plan.

The Task Force of ten individuals, representing all constituency groups, began by defining the mission and definition of professional development for CVCC. The group met 2-3 hours weekly and completed assignments outside of meetings during the entire fall 2016 semester. They proceeded in a methodical way, taking the following steps:

- Wrote and administered two surveys to determine professional development needs and satisfaction with the current program
- Benchmarked all colleges in the VCCS and several institutions outside of the VCCS
- Conducted a SWOT and Gap Analysis
- Wrote a plan of Professional Development activities aligned with the Completion by Design model
- Developed a comprehensive Professional Development Plan
- Allocated percentages of the Budget

The research conducted by the Task Force indicated a need for the following steps to be taken:

- Hiring a Coordinator of Professional Development that will be responsible for managing the Professional Development Plan and communicating the offerings
- Revamping the New Employee Orientation Programs to include:
 - Student Success (Dean of Student Success Office)
 - Institutional Equity (Dean of Institutional Effectiveness office)
 - Policies and Procedures (HR office, Campus Police office, others as deemed necessary)
 - Human Resources Services for CVCC Employees (HR Office)
 - Campus Tours
- Providing a comprehensive on-campus training program
- Including a wider group of employees
- Providing certainty in the approval of funding requests

Every effort was made to address these items in the development of this plan.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

Mission

Central Virginia Community College recognizes employees as its most valuable asset and is committed to providing ongoing professional development.

Definition

The Central Virginia Community College Professional Development is defined as all activities that increase, enhance, and revitalize the professional knowledge and skills of faculty and staff in order to enhance their ability to promote the success of the students, the College, and the community.

Groups Served

Teaching Faculty: Full-time teaching faculty (including program heads and assistant division chairs) are normally on nine-month appointments which include the fall and spring semesters of the academic year. All assistant division chairs and program heads are appointed as teaching faculty.

Administrative Faculty: Administrative faculty perform work related to the management of the educational and general activities of the college, department, or division. Administrative faculty are normally employed on a twelve-month basis.

Professional Faculty: Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis. Librarians and Counselors are professional faculty.

Adjunct Faculty: Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The total workload includes credit hours taught at all VCCS colleges.

Classified Staff: Classified staff are employed on a twelve-month basis in either exempt or non-exempt roles.

Part-Time Staff: Part-time staff are those employees limited to working a maximum of 29 hours per week on average and 1450 hours per year at any one or more VCCS colleges/System Office. For Part-Time Staff, supervisors may flex hours up to permit participation in a professional development event as long as the employee does not exceed the maximum hours available for that position.

Coordinator of Professional Development

A Coordinator of Professional Development will be employed a minimum of 240 hours, or 6 credit hours, per each of fall and spring semesters and summer term. The Coordinator of Professional Development will serve a 3-year renewable term, subject to annual review, and will be responsible for the following duties:

- Serve as a permanent member of the Professional Development Policy Committee.
- Work with the Professional Development Policy Committee and Office of Institutional Effectiveness to administer and analyze an annual professional development needs survey.
- Work with leaders of constituency groups to create and maintain an annual calendar of Professional Development Activities.
- Coordinate scheduling of speakers for Professional Development Activities.
- Market professional development activities to promote attendance and participation.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

- Process applications for teaching squares and facilitate teaching square formation and scheduling.
- Serve as liaison to Workforce Solutions to determine needed Continuing Education Course Offerings, obtain instructors, and determine fees for CEU courses.
- Receive requests for competitive Professional Development Funding. Utilize teams of Professional Development Policy Committee members to review requests and determine the awardees. Inform applicants of the outcome of requests.
- Assist employees in writing Professional Development mini-grants and locating additional forms of Professional Development funding.
- Keeps record of the Professional Development budget and works with the Professional Development Committee to adjust budget allocations as necessary.
- Regularly contact and collaborate with other community colleges and the VCCS to obtain ideas for professional development and offer joint programming.
- Obtain gifts for speakers.

