

TO: Robyn Middleton (Planning & Research)

April 7, 2004

FROM: _____ (Print Name)

SUBJECT: **Involvement in Professional Development Activities Survey**

PURPOSE:

The purpose of this survey is to gather information regarding administration, faculty and staff members' prior involvement in professional development activities. Data collected from this survey will be utilized for SACS (Southern Association of Colleges and Schools) preparation and documentation. Information from this survey should also be used during discussions, feedback sessions, and evaluation periods between employee and supervisor to identify needs and opportunities regarding ongoing professional development.

DIRECTIONS:

- 1) Fill out the survey below using a check mark to answer each question (answer "N/A" if not applicable).
- 2) Make one copy of the survey to use in your annual performance evaluation with your supervisor/department head for discussion and planning purposes.
- 3) Sign and return the original to the Department of Planning & Research (Robyn Middleton) **no later than Friday April 16, 2004.**

QUESTIONS

1. I am a(n)
 Administrator
 Faculty Member
 Support Staff Member
2. I work at Wayne Community College
 Full-Time
 Part-Time
3. I work in the Department of _____.
4. I have current membership in one (1) or more professional associations related to my field.
 Yes
 No
 N/A
5. I have been a board member or officer for a professional association within the last three (3) years.
 Yes
 No
 N/A
6. I have completed one (1) or more formal college credit courses within the last three (3) years for the purpose of fulfilling my personal professional development goals.
 Yes
 No
 N/A
7. I have completed one (1) or more continuing education courses within the last three (3) years that is related to my field.
 Yes
 No
 N/A
8. I am required to complete continuing education course credits to maintain a current licensure within my field.
 Yes
 No
 N/A

9. I have, within the last three (3) years, published articles or research related to my area.
 Yes
 No
 N/A
10. I maintain current First Aid and/or CPR certification that may be required as it relates to my assigned area of responsibility.
 Yes
 No
 N/A
11. I have attended one (1) or more professional/trade/vocational association conferences in my discipline within the last three (3) years.
 Yes
 No
 N/A
12. I have, within the last three (3) years, formally presented at one (1) or more professional/trade/vocational meetings (conferences, workshops, seminars).
 Yes
 No
 N/A
13. I have participated in one (1) or more volunteer/community service activities during the past three (3) years that is related to my field or discipline area.
 Yes
 No
 N/A
14. I have attended one or more workshops related to my area of work at Wayne Community College.
 Yes
 No
 N/A

COMMENTS:

 Signature

 Date

 Print Name

Thanks for completing this survey. Don't forget to make a copy for your files and return the original to Robyn Middleton (Planning & Research; ext 701) by Friday April 16, 2004.