Professional Development is defined as a systematic process of renewal which ultimately creates an environment for learning and growth for students, for educators, for staff and for colleges. Professional development is a philosophical approach, not an event.

The Amarillo College Professional Development Initiative is:

* **Purposeful** because it is designed to maintain competence, address professional and personal needs, and respond to institutional objectives.

* **Comprehensive** because it is constructed around four developmental categories and remains responsive to needs throughout the career cycle through:

  (1) *Discipline development*: Builds knowledge and skills within the academic discipline or professional speciality.

  (2) *Instructional development*: Improves classroom teaching, learning, and assessment techniques.

  (3) *Career development*: Provides tools for effective personal planning to improve the quality of work and life.

  (4) *Organizational development*: Enhances the administrative and leadership skills to fulfill the institutional mission of the community college.

* **Systematic** because is directly derived from and evaluated by a professional development committee structure representing all Amarillo College employees.
The Amarillo College Professional Development plan starts with the individual. The intent of this approach is for each employee to be responsible for his or her own professional development plan. Section 4.4.7—Professional Growth of the Southern Association of College and Schools Criteria states, “An institution must provide faculty members the opportunity to continue their professional development throughout their careers and must demonstrate that such development take place... The general tone and policies of an institution must make it clear that individual faculty members are to take the initiative in promoting their own growth as teachers, scholars and, especially in professional and occupational fields, practitioners.” Each Amarillo College employee is responsible for his or her own Professional Development Plan.

Amarillo College has a comprehensive development program designed to promote quality performance and to improve skills of all employees in tasks related to organizational, program, and staff development. (See Appendix A for Amarillo College Professional Development: A Comprehensive Program.) Under the plan, faculty, classified employees, and administrators each have committees representing their particular concerns who prioritize and plans activities. Each representative committee sends its ideas to a central clearinghouse committee for further refinement, elimination of duplication, and prioritization for budget purposes. Membership on each committee rotates on a regular basis to allow for as much involvement as possible throughout the institution. Details of the proposed committees are outlined on the following pages.

**Professional Development Training Activities**

Professional development training/activities are broadly defined to allow for the flexibility needed to grow with the institution and include the following:

1. **Faculty, Staff, Administration Development Training/Activities:**
   
   a. Activities that improve the employees’ value to Amarillo College whether relating to current or future job responsibilities at Amarillo College (e.g., workshops/training on time management, grammar skills, computer skills).
   
   b. Activities that encourage the employee’s morale by providing personal growth relating to current or future job responsibilities at Amarillo College (e.g., motivational seminars, topical presentations).
   
   c. Undergraduate or graduate courses that improve the employee’s value to Amarillo College whether relating to current or future job responsibilities at Amarillo College. (This plan encourages pursuit of graduate/undergraduate studies, but does not include funding.)

2. **Compliance and Directed Training/Activities:**
   
   a. Mandated required to protect the college legally and to comply with local, state, and federal guidelines including OSHA (Occupational Safety & Health Administration) and EPA (Environmental Protection Agency) (e.g., hazard materials, hazardous communication, sexual harassment).
   
   b. Mandated training required by Amarillo College to improve institutional performance and to provide the highest quality workforce training.
(3) **Open Enrollment Training/Activities:**
Quality training programs developed by the Workforce Development Division designed for our regional business community. (Amarillo College employees are offered such programs when the content is applicable and as space allows.)

Amarillo College training and/or activities are cooperatively coordinated by the Professional Development Coordinator and Workforce Development Coordinator to avoid duplication and to assure optimum use of funding allocations. (See Appendix B for Professional Development Training/Activities Components)

**Organizational Plan: Professional Development**

Three separate committees exist: the Faculty Development Committee, the Classified Development Committee, and the Administrator Development Committee. Each of these three committees coordinate goals and activities, and prioritize budget requests for professional development of its separate group of employees. A chairperson for each group is elected from the membership of the committee each year.

Each of the committees elect three representatives to serve on the overall steering committee for staff development called the Professional Development Committee. The nine member Professional Development Committee shares the activities of the individual groups, discuss mutual concerns, and prioritize activities of general interest to all Amarillo College employees. The Professional Development Committee plans programs that deal with the top general priorities. The Coordinator for Professional Development serves as the chair of the Professional Development Committee structure. The Professional Development Committee structure is supported by the Professional Development Coordinator and the Workforce Development Coordinator who work cooperatively to implement plans of the committees.