Role of Professional Development Policy Committee

The Professional Development Policy Committee supports college personnel in achieving personal and professional goals associated with their college functions. The committee shall:

- Recommend convocation activities.
- Work with the Coordinator of Professional Development to administer and analyze a professional development needs survey.
- Make suggestions for professional development activities.
- Provide teams to review applications for competitive funding requests and determine awardees.
- Assist Coordinator of Professional Development in annual evaluations of Professional Development program.
- Assist Coordinator of Professional Development in determining annual budget allocation percentages.
- Review and revise the Professional Development Plan annually.

Funding for Professional Development

There are multiple funding sources for Professional Development activities. Individuals seeking to obtain funding may explore numerous options and utilize funding from multiple sources for expenses resulting from a single activity. Funding is available from but not limited to the following sources:

CVCC Professional Development Budget - Professional Development funding is included in the annual CVCC Budget. The Coordinator of Professional Development in conjunction with the Professional Development Policy Committee will determine the allocation of funds based on the Professional Development Plan. Different activities require different application processes. Please refer to the appropriate section of the Professional Development Plan to determine the steps required to obtain specific types of funding. **Examples:** conferences, including VCCA and Black Concerns, workshops, off-campus training, non-mandatory credentials, educational tuition assistance, and professional organization memberships. The Coordinator or Professional Development will try either to spend unencumbered monies or will send a request to the Vice-President of Finance and Administration to carryover the funds to the next fiscal year. *No individual may receive more than five percent (5%) of the total Professional Development Budget in a given academic year, but may obtain funding from different categories.*

CVCC Developmental Budgets - Each department or division is allocated a portion of the annual CVCC budget. Individuals may submit requests for funding to their Division Deans and supervisors. **Examples:** travel expenses, mandatory credentials,

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

training related directly to curriculum development or departmental responsibilities (SACSCOC), and VCCS mandatory meetings.

CVCC Educational Foundation - The CVCC Education Foundation offers Faculty and Staff grants ranging in value from \$250-\$2000. The purpose is for employees to be creative in their approach to improving the student experience and to advance the mission of the college. See the section in this plan relating to Faculty and Staff Foundation Grant for information on application.

VCCS - The VCCS sponsors numerous Professional Development activities such as Peer Group Conferences, First Year and Adjunct Faculty Institute, and New Horizons. These events require the participant to preregister with the VCCS and complete a travel request. Most require the participant to make hotel reservations in the conference hotel. Hotel fees are master billed to the VCCS. Employees who share a room are entitled to two nights' coverage (one night per employee). For New Horizons, the College pays the registration fees from a General Account. There are no registration fees for Peer Group Conferences, Regional Centers for Teaching Excellence, and the First Year and Adjunct Faculty Institute. Participants may request mileage from department budgets.

VCCS Paul Lee Professional Development Grant - As a faculty professional development is essential for faculty and student learning, awards for new and on-going professional development are available to all VCCS community college faculty and staff. Opportunities for professional development grants include the following:

- Discipline development - builds knowledge and skills within the academic discipline or professional specialty.
- Instructional development - improves classroom teaching, learning, and assessment techniques.
- Career development - provides tools for effective personal planning to improve the quality of work and life.
- Organizational development - enhance administrative and leadership skills to fulfill the institutional mission of the community college.

See the website for detailed information about the application and award process: <http://www.vccs.edu/careers/office-of-professional-development/opd-grants-program/paul-lee-professional-development-grants/>

VCCS Professional Development and Growth - VCCA administers a grant program that is open to VCCA members. The proposed program must be designed to promote the community college mission within the Commonwealth and be open to all colleges in the VCCS. **Examples:** travel, meals, lodging for keynote speakers, and meeting room charges. For more detailed information see the website: https://docs.google.com/document/d/11QgY12D31b1ns2ta8c2fqzT4zMLzZo5xTEKR5q0J_KI/edit

Schedule for Obtaining Funding

The Coordinator of Professional Development in collaboration with the Professional Development Policy Committee will allocate monies from the Professional Development budget to be used in each of three funding periods and maintain a log of funding disbursements. A request to carryover any unspent monies will be made to the Vice President of Finance and Administration.

