



## **Professional Development Self-Designed Activities**

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*The activities outlined in this section are divided into three areas corresponding to the three objectives identified in the statement of policy. Specific projects that fall under these categories must be well-planned, professionally appropriate, and described in detail on the Professional Development contract.*

# **Spring 2012**

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**Currency and Growth in One's Field**

You must provide a brief description of the activity, conference, or workshop (including dates, times and locations) for each event. You may list several items under one category.

**Read Relevant Materials**

**PD Code:** #110

**PD Hours:** Variable, depending on participation

**Description:** These individually designed activities are to improve or enhance a person's skills or knowledge in one's own discipline. Reading selections may include journal research/evaluation and analysis of books with implications for one's profession. Use your best professional judgment when estimating the number of hours you will be reading materials.

**Prepare for Conference and Workshop Presentations**

**PD Code:** #111

**PD Hours:** Variable, depending on participation

**Description:** Oral or written presentations to professional conferences, whether invited or a response to a call for papers are included here. Faculty should apply for travel funds through their Department Chair and Dean. Approval for travel that involves missing classes or office hours requires consultation with the Chair and Dean. Professional Development is not a source of conference or workshop funds.

**Attend Professional Conferences and Workshops**

**PD Code:** #112

**PD Hours:** Variable, depending on participation

**Description:** Participation in meetings of professional organizations that are approved by a state licensing board for continuing education credit is also appropriate. Faculty should apply for travel funds through their Department Chair and Dean. Approval for travel that involves missing classes or office hours requires consultation with the Chair and Dean. Professional Development is not a source of conference or workshop funds. Eligible for a maximum of six hours per day.

**Improve or Learn How to Use Computers and Technology in Instruction**

**PD Code:** #113

**PD Hours:** Variable, depending on participation

**Description:** This activity addresses the changing role of technology in education. There are a variety of resources on campus to assist you in learning to create or use multimedia in the classroom; learning to use Blackboard; and creating self-study modules and computer-assisted instruction modules.

**Write for a Publication**

**PD Code:** #114

**PD Hours:** Variable, depending on participation

**Description:** The topic must be related to the writer's field of expertise. Included are journal articles, popular magazine articles, scholarly books, textbooks, and other curricular materials. These projects would reflect the College's guidelines on publication. The writing does not have to be published in order to complete the professional development hours. Effective with the 2011-2012 academic year, the California Community Colleges Chancellor's Office has cautioned against any "double-dipping" for professional development. Any paid work is not eligible for PD hours.

**Engage in Constructive Activities in One's Discipline or in a Related Field**

**PD Code:** #115

**PD Hours:** Variable, depending on participation

**Description:** These individually designed activities are to improve or enhance a person's skills or knowledge in one's own discipline. They may include commercial and industrial site visits; journal research and evaluation; reading and analysis of books with implications for one's profession; and planning, performing or attending exhibitions. Use your best professional judgment when estimating the number of hours it will take you to do this work.

**Acquire Foreign Language Skills**

**PD Code:** #116

**PD Hours:** Variable, depending on participation

**Description:** Learn a foreign language to better communicate with the diverse student population and/or enhance knowledge in one's discipline.

**Do Course Work in One's Field**

**PD Code:** #117

**PD Hours:** Variable, depending on participation

**Description:** Upper division or graduate-level course work related to the discipline or to post-secondary education is acceptable. Lower division courses that the faculty member has not taught or taken, but that are in the faculty member's service area, have been approved. Use your best professional judgment when estimating the number of hours spent in class and completing assignments.

**Currency and Growth in One's Field**

You must provide a brief description of the activity, conference, or workshop (including dates, times and locations) for each event. You may list several items under one category.

**Create Original Works as They Relate to the Discipline**

**PD Code:** #118

**PD Hours:** Variable, depending on participation

**Description:** Composing music, paintings, sculptures, essays, short stories, novels, poetry, and film are examples of appropriate activities. Effective with the 2011-2012 academic year, the California Community Colleges Chancellor's Office has cautioned against any "double-dipping" for professional development. Any paid work is not eligible for PD hours.

**Workplace Effectiveness**

You must provide a brief description of the activity, conference, or workshop (including dates, times and locations) for each event. You may list several items under one category.

**Part-Time Faculty Attend Department/Committee Meetings**

**PD Code:** #121

**PD Hours:** Variable, depending on participation

**Description:** Part-time faculty may include participation in department meetings and other campus committee meetings as a professional development activity without exception.

