PROFESSIONAL GROWTH

A COMPREHENSIVE APPROACH

I. INTRODUCTION

Professional growth and development at Santa Barbara City College is viewed as a concept embracing all aspects of the improvement of instruction process. This includes in-service activities, travel associated with the individual's discipline, attendance at professional gatherings, personal and sabbatical leaves, etc.

A professional growth program is a system of inter-related activities organized by the institution in such a way that the process, once developed, becomes continuous. Emphasis is placed on the teaching environment since the assumption is that the improvement of teaching is the greatest concern to all at the College.

An inventory of activities available for professional growth includes the following:

- Conference Attendance
- Workshops
- Faculty Fellowships
- Curriculum Development
- Faculty Meetings
- Research Opportunities
- Annual Faculty Lecture
- Guest Lecturing
- Consultant Roles
- Personal Leaves
- Sabbatical Leaves
- Great Teachers Seminar
- Faculty Exchange Programs

(Rev. 12/2/80)
A PROFESSIONAL DEVELOPMENT PLAN

One Approach

This Professional Development plan is an individualized approach to professional development using a concept termed "Professional Growth Plan." The program is voluntary and open to permanent faculty. It calls for an individual plan for professional growth whereby the individual involved determines his/her own strengths, weaknesses and area of need. A committee may be established by the faculty member whose purpose will be to assist in achieving the self-designed course of action. Where appropriate, written assessment is developed at the end of the year according to determined outcomes and presented to the campus-wide Professional Growth Committee for evaluation. The principles behind the program include the following:

I. 1. Each participant identifies his/her own strengths and weaknesses. The objective is to develop a strong faculty with diverse gifts that complement each other and meet the educational needs of the community.

2. Success of individual efforts to achieve growth are best realized when plans are self-designed and self-imposed.

3. Specificity of goals and an evaluation process will insure a development process which is not only continuous but systematic.

4. An individualized program allows participants to define and pursue activities leading to professional advancement. Although individuals plan according to their own strengths, likes, weaknesses, etc., faculty are encouraged to pursue personal growth which coincides with the needs of the community.

5. The program encourages the individual to develop as comprehensively as possible.

II. INDIVIDUAL PLANS

PROGRAM A (Request for Funds)

A. An individual profile will be prepared by each participant and filed in the personnel folder (Attachment A). The profile will contain essential information related to the request for professional growth and will accompany the individual plan prepared by the person.

B. An individual plan will be developed showing the following information:

* Self Assessment
* Goals of Plan
* Proposed Means of Accomplishment
* Proposed Means of Assessment
* Budget Proposal
* Means of Final Evaluation
* Timetable for Events
C. If the participant decides to establish a committee, the plan will be reviewed by committee members prior to being submitted to the campus-wide Professional Growth Committee.

D. The individual plan and completed profile will be endorsed by the department chairperson first, then submitted to the campus-wide Professional Development Committee for review, evaluation and recommendation.

PROGRAM B  (Growth Contracts Not Requiring Funds)

A. A faculty Development Profile sheet (Attachment A) will be completed by the participant on a voluntary basis. The profile will contain essential information related to events in which the faculty member has participated.

III. LEAVES

A. Sabbatical Leaves
Sabbatical Leaves are an integral part of Professional Growth. A faculty member receiving a sabbatical leave will, upon his or her return, submit a copy of the Sabbatical Leave Report to the Professional Growth Committee.

B. Personal Leaves
Personal Leaves can also be a significant component of professional growth. When a personal leave is granted to a regular contract faculty for the purpose of engaging in professional growth, the individual is encouraged, upon returning, to submit a report of that activity to the Professional Growth Committee.

IV. GREAT TEACHERS SEMINARS

The California Great Teachers Seminar is oriented towards improving community college instructors. The seminar is held once each year during the summer months. As a potential professional growth option, it should become a significant aspect of professional growth.

During the Spring semester of each year, applications will be received by the Representative Council from regular contract faculty interested in being considered for attendance. One person will be selected to attend. Procedures for application, evaluation of applications and selection will be developed by the Representative Council.

V. CAMPUS-WIDE PROFESSIONAL GROWTH COMMITTEE

A campus-wide Professional Growth Committee will be created to review individual professional growth plans, recommend funding for the project and provide a continuous and systematic review of professional growth activities at SBCC. The committee should also be expected to review professional growth opportunities available for faculty and make recommendations that will revise, augment or supplant existing practices. An additional function of the campus-wide committee should include a recommendation for an annual budget made to the Superintendent/President designed to support professional growth activities in the ensuing college year.
A committee comprised of peers and/or other members of the College Community can be created by the participant. This procedure is optional and it is designed to provide assistance for the participant during the project.

1. **Self Assessment**

   The participant will prepare an analysis of discerned weaknesses and perceived strengths. The assessment will indicate how the proposed plan compliments the individual's need for professional growth and a brief overview of the proposed project should also be provided.