Employees planning to submit funding request applications for Professional Development funding should follow the deadlines provided below.

Timetable for Competitive Fund Requests:

Start Date of Activity	Application Due Date	Notification Date	Suggested % of Budget Allocated to this Category
July 1 - Sept. 30	April 15	May 1	25-35%
Oct. 1 - Feb. 28	August 23	September 7	40-50%

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

March 1 - June 1	January 15	February 1	25-35%
-------------------------	------------	------------	--------

*Any activity occurring in June will be handled on a case-by-case basis. Applicants who miss due dates will be handled on a case-by-case basis.

Documentation for expenses must be submitted to the Accounting Department within 14 days of the conclusion of the event or June 1, whichever comes first.

Timetable for First Come, First Serve Fund Requests:

End Date of Course/Date Membership dues are submitted	Application Due Date	Notification Date	Suggested % of Budget Allocated to this Category
July 1- August 15	April 1	April 15	15-25%
August 16 - December 31	June 1	June 15	35-45%
January 1 - June 1	November 1	November 15	35-45%

*Any activity occurring in June will be handled on a case-by-case basis. Applicants who miss due dates will be handled on a case-by-case basis.

Documentation for expenses must be submitted to the Accounting Department within 14 days of the conclusion of the event or June 1, whichever comes first.

Program Evaluation

To assist the Professional Development Policy Committee in planning for the professional development needs of faculty, staff, and administrators for each academic year, a survey will be sent to all CVCC employees via email each March. The Annual Professional Development Survey will include questions that assess professional development activities offered during the current academic year. The questions on the survey will originate with the Professional Development Policy Committee. Employees will be given two weeks to respond to the survey. The results of the survey will be summarized by the Office of institutional Effectiveness & Strategic Planning and forwarded to both the Chair of the Professional Development Policy Committee and the Coordinator of Professional Development to be used by the Committee to plan and implement professional development opportunities for the next academic year.

Professional Development Plan Review

Throughout the year, the Coordinator of Professional Development will accept suggestions for improvement and modifications to the Professional Development Plan. The Coordinator will review these suggestions with the Professional Development Policy Committee to determine if further action should be taken. Any modifications to the Plan by the Professional Development Policy Committee must be approved through the College Governance system.

CVCC Professional Development Budget

Off-Campus Professional Development Conferences

Funding Source: Professional Development

Percentage of Budget: 30%

Completion by Design Category: Progress

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

Eligible Groups: Faculty, classified staff, and part-time staff (must have supervisor approval including confirmation of available hours).

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description: Funds are made available to support individual faculty members and eligible staff in attending or participating in off-campus conferences, professional meetings, workshops, training events, and seminars. The process of obtaining funding for off-campus conferences involves identifying a meaningful professional development need.

Obtaining Funding:

Funds will be awarded on a competitive basis with a focus on the benefit to the overall institution. Allocations will be made at the beginning of each semester. To obtain these funds, the faculty or staff member should complete the Professional Development Request for Off-Campus Professional Development Conferences Form, which documents the costs, purpose(s), activities involved, and benefits to be derived from the proposed activity. Once completed, the form is submitted to the employee's dean or supervisor for approval. If approved, the request is then processed and forwarded to the Coordinator of Professional Development who will utilize teams from the Professional Development Policy Committee to review requests. A rubric and a blind process will be used to determine which requests offer the highest benefit to the institution. Funding preference from the Professional Development Budget will be given to individuals who have not received funding in the previous three years. Approved requests will be forwarded to the Vice President of Financial and Administrative Services for final approval and processing. The Coordinator of Professional Development will notify the applicant of the outcome. Applicants receiving approval must submit required travel requests and documentation to the Accounting Department.

