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1. PURPOSE:

The purpose of this section is to describe the Professional Development Program.

2. PROCEDURE:

The Office of Planning and Research is responsible for administering the Professional Development Program. The Professional Development Committee assists in the development, operation, and decisions of the program.

Professional Development Program at Wayne Community College is a comprehensive program of activities designed to promote the personal and professional growth of all employees. It provides opportunities for faculty and staff members to assess their own development needs, determine individual goals, and plan and implement effective programs of personal and professional growth. Each year all employees include professional developmental objectives in their annual performance appraisal plan.

Because WCC is a comprehensive community college, the professional development needs of its employees are varied and include both instructional and administrative elements. When a professional development need is identified, affecting enough employees, the administration seeks to provide that development

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internally through existing staff or by employing an external resource. Often, though, the need can be more effectively and economically met through travel to other community colleges, agencies, or businesses; through attendance at training seminars offered by some other agency; through participation in a state, regional or national conference; or through the pursuit of formal coursework or degrees.

Through the planning process, and to the extent available resources allow, travel funds are provided within individual department budgets to fund professional travel. Planning units may submit annual planning objectives requesting additional travel or contractual service funds to meet an identified professional development need.

In addition, the Professional Development Committee is annually provided an allocation of State (Tier A) funds, Federal Vocational Education funds, WCC Foundation funds and regular budget funds (when available) to respond to individual requests from faculty and staff for professional development assistance.

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The Professional Development Program may include:

1. On-campus events, programs, workshops, etc. designed to meet common professional
2. Development goals of several individuals
3. Individual participation in relevant conferences, workshops, seminars, and teleconferences
4. Individual study towards advanced college degree from a regionally accredited institution
5. Professional Competencies Program (Tier A program)
6. Enhancing Instructional Skills Program (formerly known as "Building Instructional Skills Program" - BISP) primarily for new and/or part-time instructors
7. Other professional development opportunities that may be announced during the course of the year
8. Licensure/certification attainment and/or renewal

Each employee is instructed to maintain a record of his/her professional development accomplishments that are reviewed annually with his/her supervisor. Review of the year's activities is incorporated in evaluation, planning, and budgeting for the next year.