



## PROFESSIONAL DEVELOPMENT PLAN WORKSHEET

The purpose of the worksheet is to foster a joint understanding between the faculty member and dean/director regarding the faculty member's professional development goals to occur during the upcoming academic year. This worksheet will be used to complete the online Professional Development Plan Form. A final, detailed plan must be submitted online by December 14, 2010. Approved activities will be eligible for payment of professional development incentive funds.

Name \_\_\_\_\_

Date: May 15, 2009 to May 14, 2011

Division/Department \_\_\_\_\_

**Instructions:** In the chart below, describe your proposed Professional Development Activities and the projected dates of completion. For each activity, place the number of hours being credited toward each category under the appropriate column. The total hours of each activity is equal to the number of hours listed on that row.

Place one check after the compensation level you are working on: One  or Two  (refer to chart on page 2).

Activity	Hours Toward Each Category				
Professional Development Activity	Projected Date	Discipline Enrichment	Pedagogy	SoTL	Other PD
Approved Changes to activities listed above	Projected Date	Discipline Enrichment	Pedagogy	SoTL	Other PD

## **Guidelines for Professional Development Planning**

### **A. Category Definitions**

1. **Discipline Enrichment** will include activities that develop the expertise of a faculty member in the content and skills of his/her chosen field (credit course in discipline, presentation at a conference, professional seminar, etc.) This area would include coursework from any regionally accredited educational institution (note: there are important limits regarding application of coursework to the professional development program specified in the endnotes). It would also include workshops, conferences or seminars devoted to subject matter that is discipline-related. Any work towards licensure, certification or other discipline-related awards will fit in this category as well.
2. **Pedagogy** will include any workshop, conference, course or seminar whose principal purpose is to improve one's skills or knowledge of student learning, teaching, librarianship, or counseling. These activities develop faculty skills in pedagogy (design, delivery, assessment of instruction; epistemology; learning theory and so forth).
3. **The Scholarship of Teaching and Learning (SoTL)** will include engagement in and contributions to the scholarship of teaching, librarianship, or counseling that conforms to the Valencia Standards of Scholarship (Action Research projects and scholarly publications are a good example of this category).
4. **Other Professional Development Activities** will include activities that are clearly related to professional development, but are outside the other categories. Activities that would fit in this category promote growth and professional renewal, such as any coursework, seminar or workshop related to technology that can be used to further one's practice. Other options include job shadowing, scholarly exchange programs, performing arts activities, etc.

### **B. Possible examples for each category**

#### **1. Discipline Enrichment**

- Completion of college-level courses in one's discipline or in disciplines that are directly related to one's discipline (except courses taken toward Masters +30 or Doctorate levels for salary increase)
- Attendance or presentation at any conference, seminar, workshop or meeting where one increases knowledge or skill in his or her discipline
- Work toward the publication of articles, chapters, encyclopedia entries, or similar publications in one's discipline
- Work towards the preparation of courses in one's discipline that are new to Valencia.
- Work towards licensure, certification or other discipline-related awards

#### **2. Pedagogy**

- College courses in the area of education.
- Attendance or presentation at conferences, seminars, workshops and roundtables that have as the main subject the following areas:
  - Student success
  - Active Learning
  - Cooperative Learning
  - Assessment
  - Improvement of communication between and amongst teachers, librarians, counselors and students
  - Improving student retention (completion of courses, college work)
  - Writing across the curriculum
  - Creation and use of rubrics

- Different Learning styles
- Addressing/utilizing diversity and inclusion
- Problem-based learning
- Utilization of Life Map activities
- Teaching strategies
- Valencia's Student Core Competencies
- Effective lectures
- Improving student responsibility
- Improving student attendance
- Linked courses
- Best practices
- Use of educational technology to further learning

### **3. The Scholarship of Teaching and Learning (SoTL)**

- Action research projects
- Scholarly studies of the effectiveness of teaching, counseling or librarianship methods. Such studies must meet Valencia's Standards of Scholarship on the TLA website.

### **4. Other Professional Development Activities**

- Courses, seminars, or workshops to improve one's knowledge of educational technology
- Courses, seminars, or workshops to improve one's knowledge of language (English or others)
- Courses, seminars, or workshops to improve one's knowledge of other cultures
- Participation in Educators in Industry, scholarly exchange programs, workforce development, or job shadowing that are not otherwise compensated by the college

#### ***C. Specific Activities NOT included for Professional Development:***

1. Curriculum Development (unless outside current job description)
2. Membership in or Service to Professional Organization
3. Volunteer Work / Community Service
4. Work that is part of a faculty member's regular professional responsibilities per most job descriptions (i.e. department/division meetings, committee work, curriculum planning, etc.).

#### **Disclaimer:**

Listing an activity on this document does not obligate Valencia to ...

1. pay for the activity
2. pay for a substitute while you pursue the activity.