See the Schedule for Funding Requests for information about application dates, notification dates, and deadlines for submission of documentation to the Accounting Department.

Attendance at the annual New Horizons Conference and Peer Group Conferences are funded from another account. It is not necessary to submit a Professional Development Request Form for these conferences. See the section on New Horizons Conference and Peer Group Conferences for instructions.

Requests for attendance at meetings and conferences like VCCA, Hire Ed, and Black Concerns should follow the instructions in Community College Network Conferences and Activities.

Off-Campus Nonconference Professional Development Opportunities

Funding Source: Professional Development

Percentage of Budget: 6%

Completion by Design Category: Progress

Eligible Groups: Faculty, classified staff, and part-time staff (must have supervisor approval including confirmation of available hours).

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

Description: Funds are made available to support individual faculty members and eligible staff in attending or participating in study abroad, credentialing programs, online workshops, and programs that strengthen job related and discipline related competencies. The process of obtaining funding for off-campus professional development activities involves identifying a meaningful professional development need.

Obtaining Funding:

Funds will be awarded on a competitive basis with a focus on the benefit to the overall institution. Allocations will be made at the beginning of each semester. To obtain these funds, the faculty or staff member should complete the Professional Development Off-Campus Nonconference Professional Development Activities Request Form, which documents the costs, purpose(s), activities involved, and benefits to be derived from the proposed activity. Once completed, the form is submitted to the employee's dean or supervisor for approval. If approved, the request is then processed and forwarded to the Coordinator of Professional Development who will utilize teams from the Professional Development Policy Committee to review requests. A rubric and a blind process will be used to determine which requests offer the highest benefit to the institution. Allocations will be made at the beginning of each semester. Funding preference from the Professional Development Budget will be given to individuals who have not received funding in the previous three years. Approved requests will be forwarded to the Vice President of Financial and Administrative Services for final approval and processing. The Coordinator of Professional Development will notify the applicant of the outcome. Applicants receiving approval must submit required documentation to the Accounting Department.

See the Schedule for Funding Requests for information about application dates, notification dates, and deadlines for submission of documentation to the Accounting Department.

Community College Network Conferences and Activities

Funding Source: Professional Development

Percentage of Budget: 5%

Completion by Design Category: Progress

Eligible Groups: Faculty, classified staff, and part-time staff (must have supervisor approval including confirmation of available hours).

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description: Funds are made available to support individual faculty members and eligible staff in attending or participating in meetings and conferences associated with the VCCS but not sponsored by the VCCS. The process of obtaining funding for these activities involves identifying a meaningful professional development need. Examples of these activities include VCCA conference, Hire Ed Conference, and Black Concerns.

Obtaining Funding:

Funds will be awarded on a competitive basis with a focus on the benefit to the overall institution. Allocations will be made at the beginning of each semester. To obtain these funds, the faculty or staff member should complete the Professional Development Community College Network Conferences and Activities Request Form, which documents the costs, purpose(s), activities involved, and benefits to be derived from the proposed activity. Once completed, the form is submitted to the employee's dean or supervisor for approval. If approved, the request is then processed and

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

forwarded to the Coordinator of Professional Development who will utilize teams from the Professional Development Policy Committee to review requests. A rubric and a blind process will be used to determine which requests offer the highest benefit to the institution. Funding preference from the Professional Development Budget will be given to individuals who have not received similar funding in the previous three years. Approved requests will be forwarded to the Vice President of Financial and Administrative Services for final approval and processing. The Coordinator of Professional Development will notify the applicant of the outcome. Applicants receiving approval must submit required travel requests and documentation to the Accounting Department.

See the Schedule for Funding Requests for information about application dates, notification dates, and deadlines for submission of documentation to the Accounting Department.

