EMPLOYEE DEVELOPMENT PROGRAM

Christie Miller & Glenna Winters

Columbia State Community College

CONTENTS

EMPLOYEE DEVELOPMENT PROGRAM 2
  Introduction 2
  Employee Development Program Mission 2
  Employee Development Program Goal 2
  Employee Development Program Objectives 2
  Employee Development Program Expectation 2
  Employee Development Program Guidelines 2
    The Process 2
    Training Times 3
    Training Methods 3
    New Employees 3
  Excluded Training Events 3
  Assessment of the Employee Development Program 3
  Employee Development Team 3

  Appendix A 4

EMPLOYEE DEVELOPMENT PROGRAM

INTRODUCTION

The intent of Columbia State Community College's Employee Development Program is to provide an organized, comprehensive, and individualized program that provides for and contributes to the success of our employees through planning, implementing, and evaluating learning opportunities. Columbia State Community College employees are the principal strength of the College. Therefore, Columbia State Community College takes pride in the development of our employees by advancing their knowledge and skills.

EMPLOYEE DEVELOPMENT PROGRAM MISSION

The mission of the Columbia State Community College Employee Development Program is to provide opportunities and leadership in assisting college employees to develop professional and personal knowledge and skills to fulfill employee development needs.

EMPLOYEE DEVELOPMENT PROGRAM GOAL

Employee Development is to enhance teaching and learning, student success, community engagement and partnerships, and a culture of innovation through employee achievement.

EMPLOYEE DEVELOPMENT PROGRAM OBJECTIVES

We recognize the following objectives that are specific to Employee Development:

- Emphasize learning for individual and organizational improvement;
- Expand the employee development plan to support the 21st century learning environment;
- Provide opportunities for training to all employees;
- Provide multiple modalities for training hours;
- Assess Employee Development Program offerings annually;
- Ensure that all employees have the opportunity to obtain the expected number of employee development hours;
- Assist employees in the continuous development of their professional portfolios

EMPLOYEE DEVELOPMENT PROGRAM EXPECTATION

All employees will complete professional development training annually -

- 8 hour minimum for faculty and staff
- 12 hour minimum for supervisors

EMPLOYEE DEVELOPMENT PROGRAM GUIDELINES

The Process

Supervisor and employee will work together to plan the employee's annual professional development path. The Employee Professional Development Completion form (Appendix A) will be used to document the process.

1. The supervisor and employee discuss area(s) of focus.
2. Employees will research professional development events and obtain approval from their supervisor prior to attending the event.
3. Once the event is completed, the employee will document completion using the Employee Professional Development Completion form and obtain their supervisor's signature.
4. The Employee Professional Development Completion Form (Appendix A) will be filled out for each completed event and submitted to supervisors.
    - Full-time staff will submit their completed forms to their supervisor by May 1st.
        - The supervisor will submit the forms to H.R. with the performance evaluation.
    - Full-time faculty will submit their completed forms to their dean by September 15th.

    - The dean will submit the forms to H.R. by November 15th.

Training Times

Training may be completed during the workday (except in the case of college coursework). Employees and supervisors should coordinate to minimize any disruptions in instruction or service to stakeholders. Support staff employees who wish to participate in training outside the normal workday should obtain prior approval from supervisor.

Training Methods

Annual training hours can be met by any of these methods (subject to supervisor approval):

- Successfully completing three credit hours of college coursework in accordance with educational assistance policy.
- Documented attendance at conferences, seminars, workshops, and webinars on an hour-for-hour basis.
- Developing and conducting a class for the employee development program at Columbia State Community College. (Awarded 2.5 hours for preparation and one hour for presentation for each onehour training).
- Documented training that is required to meet certification/licensure requirements on an hour-for-hour basis.
- Online training through LinkedIn Learning on an hour-for-hour basis.
- Training offered by Columbia State Community College.
- Other (special situations such as presenting at national conferences, research, and publication may qualify and should be discussed with supervisor in advance).

Employees may continue to use the online training option, LinkedIn Learning, after their minimum hours of supervisor approved training have been met; however, hours beyond what is expected should not be completed during the workday without supervisor approval.

New Employees

New employees will meet the professional development hours for their first year of employment by completing the new hire orientation process (including expanded orientation during the months offered, supervisor orientation, and orientation conferences in accordance with policy 05:04:00).

EXCLUDED TRAINING EVENTS

Mandatory college events/training (convocation workshops, required annual Title VI/Title IX compliance training, training on use of LMS, etc.) do **not** count toward annual professional development hours.

ASSESSMENT OF THE EMPLOYEE DEVELOPMENT PROGRAM

A Program review will be conducted using data that is included in employee evaluations, attendance records of the online professional development options, and surveys. Future plans of action will be developed using the program review results

EMPLOYEE DEVELOPMENT TEAM

Christie Miller and Glenna Winters

COLUMBIA STATE COMMUNITY COLLEGE

EST. 1966

Employee Professional Development Event Completion Form

Any documentation pertaining to this event (certificates, handouts, etc.) should be attached to this document.

Schedule of Submission

Professional and support staff employees should submit completed forms to supervisor by May 1st.

Faculty should submit completed forms to dean by September 15.

Employee Information

First Name:

Last Name:

A#:

Are you a Supervisor? (8 hour minimum for faculty and staff; 12 hour minimum for supervisors.):

☐ Yes ☐ No

Professional Development Session Information:

Event Name:

Event Start Date:

Event End Date:

Event Type (Conference, Online Course, etc.):

Event Summary:

Would you recommend this professional development session to someone else?: ☐ Yes ☐ No

Number of Professional Development Hours Approved by Supervisor: ______ Hours

Supervisor Information

Supervisor Signature Recognizing Completion:

X ____