

BARTON COUNTY COMMUNITY COLLEGE

Professional Development Plan

Purpose

The purpose of the Barton County Community College Professional Development Plan is to design, implement and evaluate a college-wide training program available to employees.

Strategic Plan Association

Based on the mission, vision, and ends established by the Board of Trustees, the College developed Strategic Statements. Strategic Statement 6 is, "The College will highly value people. Barton employees are our most valued resource. The College will recruit, retain, and cultivate a well-qualified, committed workforce through competitive compensation, professional development, and a supportive work environment." The Professional Development Plan strives to assist the College in achieving the professional development component of this goal.

Training Components:

Training components of the Professional Development Plan include:

1. Directed, Required, or Mandated Training (all employees);
2. Training to Support Mission or Operations;
3. Personal Enrichment Training; and
4. Professional Development for faculty
5. All-faculty meetings

2008-09 Professional Development Plan Objectives:

- Provide one or two professional development opportunities annually for all Barton employees on both campuses;
- Continually offer software training to all employees to update and/or enhance their skills;
- Establish and maintain new employee online orientation courseware to aid in educating Barton employees on policies, procedures and responsibilities;
- Provide two training activities annually for all Barton supervisor's/leaders; and
- Provide professional development opportunities for faculty as a whole and individually
- Provide a venue and other resources for all faculty from both campuses and outreach sites to meet twice a year

➤ **Directed, Required, or Mandated Training**

1. This training is derived from federal, state, and/or local regulations and laws, college governance policies/procedures, and safety criterion
2. It can be required of all employee groups or just select employee groups
3. As necessary, it is offered on an annual basis or during new employee orientation

The 2007-2008 Professional Development Committee (PDC) Professional Development Plan identified eight (8) Directed, Required, or Mandated training priorities to include:

1. Anti-harassment
2. Employment Discrimination (ADA and EEOC)
3. Students with Disabilities (physical and emotional)
4. Family Education Rights and Privacy Act (FERPA)
5. Student Discipline (legal issues)
6. Bloodborne Pathogens
7. Drug-free Environment
8. New Employee Orientation

Status:

Online training shells will be complete and ready to go by the end of June 2008 for the Anti-harassment, Employment Discrimination, Students with Disabilities, Family Education Rights and Privacy Act, Student Discipline, Bloodborne Pathogens, and Drug-free Environment training priorities. All regular employees (approximately 300) will be undergoing this required online training in the new fiscal year. The New Employee Orientation online training shell was postponed and moved forward to the 2008-2009 Professional Development Plan.

The 2008-2009 PDC Professional Development Plan identifies eight (8) Directed, Required, or Mandated training priorities to include:

1. Oversight and maintenance of seven (7) online shells (1-7 above)
2. Development of New Employee Orientation online training shell

➤ Training to Support Mission or Operations

1. This training focuses on providing required knowledge and skills for attainment of the College's mission or vision
2. It is generally not college-wide
3. It is targeted to meet specific requirements for a particular area, division, and/or department
4. It is not intended to replace or eliminate professional development traditionally approved at the management level for staff employees
5. It is reassessed on an annual basis by referencing previous survey data, administering new surveys, and/or collaborating with managers

The 2007-2008 PDC Professional Development Plan identified seven (7) Mission or Operations training priorities to include:

1. Instructional Technology (eCourse classes and certification)
2. Supervisory Skills
3. Communications
4. Excel
5. PowerPoint
6. Conflict Management
7. DreamWeaver

Status:

1. Instructional Technology
 - 1 employee took the courses Using eCompanion and eCertification: Teaching Online Courses
 - 2 employees took the course eCertification: Developing Online Courses
 - 3 teams were created to evaluate current Smart classroom instructions to possibly make using these instructions more user-friendly
 - Several Fort Riley campus employees participated in the CITE conference
2. Supervisory Skills/Communications/Conflict Management
 - On August 9, 2007, 41 supervisors on both campuses participated in the "Management Skills for First-Time Managers" training session on the Great Bend campus
 - On August 10, 2007, 45 leaders on both campuses participated in the "How to Enhance Essential Leadership Skills" training session on the Great Bend campus
 - On January 3 and 4, 2008, 51 leaders on both campuses participated in the "Managing Time and Multiple Priorities", "Facilitation Skills for Team Leaders", and "Understanding Human Behavior" training sessions on the Great Bend campus
3. Software Training
 - With the onset of Office 2007, Excel and PowerPoint training were postponed and incorporated into the 2008-2008 Professional Development Plan

- With the creation of a new Barton web site, DreamWeaver training will not be occurring because new software will be used to maintain the site, which is much more user friendly
- 4. Other Training/Professional Development
 - 5 employees participated in the ADVANCE Maximum Impact simulcast
 - 1 employee participated in the Leadership Golden Belt class
 - The “Offsite Workforce: New Risks for Supervisors” CD was purchased to assist supervisors manage their telecommuting employees
 - The “Effective Performance Reviews” CD was purchased to assist supervisors with the performance review process

Note: This year the focus has been on college-wide versus department specific training needs.

The 2008-2009 PDC Professional Development Plan identifies thirteen (13) Mission or Operations training priorities to include:

1. 1-day fall training session for supervisors with speaker Ron Willis on “I’ve Fought Less Fires Since Recognizing I was the Arsonist”
2. Great Bend campus training session during Professional Conference Days for all employees with speaker Mark Taylor on “Generation NeXt Comes to College”
3. Fort Riley campus training session for all employees on “Working with Wounded Soldiers”
4. Both Great Bend and Fort Riley campus training sessions for all employees with speaker Donna Martinson on “Brain Blitz: Keeping Your Brain Functioning”
5. 1-day spring training session for supervisors with speaker Ron Willis on “Workplace Relationships: Creating a More Friendly Culture”
6. Both Great Bend and Fort Riley campus training sessions for all employees with speaker Ruby Payne
7. Office 2007
8. Flash
9. InDesign
10. PhotoShop
11. Excel
12. PowerPoint
13. ECompanion

Note: Again this year, the focus will be on college-wide versus department specific training needs.

➤ Personal Enrichment Training

1. This training is primarily focused on and determined by individual employee interests and requests
2. It has an indirect or long-term application to the employee’s position and function at the College

Status:

Because training has been focused on the Directed, Required, or Mandated Training and Training to Support Mission or Operations categories, moneys have not allocated for Personal Enrichment Training initiatives in the 2007-2008 and 2008-2009 Professional Development Plans.

- The 2007-2008 Faculty Council provided for individual professional development opportunities for 2007 – 2008 (through 6/30/08).

Status:

1. Four employees took eCertification courses. (5 courses total)
2. Twenty employees were funded for various conference attendances (28 conference registrations total).
3. Two employees were granted funds to purchase training aids.

➤ The 2008 – 2009 Faculty Council will provide for individual and group professional development opportunities in accordance with the 2008 – 2009 guidelines. In general, Faculty Council will fund up to \$450 for professional development courses and/or conference attendance. A formal requisition form is being developed by Faculty Council to assist faculty in requesting professional development funds.