Educational Tuition Assistance

Funding Source: Professional Development

Percentage of Budget: 30%

Completion by Design Category: Progress

Eligible Groups: Full-time faculty and classified staff. Requests for educational assistance must be for courses that are job-related or are part of a job-related degree program at an accredited institution.

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description: CVCC offers full-time faculty and classified staff partial tuition reimbursement for both undergraduate and graduate studies for course work at another accredited college or university. Tuition assistance is limited based on the availability of Professional Development funds. Current reimbursement rates are as follows:

- Undergraduate \$437.25 per credit hour
- Graduate \$673.75 per credit hour

To reflect changes in tuition costs, the tuition reimbursement rate is periodically reviewed and adjusted. Tuition reimbursement is limited to no more than 2 courses (3-4 credits each) per year, or 5% of the total professional development funds available, whichever is lower.

Obtaining Funding:

A. Approval Process

- i. The Professional Development budget will vary year to year.
- ii. Funding for individuals applying for Educational Assistance will be awarded on a first-come, first-served basis.
- iii. Full-time faculty and classified staff must complete the Educational Assistance & Continuous Learning Request form (VCCS 16).
- iv. The VCCS 16 form is then submitted to the employee's supervisor for approval.
- v. The immediate supervisor will forward the request and related documentation to the HR Office.
- vi. The HR Office will review and compile all eligible requests and forward them to the Coordinator of Professional Development.
- vii. The Coordinator of Professional Development will make a decision on each request, based on the recommendation of the supervisor, HR, and the availability of required funding.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

- viii. The Coordinator of Professional Development will forward the approved requests to the Vice President of Financial and Administrative Services for final approval and processing.
- ix. The Coordinator of Professional Development will notify the applicant of the outcome.
- x. Applicants receiving approval must submit required documentation to the Accounting Department.
- xi. Funding requests for dissertation research are limited to a maximum of six (6) credit hours per semester.
- xii. See the Schedule for Funding Requests for information about application dates, notification dates, and deadlines for submission of documentation to the Accounting Department.

B. Reimbursement

- C.** Within fourteen (14) days of course completion, the employee will submit the following documentation to the HR Office to receive reimbursement:

- xiii. Documentation of payment for the course and a copy of grades. Eligibility for reimbursement is contingent upon the successful completion of the course ("C" or higher for undergraduate courses and "B" or higher for graduate courses).
- xiv. Requests for exceptions to the reimbursement process must be preapproved by the President or his/her designee.
- xv. The employee must notify the HR Office if s/he fails to complete the course or meet the minimum grade requirement. Failure to notify the HR Office of these events may result in the loss of future educational aid eligibility. In the event an employee leaves employment with CVCC prior to completing the course, s/he will not be eligible for reimbursement.
- xvi. Employees who receive educational aid for the attainment of a job-related certification, licensure, or degree are not guaranteed the additional compensation allowed under the provision of the College's In-Band Adjustment Policy.

Additional information regarding Educational Tuition Assistance situations may be found under the heading: Forms of Educational Aid.

On-Campus Non-Credit Job Skills Training and Continuing Education Activities

Funding Source: Professional Development

Percentage of Budget: 5%

Completion by Design Category: Progress

Eligible Groups: Faculty, Classified Staff, and Part-Time Staff (must have supervisor approval including confirmation of available hours).

Goal: To assist employees in obtaining skills needed for advancement. To ensure that employees remain current on issues affecting the college and the employee's role in it.

Description: A series of workshops/classes will be presented on a rotating schedule to Faculty, Classified Staff, and Part-Time Staff throughout the academic year. Training topics will be suggested by the Professional Development Policy Committee based on survey results, class evaluations, and individual requests from academic deans, supervisors, committee chairpersons, and college staff. priority will be given to projects that support the college's Strategic Plan.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

Topics may include, but are not limited to: administrative professional skills building, business writing and communications, conflict management, critical thinking, customer service, Heartsaver AED/CPR - First Aid, inclusion and diversity, instructional development, interpersonal and organizational skills, leadership, pedagogy, project management, records management, teaching methods, team building, time and stress management, work-life balance, and workplace technology.