2. **Goals of Plan**

   In accordance with the individual assessment, goals will be developed and stated as measures of outcomes. The anticipated length of time required to achieve desired results will be noted. The normal length of time for an individual's Professional Growth Plan should not exceed one year.

3. **Proposed Means of Accomplishment**

   The participant will next outline a sequence of events which will serve to provide direction to the project. This portion of the plan should be stated with sufficient clarity that persons not familiar with the project will fully understand its intent and the means proposed to achieve the desired goals. Events should be projected along a timeline so that the assessment phase of the project can easily measure progress and discern potential difficulties that may be encountered.

4. **Proposed Means of Assessment**

   Assessment will occur throughout the project according to the timeline established in Item 3 above. This procedure will be initiated as a means of determining whether the project is progressing as intended. Shortcomings identified during the assessment will be addressed by the participant and necessary revisions will be made and submitted to the Professional Growth Committee.

5. **Proposed Budget**

   An itemized budget will be prepared showing all proposed expenditures. A figure will be shown indicating the total amount requested.

6. **Means of Final Evaluation**

   A final evaluation will be conducted. The evaluation should address the goals established for the project and the effectiveness of results. A statement relative to the participant's weaknesses which the plan intended to address should be made with emphasis upon the manner in which the project has affected these weaknesses. Suggestions for future professional growth projects for the participants will be included.

7. **Timetable for Events**

   A timetable will be developed showing a projected time for the beginning of each event and an indication as to when each event is scheduled to be attained. Format and design will be developed by the participant.
The primary concern of the Professional Growth Committee during the review of individual plans will be to determine how the proposed plan is designed to address the individual's perceived needs, the value accorded to the institution and the direct benefit to the instruction program.

A. Membership
- President, Academic Senate or designee
- Faculty Representatives (3) to be determined by Representative Council
- Chairperson, Professional Standards Committee
- Cluster Leader Council Representative
- Assistant Dean, Educational Planning and Development
- Personnel Director/Affirmative Action Officer
- Chairperson, Sabbatical Leave Committee

B. Functions of the Committee
The committee will be responsible for accomplishing the following events:
1. Review all individual plans for professional growth.
2. Make recommendations for revision to participant if appropriate.
3. Make a recommendation to the Administrative Dean, Instruction, relative to the amount of funds to be released for plans involving a request for funds.
4. Meet with the participant, discuss the plan and inform him/her of the level of funding recommended.
5. Assess professional growth activities on a continuous basis and make recommendations as necessary.
6. Prepare and submit annually a recommendation to the Superintendent/President relative to funds allocated for professional growth activities.
7. Review each plan at the conclusion of the project and make any statement deemed appropriate.
8. Provide an annual report for the Superintendent/President outlining Professional Growth activities conducted during the College year. This report should be received by the Superintendent/President by May 1.

C. Duties of the Committee
The duties of the Professional Development Committee will consist of the following:
1. Endorse the plan, including the budget request.
2. Endorse the plan subject to revision. Revisions will be stated in writing and agreed upon by the participant.
3. Recommend revision of plan.
4. Submit the plan to the Superintendent/President with a recommendation for funding and approval.
D. Suggested Timelines

Individual plans should be submitted by the time frame noted below:

1. Applications
   Fall: March.
   Spring: October
   College Year: February

2. Decisions
   Fall: May
   Spring: December
   College Year: April
**Santa Barbara City College**

**PROFESSIONAL DEVELOPMENT PROFILE**

**CERTIFICATED PERSONNEL**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Department:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year Employed:</th>
<th>Professional Preparation: AA/AS BA/BS MA/MS PhD/Ed Units Beyond AA/AS</th>
<th>BA/BS</th>
<th>MA/MS</th>
</tr>
</thead>
</table>

Additional Professional Preparation/Experience: ________________________________________________________________________

---

A. **SABBATICAL LEAVE:**
   1. **Year Last Taken:** _____ **Next Eligible Year:** _____
   2. **Subject of Proposal:** ____________________________

---

B. **AWARDS, HONORS, CITATIONS, ETC.:**
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________

---

C. **PUBLICATIONS:**
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________

---

D. **PROFESSIONAL CONFERENCES ATTENDED** (Last 2 Years):
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________
   4. ______________________________________________________________________
   5. ______________________________________________________________________

---

E. **PAPERS PRESENTED** (List Conference & Organization):
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________

---

F. **IN-SERVICE ACTIVITIES:**
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________

---

G. **COURSE WORK** (Last 2 Years):
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________

---

H. **OTHER PROFESSIONAL GROWTH ACTIVITIES** (i.e., Community Service, Special Interests, etc.):
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________

---

I. **CURRICULUM DEVELOPMENT ACTIVITIES:**
   1. ______________________________________________________________________
   2. ______________________________________________________________________
   3. ______________________________________________________________________