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Gherino  
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PCCD- COUNTERPROPOSAL #1 April 4, 2019

ARTICLE 10 - PROFESSIONAL DEVELOPMENT

10.1 In any academic year, there shall be seven (7) professional development days, equal to forty-two (42) hours, as authorized by Title 5 California Code of Regulations (CCR) §55724. The seven (7) professional development days for full-time faculty include one (1) required orientation day (Plenary on the Friday immediately preceding the start of the fall semester). In the event of an absence on the required orientation day, appropriate leave provisions shall be used in accordance to Article 9-2.

10.1.1 All full-time faculty members (regular, probationary, and temporary) shall complete the required professional development hours. Professional development activities cannot replace the faculty member's contractual duties. Early Childhood Educational Lab School teachers are not required to participate. Details about ECELS teachers PD are contained in Appendix L.

10.1.1.1 Some types of leave impact PD hour requirements for full-time faculty. Faculty members on one (1) semester sabbatical leave must account for half (1/2) the number of hours set aside for professional development for the year. Faculty on load bank leave, however, must account for the full number of hours for the year. Faculty with partial contracts must account for the same proportion of professional development hours.

10.1.1.2 For full-time faculty, the Professional Development year concludes for reporting purposes two weeks prior to the end of the spring semester.(moved from 10.4) If a full-time faculty member does not successfully complete an approved Professional Development Contract by two weeks prior to the end of the spring semester, the Professional Development Coordinator will contact the faculty member to ascertain the reason for the delay and inform the faculty member, department chair, and appropriate Dean and Vice President. If the full-time faculty member does not successfully complete an approved Professional Development Contract by one week prior to the end of the semester the Professional Development Coordinator will ~~recommend~~ share with to the Assistant Superintendent/Vice President for Instruction, who will inform the Assistant Superintendent/Vice President for Human Resource Services that the faculty member's last paycheck for the year will be reduced by an amount (in gross salary) proportionate to the activities not completed.

10.1.2 Part-time faculty may ~~contract for~~ complete professional development during the Fall and Spring semester based on instructional and non-

instructional workload. Part-time faculty are compensated for professional development hours completed based on their percentage of workload. Part-time faculty who are eligible for cancelled class pay in accordance with Article 15 shall be eligible for the percentage of workload of the cancelled class PD pay for any professional development activities logged and completed between the dates listed in 10.1.2.1 and prior to their notification of the cancellation or reassignment of their class. It is the responsibility of HR and the Instruction Office to track and report this to payroll. A 100% load in a given semester is 21 hours of Professional Development. Example: Part-time faculty member teaching 67% load in the Fall semester would be eligible to be compensated for up to  $.67 \times 21 = 14.07$  hours.

10.1.2.1 Due to payroll deadlines, PD for part-time faculty can be completed from August 1 – December 1 for the fall semester, and from January 1 – May 1 for the spring semester. Part-time faculty must report completed PD hours by December 1<sup>st</sup> for fall semester and May 1<sup>st</sup> for spring semester. Part-time faculty will be compensated for PD activities completed and reported by the due dates.

10.2 Each academic year, all faculty members shall develop and submit an individual Professional Development Plan for review and approval by the Professional Development Coordinator. The Professional Development Plan, when approved, shall be the agreement required by Title 5 CCR §55726.

10.3 Professional development activities are determined by the faculty member and should lead to employee, student, and/or instructional improvement. Acceptable activities are listed in Ed Code section 87153 and Title 5 Section 55724.

~~10.4 For full-time faculty, the Professional Development year concludes for reporting purposes two weeks prior to the end of the spring semester. Due to payroll deadlines, PD for part-time faculty can be completed from August 1 – December 1 for the fall semester, and from January 1 – May 1 for the spring semester. Part-time faculty must report completed PD hours by December 1<sup>st</sup> for fall semester and May 1<sup>st</sup> for spring semester.~~

**(10.4.1 and 10.4.2 moved to 10.1, renumber all below starting with 10.5=10.4) (Agreed)**

10.5 There shall be a Professional Development Coordinator who will be a full-time permanent faculty member appointed by the Faculty Senate once every two (2) years for a term of two (2) calendar years. There is no limit to the consecutive years of service, but there is an open application procedure every two (2) years. The position reports directly to and is evaluated by the Vice President for Instruction.