Employees will be responsible for registering for the class through the online Workforce Enterprise System (WES). Workforce Solutions will be responsible for building the courses in WES, coordinating instructor compensation, issuing certificates, and evaluating CEU courses. The Coordinator for Professional Development will serve as a liaison for the Professional Development Policy Committee, Teaching Faculty/Adjunct/Facilitators, and Workforce Solutions staff in the development of On-Campus Job Skills and Continuing Education Activities.

Obtaining Funding:

Funds will be awarded on a competitive basis with a focus on the benefit to the overall institution. Allocations will be made at the beginning of each semester. To obtain these funds, the faculty or staff member should complete the Professional Development On-Campus Non-Credit Job Skills Training and Continuing Education Activities Request Form, which documents the costs, purpose(s), activities involved, and benefits to be derived from the proposed activity. Once completed, the form is submitted to the employee's dean or supervisor for approval. If approved, the request is then processed and forwarded to the Coordinator of Professional Development who will utilize teams from the Professional Development Policy Committee to review requests. A rubric and a blind process will be used to determine which requests offer the highest benefit to the institution. Approved requests will be forwarded to the Vice President of Financial and Administrative Services for final approval and processing. The Coordinator of Professional Development will notify the applicant of the outcome. Applicants receiving approval must submit required documentation to the Accounting Department.

See the Schedule for Funding Requests for information about application dates, notification dates, and deadlines for submission of documentation to the Accounting Department.

Part-time Professional Development Achievement Award

Funding Source: Professional Development, Departmental Budgets, Foundation Grants, OER grants

Percentage of Budget: 20%

Completion by Design Category: Progress

Eligible Groups: All employees

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description: The Coordinator of Professional Development will plan regular professional development sessions with host speakers and/or workshops facilitated by people who are not CVCC employees. These sessions will be planned in advance and placed on the Professional Development Calendar. An effort will be made to offer duplicate sessions or to record sessions to facilitate access to all employees. The sessions will be promoted via fliers, website, and emails and will be placed on the professional development calendar each semester. Topics for these sessions should originate with the annual Professional Development Survey. An individual or constituency group may submit topics and suggested speakers to the Coordinator of Professional Development.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

Obtaining Funding: The coordinator of Professional Development will manage the budget for these sessions. Individuals will preregister for participation.

Professional Development Sessions – Internal Speakers and Programs

Funding Source: None

Percentage of Budget: 0%

Eligible Groups: All employees

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description: The Coordinator of Professional Development will schedule and promote monthly sessions on the campus of CVCC to facilitate and encourage CVCC employees sharing and learning from each other. There are two types of these sessions: "brown-bags" (more informal) and regular professional development session (more formal/planned). The sessions will be promoted via fliers, website, and emails and will be placed on the professional development calendar each semester. The sessions should alternate Mondays and Thursdays to reach as many employees as possible.

1. "Brown-bag" sessions: These sessions are held during a lunch hour and participants are encouraged to bring their own lunch. This type of professional development fosters comradery and collegiality. Examples of brown-bag sessions could include:
 - Faculty/staff sharing traveling experiences with other faculty
 - Round table discussions of best practices in the classroom
 - Sharing/presenting on a topic recently learned about at conference
 - Sharing/learning about past experiences (i.e. serving in the military)
 - Sharing/learning about cultures that are different from our own
2. Other on-campus sessions (more formal): These sessions utilize a presentation/workshop format. Topics for these sessions should originate with the annual Professional Development Survey. The topics should be of interest to faculty and/or staff. These topics will be presented by the faculty and staff at CVCC. Examples of topics could include:
 - Cooperative learning in the classroom
 - Tools for online teaching
 - Leadership/management skills
 - Flipping the classroom
 - Filling out APPDOs/EWPs
 - Benefits - Healthcare and retirement

Obtaining Funding:

No funding is necessary for these on-campus professional development activities. The faculty/staff member presenting or facilitating will not receive monetary compensation.

