

PROFESSIONAL DEVELOPMENT PLAN & GUIDE TO ACCEPTABLE ACTIVITIES

The LACCD uses a flexible calendar that pays classroom faculty for time spent engaging in activities for professional and/or personal growth leading to instructional improvement. You can choose the activities, but they must be reported to the college. This plan provides a guide to what's allowed and what's not. The State Chancellor's Office requires each classroom faculty member to create a plan for activities to be accomplished between July 1 and June 30 of each year.

Why do I need to do these activities?

- Since Professional Development days are defined in Title 5 as "in lieu of instruction," it is the obligation of all classroom faculty to complete these hours since they are paid for them by being on a compressed calendar.
- Fulfillment of professional development is one of the criteria in your performance evaluation.
- These activities can improve your teaching and give you tools to help your students succeed!

Use the checklist as a guide for acceptable activities. Check the objectives you anticipate accomplishing:

A. Content knowledge and activities to benefit your discipline

- Attain professional certifications/licenses or take courses in your subject field
- Update course outlines; develop curriculum, or create a new course or module

B. Teaching methods and instructional strategies

- Attend workshops to learn technology or teaching strategies
- Participate in program review, assess library materials for currency
- Assess SLOs as a department (e.g., create rubrics, holistic scoring)
- Observe instructors teaching

C. Faculty leadership

- Mentor or train new faculty
- Be a workshop presenter or report on conferences (3X credit)

D. Study appropriate to higher education

- Attend professional conferences, seminars, or training
- Travel or attend events that enhance your course content
- Conduct research; write grants, articles, or instructional material

E. Service to students and the college

- Be a student club advisor or performance coach; organize enrichment programs; attend commencement
- Tutor students (e.g., volunteer in the Writing Center, Math Lab, General Tutoring)
- Be a TAP instructor [6.7 hrs. per course] or a Service Learning instructor [3 hrs. per course]
- Serve on additional college/district committees [one is required for FT faculty]

F. Personal growth or improvement of job-related skills

- Attend orientations, training sessions, Opening Day, programs leading to career advancement
- Attend workshops on diversity, emergency preparedness, wellness [6.7 hours max. for out-of-discipline activities]

Credit is **not** given for activities...

- for which you are paid by the college/district or receive reassigned time.
- that are done when you are scheduled to teach or hold office hours.
- that are part of your regular teaching duties (e.g., grading papers, preparing syllabi and teaching materials, selecting textbooks, reporting SLO results, holding office hours).

Adjunct faculty may claim credit for attending department and committee meetings, establishing SLO assessments as a department, and participating in program review.

For each objective checked, list specific activities you plan to do, if known:

Section	Activity
Section	Activity
Section	Activity
Section	Activity

List department goals, learning outcomes, or evaluation improvement plan goals related to your planned activities:

--

Name: _____
Last
First
Department

Remember: This is just a plan to guide your PD activities. The final flex reporting form is due as stated on the Reporting Form, which is available at www.lavc.edu/profdev/pdoblig.aspx or in the Professional Development Center, LARC 200.