- 10.6 The duties of the Professional Development Coordinator include, but are not limited to, the following:
- 10.6.1 Receiving, reviewing, and approving/disapproving submitted Professional Development Plans from faculty members with the assistance of any staff member in the Professional Development Office or the Professional Development Committee. Confirming the successful or unsuccessful completion of the individual Professional Development contracts.
  - 10.6.2 Developing and approving professional development programs and workshops to meet identified needs, as required by Title 5 CCR §55730(b).
  - 10.6.3 Providing resources for professional development activities.
  - 10.6.4 Managing professional development resources (including purchasing equipment and supplies, maintaining accurate records, and submitting and maintaining balanced budgets).
  - 10.6.5 Coordinating activities with campus and community groups, including the North County Higher Education Alliance (NCHEA) and North County Professional Development Federation. The PD Coordinator serves as the NCHEA Director and NCHEA Coordinator. NCHEA assignments for the college are for a six year period comprised of two years as Director and four years as the eCoordinator. Different PD Coordinators can fulfill this six year commitment.
  - 10.6.6 Ensuring compliance by faculty members and the District with all legal requirements for the professional development program, and especially including the relevant requirements of Title 5 CCR, §55720 et seq. and Ed. Code 87153.
  - 10.6.7 Keeping the professional development programs and workshops dynamic and rigorous, which includes an annual needs survey and an annual evaluation of the effectiveness of the programs and workshops, as required by Title 5 CCR §55730(d).
  - 10.6.8 Publishing occasional newsletters during the year announcing and highlighting professional development activities.
  - 10.6.9 Presenting the District's approach to professional development programs to the Governing Board of the District, at conferences, to other Community College Districts, and to the State Chancellor's Office, while also gathering information and ideas from them.
  - 10.6.10 ~~Co-chairing and assisting in the~~ In-coordination with the PD Committee, planning, and implementation of plans and implements all orientation days for ~~faculty members~~ all employees.

- 10.6.11 Maintaining accurate records on the description, type and number of professional development activities scheduled and the number of District employees participating in these activities, as required by Title 5 CCR §55730(c).
- 10.6.12 Serving as Chair and holding regular meetings of the Professional Development Committee.
- 10.6.13 Providing needed documents to the State Chancellor's Office as required by Title 5 CCR §55730(f).
- 10.7 Any decision by the Professional Development Coordinator may be appealed in writing to the Vice President for Instruction who will make the final decision. The Professional Development Coordinator will inform faculty that any appeal to the VPI must be received within ten (10) working days. ~~The Vice President for Instruction must receive any such appeal within ten (10) working days. The faculty member shall send a copy of the letter to the Federation.~~ A "day" refers to a day that the District administrative office is open, excluding days during any intersession or summer session during which the faculty member is not scheduled to work.

The Assistant Superintendent/Vice President for Instruction shall respond within ten (10) working days, giving the reasons for the decision. A copy of the decision and the reasons therefore, shall be sent to the Federation. The decision of the Assistant Superintendent/Vice President for Instruction is final and not grievable.

- 10.8 ~~The Professional Development Committee provides guidance works in collaboration with~~ the Professional Development Coordinator. As a campus-wide committee membership is determined through shared governance, agreed by the committee on committees and shall include faculty and part-time faculty.

~~The membership of the Professional Development Committee, is comprised of:~~

- ~~• Co-Chairs: Professional Development Coordinator and the Vice President of Human Resources~~
- ~~• One (1) Instructional Dean or representative appointed by the Superintendent/President~~
- ~~• Eight (8) Faculty representatives appointed by the Faculty Senate: one from each Instructional Division, one from Student Services, one from Library, and one part-time faculty member~~
- ~~• Two (2) Administrative Association representatives appointed by the AA: one Educational and one Classified~~
- ~~• One (1) Confidential and Supervisory Team representative appointed by CAST~~
- ~~• Two (2) Classified Unit Employee representatives appointed by CCE/AFT~~
- ~~• Two (2) representatives from the Professional Growth Committee~~
- ~~• One (1) PFF representative appointed by PFF~~

- ~~• One (1) representative from Human Resource Services appointed by the VPHRS~~

~~The Vice President for Instruction appoints the Senior Administrative member and the rest of the members are appointed by their respective constituent groups as outlined above.~~

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