Professional Organization Memberships

Funding Source: Professional Development

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

Percentage of Budget: 4%

Completion by Design Category: Progress

Eligible Groups: Faculty, classified staff, and part-time staff (must have supervisor approval including confirmation of available hours).

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description: Funds are made available to support individual faculty members and eligible staff in covering the costs of membership fees for professional organizations related to their job responsibilities.

Obtaining Funding:

Funds awarded for professional memberships will be awarded on a first-come, first-served basis until available funds are depleted. A maximum of \$250 will be awarded to each applicant. Applicants should submit a Professional Membership Request Form to the Coordinator of Professional Development. Approved requests will be forwarded to the Vice President of Financial and Administrative Services for final approval and processing. The Coordinator of Professional Development will notify the applicant of the outcome. Applicants receiving approval must submit required documentation to the Accounting Department.

See the Schedule for Funding Requests for information about application dates, notification dates, and deadlines for submission of documentation to the Accounting Department.

VCCS Funded

New Horizons Conference

Funding Source: Central Account

Completion by Design Category: Progress

Eligible Groups: Faculty, classified staff, and part-time staff (must have supervisor approval including confirmation of available hours) at the discretion of the CVCC President.

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description:

The New Horizons Conference is the premier teaching and learning conference of the Virginia Community College System, annually attracting almost 1,000 Virginia college faculty, staff, and administrative leaders. The conference serves the scholars, teachers, and practitioners of Virginia's community colleges by enabling and supporting their professional development and interests in teaching, learning, and technology.

New Horizons is the single largest gathering of Virginia Community college teachers, researchers, administrators, and professionals. In 2016, the conference featured over 180 hours of programming, 10 live-streamed sessions, and 30+ exhibitors, and honored 12 Excellence in Education Award finalists.

Obtaining Funding:

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

Employees wishing to attend the New Horizons Conference should submit a Travel Request Form to their academic dean or supervisor.

Employees are responsible for completing the VCCS New Horizons Early Bird registration for making hotel reservations as needed. Employees should make hotel reservations at one of the conference hotels. The VCCS will cover one night's lodging and tax for every employee whose campus is fifty (50) or more miles from the conference site. Employees who share a room are entitled to two nights' coverage (one night per employee). The name of the roommate must be listed with the hotel. Employees who book as a single are responsible for the second night's accommodations.

Mileage and non-conference meals will not be paid. Employees may request the College vehicles and travel in a group.

VCCS Peer Group Conferences

Funding Source: VCCS and Department budgets

Completion by Design Category: Progress

Eligible Groups: Faculty, classified staff, and part-time staff (must have supervisor approval including confirmation of available hours)

Goal: To ensure that employees remain current on issues affecting the College and the employee's role in it. To ensure that employees stay current on best practices within the employee's discipline or position.

Description:

The award-winning Peer Group program for Virginia's Community Colleges encourages collaboration, creativity, problem-solving, planning, forecasting, learning, and networking in the VCCS.

A peer group is a natural association of twelve (12) or more faculty or staff members by discipline, position or special interest. Each peer group will have the opportunity to meet every other year to discuss substantive issues related to curriculum revision, technology, instructional innovations, and discipline updates. Peer group meetings are organized by a planning committee comprised of individuals in the discipline or peer group. Peer group/discipline meetings provide an opportunity for faculty to learn from each other and enhance the success of their students and colleges.

Obtaining Funding:

Employees wishing to attend a VCCS Peer Group Conference should submit a Travel Request Form to their academic dean or supervisor.

