

**Crafton Hills College**  
**2006-2007 Full-Time Faculty Professional Development Plan**  
**Part I**

*Please type or neatly print all information. This form is due **October 1, 2006.***

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**A: Goals**

*In either paragraph form or as a list, please describe your specific professional development goals for the upcoming academic year, relating each goal to an area of student, staff or instructional improvement (see reverse). Your goals should be realistic, pertinent to your work at the college and achievable within this academic year.*

**B: Planned Activities**

*Identify how you plan to spend your 24 hour FLEX obligation in an effort to meet the aforementioned goals. What specific workshops, conferences and activities do you anticipate will help you achieve your professional development goals? Please note, all full-time faculty are eligible for up to \$200 in professional development funding, excluding Title V funds.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FLEX Committee Recommendation:**

- Approved**
- Request more information** *Please describe what information is required.*
- Denied** *Please explain.*

**Chair, FLEX Committee** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>(A) Staff Improvement</b>	<b>(B) Student Improvement</b>	<b>(C) Instructional Improvement</b>
1. Developing New Programs (e.g. a workshop on designing programs.)	1. Teaching a class in shortened format during a flex period (Provided no pay is provided)	1. Attending workshops on teaching methods or techniques.
2. Faculty and counselor meetings to address areas of concern.	2. Developing a new program to meet changing student needs.	2. Exploring alternative instruction methods or developing a new course.
3. Faculty and staff meetings to improve learning resource support services to students.	3. Faculty and staff (e.g. tutors, lab assistants) meetings to improve services to students.	3. Development or revision of programs, course curriculum, learning resources and evaluation.
4. Orientation/education (e.g. new faculty, role of academic senates, training students, staff, and faculty to serve on committees, changing role of technology in education.)	4. Creating self-study modules and/or computer-assisted instruction	4. Modification of a course to address the needs of diverse students.
5. Workshops on how to mentor students or how to mentor faculty.	5. Student advising (e.g. academic advising of students by faculty.	5. Modifying an existing course to comply with changing institutional or discipline standards.
6. Student, faculty, and staff diversity (e.g. sexual harassment workshops, affirmative action conference, cultural diversity seminars, multicultural activities.	6. Mentoring of students.	6. Grant writing to secure funds for instructional improvement.
7. Workshops or individually designed activities to improve or enhance a person's skills or knowledge in his/her own discipline.	7. Training in classroom research or assessment techniques.	7. Developing student readiness programs specific to course disciplines.
8. Improving or learning how to deal with computers and technology.	8. Meetings (department, division, or college-wide) specifically to discuss strategies for improving service to students.	8. Faculty and counselor meetings to address areas of curriculum.
	9. Faculty advising for student clubs.	9. Review of learning resource materials to eliminate outdated items and recommend additions.
	10. Conducting special workshops for students (e.g. understanding the college schedule, transfer requirements, etc.)	10. Creating self-study modules and computer-assisted instruction modules.
	11. Faculty participation in student orientation programs.	

**Crafton Hills College**  
**2006-2007 Full-Time Faculty Professional Development Plan**  
**Part II**

*Please type or neatly print all information. Attach a copy of your 2006-2007 FLEX report.  
This form is due **May 1, 2007**.*

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**C: Actual Activities**

*Describe how the activities listed on your FLEX report helped you toward the goal of meeting your professional development goals for the year (Part I, A). If the activities listed on your FLEX report vary significantly from those you planned (Part I, B), please describe why. Which, if any, of your professional development goals went unaccomplished for the year?*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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- Request more information** *Please describe what information is required.*
- Denied** *Please explain.*

**Chair, FLEX Committee** \_\_\_\_\_ **Date** \_\_\_\_\_