



Professional Enrichment Program Guidelines

Professional development is the combination of educational and personal experience, which contributes toward competence and satisfaction in the professional role. The Professional Enrichment Program consists of a definite plan of action that promotes professional growth at the College, division/department, and individual level leading to an improvement in student learning and operations.

Objective

The purpose of the Professional Enrichment Program is to provide funding for training and development opportunities for faculty and staff to develop and improve knowledge and skills.

Expectations

The professional conference/in-house program should promote one or more of the College's Strategic Planning Priorities:

- Educational Excellence
- Evidenced-Based Culture
- Resource Management
- Governance
- Partnerships

Process

1. Faculty and staff members must complete and submit the Professional Enrichment Program Proposal (Part I - Application Form, Part II – Program Narrative, and Part III - Budget) to the Director of Human Resources.
2. The review committee will review proposals and approve funding accordingly.
3. The faculty or staff member will complete the respective check request, as the Director of Human Resources will sign to approve funding. The funding is available through the HR Professional Development budget (01-6240-5519500)
4. After the conference/program, the faculty or staff member will be required to submit a written report to their supervisor and report-out regarding learning and performance outcomes.

For further information, please contact Molly McCutchan in the Human Resources Office.

Part II – Program Narrative

Please attach your Program Narrative to the application form. Limit four (4) pages, double spaced, 12 point font.

1. Program Title
Briefly describe the training/development program. Please include conference agenda/program description

 2. State of Need and Goals
 - A. Need: Describe the underlying issue, problem, or question to be addressed by this professional development program. What is the significance of this issue, problem, or question? Is there anything new or innovative about the project? How was the need identified? Is there supporting data?
 - B. Goals: Describe what you hope to accomplish and the steps you will take to accomplish the goals.

 3. Target Group and Benefits
What is/are the subject area(s), groups, of students, faculty, employee group, etc. which will be the focus? Briefly summarize the benefits for the target group and discuss how participation in the training program will improve your performance outcomes.

 4. Objectives
How does the professional development program fit into the College’s Strategic Planning Priorities/objectives?

 5. Assessment Plan
You will be required to complete a written report and also to report-out regarding learning and performance outcomes. How will you determine whether or not this program is successful or creates the impact you wish? Describe the information you will use to verify the degree to which the program has met its goals and objectives. Written reports will be posted on the website.
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Part III – Budget

Complete all that apply

Speaker: \$ _____

Supplies: \$ _____

Conference:
Registration: \$ _____

Travel: \$ _____
(mileage, air fare)

Hotel: \$ _____

Other: _____ \$ _____

Total: _____ \$ _____