Employees are responsible for completing the VCCS Peer Group Conference registration and for making hotel reservations as needed. Standard policy is that room charges, lunch, and breakfast will be master-billed. For groups meeting every other year, the Professional Development department of the VCCS will cover rooms at 100% for individuals traveling fifty (50) or more miles to attend and will also cover accommodations for the previous night (Wednesday) for those traveling 200 or more miles. For groups that meet every year, the VCCS will cover 50% of the participant's hotel cost. Participants are encouraged to share a room so that their hotel is covered in full. Non-conference meals are at the participant's own expense. Employees are encouraged to utilize the College vehicles. Mileage reimbursement may be requested from department budgets if funds are available. State travel guidelines apply.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

VCCS First Year and Adjunct Faculty Institute

Funding Source: VCCS and Department budgets

Completion by Design Category: Progress

Eligible Groups: First year and adjunct faculty

Goal: To ensure that employees remain current on best practices within the employee's discipline or position.

Description: The day and one-half **VCCS First Year and Adjunct Faculty Institute** is designed for full-time teaching faculty who are in their first year in the VCCS and for VCCS adjunct faculty.

Obtaining Funding:

Employees wishing to attend a VCCS First Year and Adjunct Faculty Institute should submit a Travel Request Form to their academic dean or supervisor.

Employees are responsible for completing the First Year and Adjunct Faculty Institute registration and for making hotel reservations as needed. Standard policy is that room charges, lunch, and breakfast will be master-billed. For groups meeting every other year, the Professional Development department of the VCCS will cover rooms at 100% for individuals traveling fifty (50) or more miles to attend, and will also cover accommodations for previous night (Wednesday) for those traveling 200 or more miles. For groups that meet every year, the VCCS will cover 50% of participant's hotel cost. Non-conference meals are at the participant's own expense. Employees are encouraged to utilize the College vehicles. Mileage reimbursement may be requested from department budgets if funds are available. State travel guidelines apply.

Regional Center for Teaching Excellence

Funding Source: VCCS

Completion by Design Category: Progress

Eligible Groups: Faculty, classified staff, and part-time staff (must have supervisor approval including confirmation of available hours).

Goal: To ensure that employees remain current on best practices within employee's discipline or position.

Description:

The Virginia Community College System includes five Regional Centers for Teaching Excellence (RCTE). The centers aim to offer professional development sessions that address the teaching, learning, and technology education needs of faculty; to promote interdisciplinary knowledge and resource sharing on topics of regional and system-wide importance; and to foster innovative teaching, learning, and student success practices via education and training opportunities as needed, on-demand.

Our region is the CENTRAL REGION, which consists of the following colleges: Blue Ridge Community College, Central Virginia Community College, Danville Community College, Dabney S. Lancaster Community College, Patrick Henry Community College, and Virginia Western Community College.

At least three workshops per semester are held for the region at any of the colleges listed above.

Central Virginia Community College Policies
IV - Employment Policies and Information
Professional Development Plan

RCTE provides a forum for dialogue and reflection on the art and practice of teaching by focusing on four themes:

- Learning
- Teaching
- Self-Development
- Innovation

RCTE embrace the following principles:

- Providing a forum for cross-institutional professional interaction
- Modeling co-learner environments
- Discovering the art of teaching as a developmental process
- Cultivating a community of reflective practitioners
- Building collective ethical wisdom
- Advancing instructional methods through experimentation and innovation
- Fostering cross-discipline collegiality and collaboration
- Recognizing and celebrating diversity

These workshops are planned at least a semester in advance and will be placed on the CVCC Professional Development Calendar.

Obtaining Funding:

The funds for these workshops are provided by the VCCS Professional Development Department. Therefore, there are no registration fees. If the workshop is held at another college, the CVCC vehicle should be requested for transportation. Meals are at the participant's own expense. Usually, some small snacks are included.