



AP 7160

PROFESSIONAL DEVELOPMENT

References:

Education Code Section 87151;
Title 5 Sections 55701 and 55730;
ACCJC Accreditation Standard III.A.14

The District, through the Professional Development Advisory Committee (PDAC), shall establish a Professional Development Plan consistent with the Educational Master Plan and District strategic directions. The PDAC shall be responsible for reviewing and recommending the use of funds for professional development to the College Planning Council (CPC).

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 these 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 are published on the District website. The District shall maintain records on the description, type, and number of activities scheduled and the number of District employees and students participating in these activities in accordance with Title 5 Section 55730.

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

All eligible employees will be afforded opportunities and encouraged to participate in professional development/professional growth activities.



Faculty Professional Development (Flex) Obligation

The Flexible Calendar Program allows the District to designate a specified number of days each semester for professional development (flex) activities in lieu of teaching (Title 5, § 55720, § 55726) and work assignments.

The academic year is defined in California Code of Regulations as 175 days of instruction (excluding summer sessions). The District functions under a state-approved flexible academic calendar comprised of two 16-week terms (fall and spring) totaling 165 instructional days plus 10 flex days for professional development. A flex day equates to six (6) hours.

Full Time Faculty Obligation

The flex obligation for all full time faculty is 60-hours, comprised of 16 mandatory hours on the three in-service days plus 44 individual hours. Faculty with scheduled teaching/work assignments during mandatory professional development may, with department chairperson and Faculty Professional Development Coordinator approval, substitute equivalent hours by participating in workshops approved by the Faculty Professional Development Committee and scheduled for later in the semester. The obligation will be reduced proportionally for those working a reduced contract or on approved leaves. Because the obligation is for 175 days total, there is not an additional obligation for those full time faculty with an overload. This obligation must be completed each contract year between July 1 and June 30.

Part Time Instructional Faculty Obligation

Part time instructional faculty are being paid to teach a class that has been reduced, due to the 16-week calendar, in the number of meeting days and therefore a flex obligation is due. The flex obligation shall be a 1:1 calculation based upon the lecture hours or lab hours recorded in the Course Outline of Record for the course and coded into Banner as the "Contact Hours" for the section being taught. This obligation must be completed within the contract semester.

Part Time Educational Support Faculty Obligation

The flex obligation for Part Time Educational Support Faculty Obligation shall be a 1:1 calculation based on the number of TLU's worked per semester. For example, for Part Time Educational Support Faculty who work 10 TLUs, they will have a flex obligation of 10 hours. This obligation must be completed within the contract semester.



Exceptions

Part-time non credit faculty, faculty who are program loaded (load based on hours), teach short term (non-semester-length) courses, teach self-paced courses or work experience, or teach dual enrollment courses at the high school, are exempt from a flex obligation.

The District may offer to compensate these exempt part-time faculty to participate in professional development.

Also see AP 7210 Academic Employees: Faculty.

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