Each employee group committee (faculty, classified and administrator) submits funding requests for activities to the Professional Development Committee. The Professional Development Committee is responsible for all expenditures relative to professional development. The Committee approves or disapproves requests based upon institutional priorities. Regardless of whether the activity is campus-wide or affects one employee group, all requests for expenditures must flow through the Professional Development Committee. (See Appendix C for overall Professional Development Organizational chart.)

**Committee Structure: Responsibilities, Membership, Management**

Elections are held in April of each year for members of the committees described below. Members of the Professional Development Committee must be in a current term of service on an employee group committee with the maximum term of service not to exceed three consecutive years. Members of the employee group committee serve three-year rotating terms, not to exceed two consecutive terms.
(1) **Professional Development Committee**

**Responsibilities:** approve institution's Professional Development Plan annually; evaluate effectiveness and value of each activity within the plan; approve budgetary items and establish upcoming year's Professional Development Plan and budget requests; evaluate and revise procedures as necessary

**Membership:** 9 Voting Members
- 3 elected from Faculty Development Committee
- 3 elected from Classified Development Committee
- 3 elected from Administrator Development Committee

Ex-Officio Member(s):
- Professional Development Coordinator
- Workforce Development Coordinator
- Others as necessary

(2) **Faculty Development Committee**

**Responsibilities:** select and recommend activities for Faculty Development and make budget requests for each; review evaluations for each activity; make activity recommendations for upcoming year's institutional professional development plan in light of individual professional development plans; assist in development of activities to carry out individual plans.

**Membership:** 11 Voting Members
- 1 faculty member elected at large from each academic division (8 total)
- 1 faculty member elected from those areas not represented by a specific academic division (i.e. Advising & Counseling, Library)
- 2 elected from Faculty Senate

Ex-Officio Member(s):
- Professional Development Coordinator
- Others as necessary

(3) **Classified Development Committee**

**Responsibilities:** select and recommend activities for classified staff development and make budget requests for each; review evaluations for each activity; make activity recommendations for upcoming academic year's institutional professional development plans; assist in development of activities to carry out individual plans

**Membership:** 9 Voting Members:
- 8 classified staff members elected at large (no more than 1 member from any department)
- 1 elected from Classified Employees Council

Ex-Officio Member(s):
- Professional Development Coordinator
- Others as necessary
(4) **Administrator Development Committee**  
**Responsibilities:** select and recommend activities for administrator staff development and make budget requests for each; review evaluations for each activity; make activity recommendations for upcoming year’s institutional professional development plan in light of individual professional development plans; assist in development of activities to carry out individual plans  

**Membership:** 5 Voting Members  
4 administrators elected at-large (exclusive of the Executive Committee)  
1 elected from and by Executive Committee  
Ex-Officio Member(s):  
Professional Development Coordinator  
Others as necessary

(5) **Professional Development Coordinator - Job Description**  
Coordinates College-wide and individual committees that support the professional development program. Stays abreast of professional development activities at the local, state, and national level through professional memberships with groups associated with professional development activities and subscription to appropriate journals associated with professional development activities. Arranges for, promotes, evaluates, and on occasion, facilitates in-service seminars, workshops, and other on-campus professional growth activities for College employees as approved by the College-wide Professional Development Committee. Submits and defends the annual budget for professional development activities as approved by the Professional Development Committee. Assists the members of the College-wide and individual professional development committees in establishing goals and objectives for the professional development program.

(6) **Workforce Development Coordinator - Job Description**  
Assists in the development and execution of the strategic master plan for workforce training as it relates to customized/contract training. Assists in an effective plan to prospect and qualify customers as potential users of Amarillo College Workforce training activities. Performs training needs assessments, training proposal development, contract procurement, training program development and implementation, and evaluation of training activities. Secures qualified and competent training personal and resources to deliver high quality training programs. May be involved in the preparation of grants and the coordination of grant activities related to Workforce Development and training activities. Maintains liaison with all college personnel involved with workforce training. Monitors department budget. Assists in developing partnerships with other entities. Performs related duties as required.
Professional Development Activity and Training Requests

There are four ways by which requests may be made to the Professional Development Committee: (1) requests from an individual employee during the evaluation process; (2) requests from a particular unit (work group, department or division); (3) special requests from individuals or units; and (4) requests from the Executive Committee.