**Participate on TERB and Peer Evaluation Committees**

**PD Code:** #122

**PD Hours:** Variable, depending on participation

**Description:** Tenure Review Committee chairpersons may receive credit for twelve professional development hours and members receive credit for six professional development hours. Peer Review Committee chairpersons receive credit for six professional development hours and members receive credit for three professional development hours. You may claim PD hours if you are not claiming Service Points using this activity; you may not claim both.

**Revise Curricula**

**PD Code:** #123

**PD Hours:** Variable, depending on participation

**Description:** This includes developing a new course or modifying an existing course to comply with changing institutional or discipline requirements (changing theories in a discipline, articulation with transfer institutions, critical thinking, multiculturalism, and writing across the curriculum); review of learning resource materials to eliminate outdated items and recommend additions; and significant modifications of a course to address the learning needs of diverse students. Routine preparation of classroom structures, schedules and readings are not included in this activity. Preparing course handouts and syllabi are considered routine preparations.

**Develop Computer Software Skills**

**PD Code:** #124

**PD Hours:** Variable, depending on participation

**Description:** Developing skills in using computer software for word processing, multimedia presentations, spreadsheets, Internet access, statistical analysis and database creation may all be considered appropriate.

**Begin or Maintain District Outreach Projects**

**PD Code:** #125

**PD Hours:** Variable, depending on participation

**Description:** This includes providing extracurricular programs for K-12 and outreach for special projects.

**Consult with Other Departments/Offices on Campus**

**PD Code:** #126

**PD Hours:** Variable, depending on participation

**Description:** This allows for program coordination and development of interdisciplinary courses. Planning, preparing, and coordinating learning communities is an example of a professional development activity in this category. Full-time faculty may include department meetings provided the activity occurs on a non-instructional day and the content is beyond the scope of routine meetings, such as developing diversity plans, revising curricula, and participating in specialized workshops.

**Examine Educational/Academic Issues**

**PD Code:** #127

**PD Hours:** Variable, depending on participation

**Description:** This may occur in small groups on campus or at workshops and other off-campus events. Faculty members may apply twelve professional development hours for mentoring full-time or part-time faculty.

**Visit Business or Commercial Sites**

**PD Code:** #128

**PD Hours:** Variable, depending on participation

**Description:** The purpose may be to inquire about prospective employment for students or to develop an extension of a campus major or program. Arranging internships for students may be considered a professional development activity for faculty who are not teaching in the Cooperative Education Program.

**Redesign, Repair or Maintain Physical Facilities**

**PD Code:** #129

**PD Hours:** Variable, depending on participation

**Description:** This includes any renovation and updating of the Vocational Technology Division's equipment and shops that is best done by department personnel. It includes kiln and furnace rebuilding in the Art Department and laboratory redesign in the sciences. It excludes routine maintenance of general campus facilities. If you are using this category, please explain why this is NOT a routine procedure. Moving, painting, cleaning or reorganizing office furniture or files is not a professional development activity.

**Workplace Effectiveness**

You must provide a brief description of the activity, conference, or workshop (including dates, times and locations) for each event. You may list several items under one category.

**Assess Library Holdings**

**PD Code:** #130

**PD Hours:** Variable, depending on participation

**Description:** In consultation with the appropriate acquisitions librarian, periodic reassessment of both academic and non-academic library holdings is desirable. The result of the investigation should be a written review and recommendation submitted to the Chair of the library.

**Offer Instructional or Non-Instructional Programs for Students**

**PD Code:** #131

**PD Hours:** Variable, depending on participation

**Description:** Non-instructional activities may include informing students about campus issues, working with them on solutions for campus problems, or participating with them in cultural events that have educational impact. Full-time faculty have the option of earning Service Points for club advising or claiming professional development hours for club advising. Part-time faculty involvement as a club advisor may be considered a professional development activity. Starting a new club on campus or becoming involved in state, regional, or national conferences with student clubs would be considered a professional development activity. Mentoring students is a routine activity and does not qualify as professional development.

Trips arranged outside of a course's requirements may be included as a professional development activity if it provides the faculty member with opportunities for professional development. Making travel arrangements for a field trip that is part of course requirements is not a professional development activity.

Pretesting, assessing and audition judging is considered professional development under limited circumstances.

Teaching, in general, is not considered a professional development activity. Professional development should not be used to remedy a lack of funds in a department for substitutes or to pay faculty for directed studies or workshops or courses in the department or at another campus. However, teaching may qualify as a professional development activity under specific circumstances: the course is being taught at an accredited university; and the instructor does not teach the course on a regular basis; and the instructor does not receive salary and benefits from the university; and the course is upper division or graduate level; and the course does not have a Palomar College equivalent.

