Crafton Hills College
2007-2010 Professional Development Plan

Professional Development Committee Mission Statement:

The mission of the Crafton Hills College Professional Development Committee is to provide and support professional development activities and opportunities for all staff to acquire the knowledge and skills to better serve students and the community. These developmental activities will be consistent with the college mission and will enhance job performance and interaction among all CHC employees, thereby developing a sense of campus community.

Professional Development Committee Members:

Rick Hogrefe (Co-Chair)
Jonathan Townsend (Co-Chair)
Daniel Bahner
Robert Brown
Gwen DiPonio
Tracy Gray
Dr. Janine Ledoux
Dr. Ted Phillips
Laura Record
Bret Scaliter

Goal 1	Crafton Hills College will create a permanent, full-time position of Coordinator of Professional and Organizational Development.			
Obj. 1.1	By June 2010, Crafton Hills College will create a permanent, full-time faculty position among whose responsibilities is to coordinate professional development activities for the campus.			
Benchmarks		6/08	6/09	6/10
Commit a.2 factor of funding from campus account to support Chair of Professional Development or Instructional Designer		100%		
Commit a.4 factor of funding from campus account to support Chair of Professional Development or Instructional Designer			100%	
Develop a new position description for a Instructional Designer/Coordinator of Professional Development			100%	
Fully fund and hire an Instructional Designer/Coordinator of Professional Development				100%

Goal 2	Crafton Hills College will create a consistent, highly reliable professional and organizational development program to provide training for faculty, staff, and administrators.			
Obj. 2.1	By June 2010, Crafton Hills College will operate a fully functional Teaching and Learning Center.			
Benchmarks		6/08	6/09	6/10
Expand the TLC to include a 25 seat 'TLC II' in OE2-301		100%		
Incorporate video production capabilities into the TLCs			100%	
Develop and implement a plan for open lab time/one on one mentoring services in the TLC				100%
Evaluate and upgrade, as necessary, the functionality of the TLC				100%
Obj. 2.2	By December 2010, Crafton Hills College will provide consistent professional development programming for faculty, staff, and management throughout the year.			
Benchmarks		12/07	12/08	12/09
Identify the minimal and necessary training components for a CHC faculty/staff/administrator		100%		
Create and execute a professional development needs assessment for F/S/A		100%		
Achieve successful completion of minimal professional development programming by 50% of F/S/A			100%	
Achieve successful completion of minimal professional development programming by 75% of F/S/A				100%
Obj. 2.3	By June 2010, Crafton Hills College will create an online repository for web-based professional development activities and resources.			
Benchmarks		6/08	6/09	6/10
Create a webpage with external links to web based professional development activities		100%		
Develop a plan for capturing professional development activities so they can be migrated to the web		100%		
Migrate 30% of all professional development activities to the web			100%	

Migrate 60% of all professional development activities to the web			100%

Goal 3	Crafton Hills College will redesign the procedures regarding FLEX and professional development.			
Obj. 3.1	By June 2010, Crafton Hills College will implement new procedures for tracking and reporting FLEX/professional development activities for the year.			
Benchmarks		6/08	6/09	6/10
Implement use of existing online FLEX reporting procedures		100%		
Evaluate existing FLEX reporting and tracking systems and make recommended changes.		100%		
Achieve a successful online FLEX reporting rate of 95%			100%	
Achieve a successful online FLEX reporting rate of 98%				100%
Obj. 3.2	By June 2010, Crafton Hills College will implement a new procedure for the evaluation of FLEX and part-time professional development reports.			
Benchmarks		6/08	6/09	6/10
Revisit, redesign and achieve necessary approvals for new CHC FLEX requirements		100%		
Develop criteria for evaluating full-time and part-time FLEX activities and reporting		100%		
Implement new full-time and part-time FLEX requirements			100%	
Achieve a successful FLEX completion rate of 75% of all ft & pt faculty			100%	
Achieve a successful FLEX completion rate of 90% of all ft & pt faculty				100%
Evaluate FLEX success rates and process.			100%	100%
Obj. 3.3	By June 2010, Crafton Hills College will establish a process by which all full-time faculty and managers create professional development plans.			
Benchmarks		6/08	6/09	6/10
Develop criteria for professional development plans		100%		
Pilot professional development plans for faculty and administrators			100%	
75% of all FT faculty and administrators have professional development plans			100%	
90% of all FT faculty and administrators have professional development plans				100%
Develop evaluation and rewards criteria for Professional development plans			100%	100%

