

Independent Professional Development Credit Form

Directions: Fill form out completely and obtain the signature from your division chair. Submit form to Professional Development at least one week prior to proposed activity for Professional Development Credit. A list developed by the state Academic Senate on staff, student, and instructional improvement activities is listed on the second or back page. Please place a check mark on applicable activities.

Full-time faculty and Associate faculty activity is to be scheduled during non-teaching times to be completed by the end of the current semester.

Employee Information

Name: _____ Extension: _____
Job Title: _____ Date: _____
Department: _____
Division: _____
 Full-Time Part-Time Temporary / Full-Time Contract

Event Information

Event Date: _____ Event Time: _____
Event Name: _____ Number of Hrs: _____
Event Location: _____

Event Rationale

Measurable objectives of this event:

Sharing what you will have learned from this event is an important component of the Professional Development program. How do you propose to give back to the college as a result of attending this event?:

Statement relating to the objectives of the event to the intent of the flexible calendar program:

Approval

I certify that the proposed activity qualifies for appropriate staff, student, or instructional improvement according to the State Academic Senate and is scheduled during non-teaching times.

Signatures 1: Sign below, obtain the signature of the department chair, and forward to Professional Development before activity date.

Instructor's Signature: _____ *Division or Department Chair Signature:* _____ *Date:* _____

Signatures 2: Professional Development to review and return to instructor.

Professional Development Signature: _____ *Date:* _____ *PDC Hrs:* _____

Signatures 3: After completion of your activity, sign below and send to Professional Development with documentation for recording.

I did attend and/or performed the activity(ies) as described above.

Instructor's Signature: _____ *Division or Department Chair Signature:* _____ *Date:* _____

Questions? Call Professional Development

Check mark all applicable activities approved by the State Academic Senate.

1. Staff Improvement

- Developing new programs
- Faculty and counselor meetings to address areas of concern for faculty and staff
- Faculty and staff meetings to improve learning resource support services to students
- Workshops on how to mentor students or how to mentor faculty
- Orientation/education
- Student, faculty, and staff diversity
- Meetings designed to improve a cohesive working relationship among members of the group
- Workshops on how to write grants
- Workshops or individually-designed activities to improve or enhance a person's skills or knowledge in his/her own discipline
- Wellness activities that assist individuals to be physically and mentally better able to perform their jobs
- Learning a second language to better communicate with the diverse student population
- Disaster preparedness
- Improving or learning how to deal with computers and technology

2. Student Improvement

- Teaching a class in shortened format during a Professional Development period
- Developing a new program to meet changing student needs
- Faculty and staff (e.g., tutors, lab assistants) meeting to improve services to students
- Review of learning resource materials to eliminate outdated items and make recommendations for additions
- Creating self-study modules and/or computer-assisted instruction
- Student advising
- Training in classroom research (assessment) techniques
- Mentoring of students
- Faculty participation in student orientation programs
- Matriculation services
- Meetings (department/division/college) to discuss strategies for improving service to students
- Institutional research focused on meeting the needs of the students
- Writing grants aimed to improve services to students
- Articulation to improve transfer processes
- Outreach for special projects
- Conducting special workshops for students

3. Instructional Improvement

- Attending workshops on teaching methods or techniques
- Development or revision of programs, course curriculum, learning resources and evaluation
- Developing a new course
- Modifying an existing course to comply with changing institutional or discipline requirement
- Significant modification of a course to address the learning needs of diverse students
- Developing student readiness programs specific to course disciplines
- Faculty and counselor meetings to address areas of curriculum
- Review of learning resource materials to eliminate outdated items and recommend additions
- Creating self-study modules and computer-assisted instruction modules
- Departmental or division meetings to specifically discuss overall curriculum and program review
- Institutional research
- Grant writing to secure funds for improvement of instruction