(1) Individual Requests through Individual Professional Development Plan

Professional development activities offered through Amarillo College are linked with the performance of each college employee. Included are all administrators, faculty, and classified employees. Each employee of Amarillo College is evaluated by his or her immediate supervisor at periodic intervals. As a part of the evaluation process, employees identify professional development activities and training needed to promote individual growth and improvement. Such activities and training requests are submitted to key personnel and/or committees within the Professional Development structure for consideration, planning, scheduling, and implementation.

(2) Unit (Work Group/Department/Division) Requests

Each work group, department, or division may submit requests for activities that are of interest to that specific group of individuals by might also be of interest to others on campus. Some of these requests may require budget funds; others may not. Regardless of whether or not funds are involved, all requests are sent to the specific employee group and then on to the Professional Development Committee. Activities that require funds are submitted to the particular employee group in prioritized order because the unit will also be competing for funds allocated for professional development. Both the committee representing the specific employee group and the Professional Development Committee will prioritize all requests for staff development funding.

Customized departmental training may be requested from and specifically designed by the Workforce Development Division. This training is provided based upon the assessment of departmental needs, time constraints, and confidentiality.

(3) Special Requests

At any time during the year, an individual employee or any group of employees may submit a special request for professional development activities directly to the Professional Development Committee. The Professional Development Committee will review each request and may direct it to the appropriate employee group committee. The employee group committee will then review the request and determine whether it will be funded.
(4) **Executive Committee Requests**

The Executive Committee may submit requests to accomplish institutional goals to the Professional Development Committee. The Professional Development Committee will review each request to determine which committee should evaluate the request and determine funding.
Among the Amarillo Professional Development Program Activities are the following:

* AC Teaching Seminar
* The Higher Education Consortium of Texas and Oklahoma Professional Development Day
  Amarillo College
  Oklahoma Panhandle State University
  West Texas A&M University
  Clarendon College
  Frank Phillips College
* Discipline/Department Related Conferences/Workshops/Seminars
* Travel Allocation for Participation in off-campus Workshops/Training
* Issues and Answers Workshops
* Faculty Grants (instructional development grants, mini-grants, faculty development leave grants)
* Graduate Courses
* John F. Meade Faculty Excellence Award
* Piper Professor Nominee Award
* Classified Employee-of-the-Year Award
* Administrative Employee-of-the-Year Award
* Service Awards (Faculty/Staff for 5, 10, 15, 20, 25 years at AC)
* Faculty Mentoring Program
* Classified Mentoring Program
* Administrator Mentoring Program
* AACC Women’s Leadership Program
* New Employee Orientations
* Part-time Faculty Orientations/Workshops
* Classified Employee In-Service Day
* Classified Employee Retreat
* Administrator’s Retreat
* Faculty Senate In-Service
* Department Chair/Program Manager Retreat
* Let’s Talk Teaching Workshops
* Faculty Senate Workshops
* Administrators’ In-Service Day
* GIFTS Workshops for Faculty (Great Ideas for Teaching Students)
* GIFTS Workshops for Classified Employees (Great Ideas for Training Staff)
* Management Certification Program
* Tuition Waiver Program
* Teleconferences
* Telecourses
* Wellness Program
* Open Enrollment Workshops
* Technology Training/Workshops
* Compliance Training/Workshops
AMARILLO COLLEGE
PROFESSIONAL DEVELOPMENT
A COMPREHENSIVE PROGRAM
AMARILLO COLLEGE
PROFESSIONAL DEVELOPMENT
TRAINING/ACTIVITIES COMPONENTS

FACULTY, STAFF,
ADMINISTRATION
DEVELOPMENT
TRAINING ACTIVITIES

COMPLIANCE
AND DIRECTED
TRAINING
ACTIVITIES

OPEN
ENROLLMENT
TRAINING
ACTIVITIES