Goal 4	Crafton Hills College will create and implement an ongoing program for technology skills development for faculty, staff, and administrators.			
Obj. 4.1	By June 2010, Crafton Hills College will have a formal skill and technology development plan for faculty and staff.			
Benchmarks		6/08	6/09	6/10
Convene a task force that will guide the needs of a technology skill development plan for campus employees		100%		
Identify a series of technology workshops that should be available to faculty and staff every semester.		100%		
Evaluate and update semester technology workshops each semester, as needed.			100%	
33% of campus FT employees will participate in formal technology training			100%	
66% of campus FT employees will participate in formal technology training				100%
Obj. 4.2	By June 2010, Crafton Hills College will provide timely training on emerging technologies.			
Benchmarks		6/08	6/09	6/10
Professional Development Committee will develop a strategy for identifying and addressing emerging technologies in terms of professional development		100%		
Professional Development Committee will implement strategy to address emerging technologies training for the campus			100%	
Evaluation and of emerging technologies identification and training strategy			100%	

Goal 5	Crafton Hills College will create and implement themed learning academies for the professional development of faculty and classified staff.			
Obj. 5.1	By June 2010, Crafton Hills College will maintain, evaluate and amend as necessary current professional development academies.			
Benchmarks		6/08	6/09	6/10
Develop criteria for evaluation of all themed Learning Academies		100%		
Evaluation of all themed Learning Academies		100%		
Implement a process for systematically upgrading or eliminating specific themed Learning Academies			100%	
Obj. 5.2	By June 2010, Crafton Hills College will create new professional development academies in response to identified campus needs.			
Benchmarks		6/08	6/09	6/10
Develop a strategy for identifying and developing new Learning Academies		100%		
Pilot new learning Academies			100%	

Implement a process for systematically upgrading or eliminating specific themed Learning Academies	100%	

Goal 6	**Crafton Hills College will create a formalized orientation and mentoring program for all employees.**			
Obj. 6.1	By June 2010, Crafton Hills College will implement a year long, new full-time faculty orientation and formal mentoring program.			
Benchmarks		6/08	6/09	6/10
Develop a strategy for creating and implementing a formal orientation program for all employees		100%		
Develop a strategy for creating and implementing a formal mentoring program for all employees			100%	
Develop and implement an evaluation and improvement process for employee orientation training			100%	
Develop and implement an evaluation and improvement process for employee mentoring program				100%
Obj. 6.2	By June 2010, Crafton Hills College will implement an orientation program for newly hired classified staff.			
Benchmarks		6/08	6/09	6/10
Develop a strategy for creating and implementing an orientation program for newly hired classified staff.		100%		
Develop and implement an evaluation and improvement process for the newly employee orientation program			100%	
Obj. 6.3	By June 2010, Crafton Hills College will implement a comprehensive orientation and training program for part-time faculty.			
Benchmarks		6/08	6/09	6/10
Develop a strategy for creating and implementing a comprehensive orientation and training program for part-time faculty		100%		
Develop and implement an evaluation and improvement process for comprehensive orientation and training program for part-time faculty			100%	
Obj. 6.4	By June 2010, Crafton Hills College will coordinate efforts for ongoing management training.			
Benchmarks		6/08	6/09	6/08
Develop a strategy and make recommendations for creating and implementing an ongoing management training program		100%	100%	100%

Goal 7	Crafton Hills College will commit the funds necessary to sustain an effective professional and organizational development program.			
Obj. 7.1	By June 2010, Crafton Hills College will implement, evaluate and amend as necessary a means by which to fund professional development for the campus in a way that is equitable and meets the needs of full-time faculty, part-time faculty, classified staff and management.			
Benchmarks		6/08	6/09	6/10
Develop a strategy for the ongoing sustenance of a viable professional development committee and its programs		100%		
Propose strategy for ongoing professional development to the appropriate campus leaders			100%	
Develop a comprehensive evaluation of professional development activities to be conducted each school year.			100%	
Make recommendations for ongoing professional development activities and funding based upon yearly evaluations. to the appropriate campus leaders			100%	100%

Goal 8	Crafton Hills College will redesign the structure and role of the professional and organizational development committee.			
Obj. 8.1	By June 2010, Crafton Hills College will clearly identify the roles and responsibilities of members of the professional development committee.			
Benchmarks		6/08	6/09	6/10
Identify the role and activities of the Professional Development Committee on the campus each year		100%	100%	100%
As necessary, alter the exiting responsibilities of Professional Development Committee members to ensure the activities the committee is responsible for can be accomplished		100%		
Develop an evaluation instrument to measure the success of Professional Development Committee activities			100%	100%
Obj. 8.2	By June 2010, Crafton Hills College will conduct a yearly retreat for members of the Professional Development Committee.			
Benchmarks		6/08	6/09	6/10
Chair of Professional Development Committee to consult with all necessary constituency leaders to identify committee members in the coming year each April.		100%	100%	100%
Conduct a Professional Development Committee retreat each summer		100%	100%	100%
Chair of the Committee from previous school year will coordinate the summer retreat		100%	100%	100%
Evaluate the effectivness of the summer retreat and take appropriate action the following year.			100%	100%