**Participate in Temporary Job Exchanges**

**PD Code:** #132

**PD Hours:** Variable, depending on participation

**Description:** Information regarding Fulbright Teacher Exchanges, the Community College Exchange Program, and the National Faculty Exchange Program is available from the Professional Development Office. Full-time tenured faculty are eligible for these programs. Short-term exchanges with campuses in the San Diego area are possible.

**Observe a Colleague's Teaching**

**PD Code:** #133

**PD Hours:** Variable, depending on participation

**Description:** Observe a colleague's teaching to prepare for teaching a course in a different specialty area; to learn successful teaching techniques; or to prepare for team teaching and interdisciplinary curriculum revisions. To be approved as a professional development activity, the purpose of the observation, date, time, instructor, and course title must be included on the PD contract.

**Develop Instructional Media**

**PD Code:** #134

**PD Hours:** Variable, depending on participation

**Description:** Producing special topic videos and slide presentations, writing storyboards or scripts for multimedia presentations, or writing workbooks and lab manuals would be appropriate activities. Routine classroom/teaching preparation (e.g., updating PowerPoint slides, presentations, handouts, lectures, etc.) does not count as professional development.

**Develop Assignments to Integrate Information Competency into Curriculum**

**PD Code:** #135

**PD Hours:** Variable, depending on participation

**Develop Strategies to Integrate Study Skills into your Discipline**

**PD Code:** #136

**PD Hours:** Variable, depending on participation

## Organizational Dynamics

You must provide a brief description of the activity, conference, or workshop (including dates, times and locations) for each event. You may list several items under one category.

### **Restructure Department or Office Organization**

**PD Code:** #137

**PD Hours:** Variable, depending on participation

**Description:** Restructure department or office organization and procedures to better serve instructional goals. Restructuring refers to organizational relationships, such as combining disciplines or office roles/responsibilities.

### **Create and Implement Professional Development Workshops**

**PD Code:** #138

**PD Hours:** Variable, depending on participation

**Description:** Preparation time for presenters of professional development workshops is granted for as many hours as the preparation requires. To propose a workshop, please contact the PD office at [pdoffice@palomar.edu](mailto:pdoffice@palomar.edu).

### **Review Articulation of Courses**

**PD Code:** #139

**PD Hours:** Variable, depending on participation

**Description:** Review articulation of courses or other cooperative efforts which relate to the California State University and the University of California systems and to local public school districts.

### **Assess and Improve the Community Relations of the College**

**PD Code:** #140

**PD Hours:** Variable, depending on participation

**Description:** This includes, but is not limited to, Speaker's Bureau activities and demographic studies.

### **Engage in Legislation and State Programs which Affect the College**

**PD Code:** #141

**PD Hours:** Variable, depending on participation

**Description:** Become informed about, and act on, changing regulations, legislation, and state programs which affect the College.

### **Participate in Community College Business at the State Level**

**PD Code:** #142

**PD Hours:** Variable, depending on participation

**Description:** This includes the state Academic Senate and other community college associations and commissions.

### **Participate in the Instructor Advisement Program**

**PD Code:** #143

**PD Hours:** Variable, depending on participation

**Description:** This program involves faculty participating in career planning with their students. Instructor advisement occurs in addition to regularly scheduled office hours. A time sheet that accounts for the instructor advisory hours must be submitted to the Professional Development Office.

Outreach activities for coaches and cooperative education faculty may be part of the instructor advisor program. A specific example of this is the Student Athlete Tracking Program which involves academic counseling, tutoring, and career planning with a cohort of students over a two-year period.

### **Advise Students During the Open Registration Process**

**PD Code:** #144

**PD Hours:** Variable, depending on participation

**Description:** Assisting students in academic and career planning during registration is a professional development activity. Recruiting students into your classes during registration is considered a routine activity and does not qualify for professional development.

### **Acquire Leadership Skills for Rotating Faculty Positions**

**PD Code:** #145

**PD Hours:** Variable, depending on participation

**Description:** Gain the knowledge needed for effective service in the rotating positions of Faculty Senate President, Department Chair, Professional Development Coordinator, Tenure and Evaluation Coordinator, and Academic Technology Resources Coordinator.

Department chairs may meet their entire professional development commitment for the first two years as department chair. They should specify the areas that they will focus on for professional development using the following list of appropriate activities: gain knowledge of methods to provide discipline-related resources for the department and of professional organizations in the discipline; or, gain knowledge of leadership skills, personnel policies and procedures, and department operations; or, gain knowledge of institutional policies, college governance, accreditation, articulation, and interdepartmental relationships.

During the third year tenure, department chairs may apply for twelve hours of professional development for mentoring an incoming chairperson.