

Welcome to our **PALOMARPOWERED** Professional Development Program (3PD)!

What is Professional Development?

Professional Development is about learning and building your personal and professional skills. We have had a PD program for a very long time, but up until Fall of 2017 it was primarily for our Faculty, now it is for all of our employees. Our Board Policy 7160 states, "It is the intent of the District to support professional development opportunities for its employees. All eligible employees will be afforded opportunities and encouraged to participate in professional development/professional growth activities. The details regarding professional development/professional growth are delineated in the applicable collective bargaining agreement or employee handbook."

FT Faculty are required to complete Professional Development hours, PT Faculty are eligible for extra compensation for completing PD hours, Staff/Admin do not have a requirement and are not paid extra for PD.

Faculty, please review [Article 10 of the PFF contract](#) for PD requirement/eligibility.

What is available for Professional Development?

We begin each semester with an all-college plenary. Fall plenary is a 2-day event the Thursday and Friday before the semester begins and in the Spring it is a 1-day event the Thursday before the semester begins. At plenary we have numerous workshops, meetings, and a general session to hear from campus leadership. For more information about plenary please go to: <https://www2.palomar.edu/pages/pd/plenary/>

We have over 10,000 online courses available in the 3PD Portal from LinkedInLearning (formerly called Lynda.com), SkillSoft, KeenanSafeColleges, and the California Community College Chancellor's Office (CCCC). Along with these online courses we also offer roughly 100 face-to-face workshops each semester.

To access our Professional Development program please go to the PD website at:

<https://www2.palomar.edu/pages/pd/>

- Login to the 3PD Portal by clicking on "3PD Portal (click here)" or through our Single Sign On.
- You will login with your network username and password, which is the same username and password that you use for email or to login to campus computers.
- For additional information about how to use the 3PD Portal please review the 3PD Portal Guide at: <https://www2.palomar.edu/pages/pd/pd-portal-guide/>

We have an awesome PD program because of the willingness of our employees to share their expertise with the campus. If you would like to share your expertise, please consider leading a PD workshop!

To submit the details of your workshop just go to: <https://www2.palomar.edu/pages/pd/present-a-workshop/>

Palomar College Professional Development Office

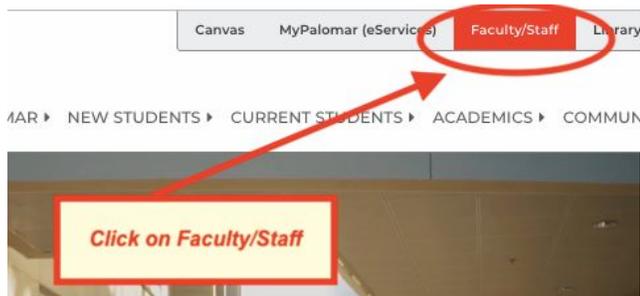
Website: <https://www2.palomar.edu/pages/pd/> **Email:** pdoffice@palomar.edu **Phone:** (760)744-1150 ext 2250

Go to www.palomar.edu click on Faculty/Staff

How to Access the 3PD Portal (a part of the CCC Vision Resource Center)

To access the 3PD Portal, you can either directly sign in using our Single Sign On (SSO), or you can access SSO through the PD website.

To directly sign in using SSO click on “Faculty/Staff” in the top navigation pain of the website and then select “Single Sign-On (SSO).”



Faculty & Staff Resources Useful Links

- Palomar Email
- Single Sign-On (SSO)
- Business Services
- Comet Information Exchange (CIE)
- MyPalomar (eServices)
- Evening Administration
- Fiscal Services

You can also log-in to the 3PD Portal from the PD website by selecting “3PD Portal (Click Here)” in the menu.

After you log-in to the 3PD Portal you will see the welcome page.

The welcome page is different for each employee group; Staff/Admin, FT Faculty, and PT Faculty have a different welcome page with information specific to each group.

Please note: The welcome page for Part-Time Faculty displays workload and PD eligible hours (hours are updated the first day of the semester).

Our 3PD Portal is a part of the CCC Vision Resource Center. The welcome page looks a little but different depending on your employee group.

PALOMARPOWERED Professional Development (3PD)

- College News and General Information
- Register for PD Workshops
- Add Self-Designed External Training to your PD Transcript
- Search for Online Learning
- See Your Completed PD Hours
- Need HELP using the PD Portal?
- Faculty PD Requirement or eligibility (view article 10 of PFF contract)

PT Faculty PD Eligibility

Your workload and eligible PD hours will be displayed below starting the first day of the semester.

Your workload= 0

PD Eligible Hours= 0

If you believe your workload is incorrect, please check with your Academic Department Assistant. Workload data is pulled directly from PeopleSoft, so any adjustments must be made through PeopleSoft by your ADA.

Your Transcript: Active Training (In Progress)

Part-Time Faculty: PT Faculty are eligible to be compensated for PD hours during the Fall and Spring semester. You will see your percentage workload and eligible PD hours on your welcome screen starting the first day of school.

Social Feed

Palomar: General Information - Sheri Frankfurth has created the discussion: James Fent: Learn how to become a substance abuse counselor about 3 hours ago - 0 Comments - Connect

Palomar: General Information - Luis Guerrero has created the discussion: MATCH at the Planetarium during Fall plenary about 18 hours ago - 0 Comments - Connect

Palomar: General Information - Roberta Johnson has created the discussion:

Ready to start registering and tracking your PD?

Click on Learning and then go to "My Transcript" to see what you have in progress or completed.

To see what workshops are offered at a specific date and time please click on the "Workshop Calendar".

To search for online courses click on "Learner Home".

- My Transcript
- Workshop Calendar
- Learner Home
- Playlists
- Browse for Training

Registering and Tracking Professional Development:

My Transcript: Just like our students have a transcript, you do too! Includes all learning you have In Progress of Completed.

Workshop Calendar: Includes all PD workshops offered on a specific date and time.

Learner Home: Search for online trainings.

Want to quickly see how many total hours you have completed and print a transcript showing all of your completed hours?

Go to Reports and then Dashboards.

California Community Colleges Vision Resource Center

Search

Home Connect Learning Vision Resource Center Reports

Welcome, [] to your PalomarPOWERED []

Dashboards
Custom Reports
Standard Reports

PALOMARPOWERED PROFESSIONAL DEVELOPMENT

Want to easily see your completed Professional Development hours and print a transcript of your completed hours?

You can do this by going to **REPORTS** and then **DASHBOARDS**

Welcome! PT Faculty PD Eligibility Social Feed

The following information is from Article 10 of the PFF Contract:

In the upper right corner of each graph you will see a dropdown arrow. Be sure to first REFRESH the graph and then you can print your transcript by clicking on “view details.”

Dashboard

Completed Hours (PT Faculty)

Options

Click on the arrow in the upper right corner of the graph to refresh or print a copy of your completed hours

PT FACULTY COMPLETED PD HOURS FALL 2018

6
5
4
3
2
1
0

2nd
1st

View Details
Export to Excel
Refresh

User Full Name

Last refreshed 9/6/2018 3:29 PM

PT FACULTY COMPLETED PD HOURS FALL 2017

17.5 16.5

1st: REFRESH
you will need to click on “refresh” to refresh the graph to reflect your hours.

2nd: VIEW DETAILS
When you click on View details you will be able to easily see the hours you have completed and you can print it for your records if you choose.