Professional Development 5-Year Plan

The Professional Development Committee of the QEP is charged with realizing the training involved for following the Advisement Plan and training the instructors who teach the LLS 1311 Orientation and Student Success course. All professional development is facilitated by CCC personnel to defray budget costs and also to allow faculty to have easy access to trainers.

TABLE 6: PROFESSIONAL DEVELOPMENT 5-YEAR PLAN

ROAD to Success: Revitalizing Orientation and Advisement Development

PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE PRELIMINARY YEAR – July 2019-June 2020				
Activity	**Initiative**	**Month**	**Year**	**Leadership**
Best Practices for LLS 1311 instructors	Once a semester, a discussion of best practices will be discussed to help instructors progress in teaching the LLS 1311 course	October	2019	QEP Director, Co-Director, two instructors
Professional Development Training for Instructors for the revitalized LLS 1311 Orientation & Student Success Course	Face-to-face training for five (3) instructors teaching LLS 1311; (2) two-hour sessions in Canvas	May	2019	QEP Director, Instructors
Professional Development Training for Advisement, Orientation, and Early Alerts (virtually)	Ongoing training in Canvas QEP Course (4 modules of training with quizzes)	January -June	2020-	QEP Director, Co-Director, IT Consultant, and Enrollment Manager
Professional Development Training for Advisement, Orientation, and Early Alerts	Zoom Virtual training (2) one-hour sessions with instructors	March-	2020	QEP Director, Co-Director, IT Consultant, and Enrollment Manager

Professional Development Training for Advisement, Orientation, and Early Alerts (virtually)	Virtual training for advisors in Canvas QEP Course/Zoom recorded sessions	March-June	2020	
Professional Development Training for LLS 1311 course and new instructors	Face-to-face training and virtual training for five (5) instructors teaching LLS 1311; (2) two-hour sessions in Canvas	May	2020	QEP Director, instructors

TABLE 6: 2020-2021 YEAR ONE

ROAD to Success: Revitalizing Orientation and Advisement Development

PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR ONE – July 2020-June 2021				
Activity	**Initiative**	**Month**	**Year**	**Leadership**
Professional Development Training for Advisement, Orientation, and Early Alerts (virtually)	Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed	July-June	2020-2021	Canvas/Zoom
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course ourse	October	2020	QEP Director, Co-Director, Divisional Deans (optional), and instructors
Best Practices for Advisement (Fall 2020-Spring 2021) Divisional Deans will select advisors each semester from their areas A total of 10 a year	Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website	Dec. Jan. May	2020 2021 2021	QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors
Professional Development Training for LLS 1311 course and new instructors	Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas	May-June	2021	QEP Director, instructors
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course	March	2021	QEP Director, Co-Director, Divisional Deans (optional), and instructors

TABLE 6: 2021-2022 YEAR TWO

ROAD to Success: Revitalizing Orientation and Advisement Development

PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR TWO – July 2021- June 2022				
Activity	**Initiative**	**Month**	**Year**	**Leadership**
Professional Development Training for Advisement, Orientation, and Early Alerts (virtually)	Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed	July-June	2021-2022	Canvas/Zoom
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course ourse	October	2021	QEP Director, Co-Director, Divisional Deans (optional), and instructors
Best Practices for Advisement (Fall 2021-Spring 2022) Divisional Deans will select advisors each semester from their areas A total of 10 a year	Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website	Dec. January May	2021 2022 2022	QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors
Professional Development Training for LLS 1311 course and new instructors	Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas	May-June	2022	QEP Director, instructors
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course	March	2022	QEP Director, Co-Director, Divisional Deans (optional), and instructors

TABLE 6: 2022-2023 YEAR THREE

ROAD to Success: Revitalizing Orientation and Advisement Development

PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR THREE – July 2022- June 2023				
Activity	**Initiative**	**Month**	**Year**	**Leadership**
Professional Development Training for Advisement, Orientation, and Early Alerts (virtually)	Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed	July-June	2022-2023	Canvas/Zoom
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course	October	2022	QEP Director, Co-Director, Divisional Deans (optional), and instructors
Best Practices for Advisement (Fall 2022-Spring 2023) Divisional Deans will select advisors each semester from their areas A total of 10 a year	Five advisors per semester (Fall 2022/Spring 2023) from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website	Dec. - January May	2022 2023	QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors
Professional Development Training for LLS 1311 course and new instructors	Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas	May-June	2021	QEP Director, instructors
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course	March	2021	QEP Director, Co-Director, Divisional Deans (optional), and instructors

TABLE 6: 2020-2021 YEAR FOUR

ROAD to Success: Revitalizing Orientation and Advisement Development

PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR FOUR – July 2023- June 2024				
Activity	**Initiative**	**Month**	**Year**	**Leadership**
Professional Development Training for Advisement, Orientation, and Early Alerts (virtually)	Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed	July-June	2023-2024	Canvas/Zoom
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course ourse	October	2023	QEP Director, Co-Director, Divisional Deans (optional), and instructors
Best Practices for Advisement (Fall 2023-Spring 2024) Divisional Deans will select advisors each semester from their areas A total of 10 a year	Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website	Dec. January May	2023 2024 2024	QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors
Professional Development Training for LLS 1311 course and new instructors	Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas	May-June	2024	QEP Director, instructors
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course	March	2024	QEP Director, Co-Director, Divisional Deans (optional), and instructors

TABLE 6: 2024-2025 YEAR FIVE

ROAD to Success: Revitalizing Orientation and Advisement Development

PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR FIVE – July 2024- June 2025				
Activity	**Initiative**	**Month**	**Year**	**Leadership**
Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) Instructors evaluate training and results	Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Evaluations will be included in 5-Year Report	July-March	2024-2025	Canvas/Zoom Canvas -- instructors
Best Practices for LLS 1311 instructors	At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course	October March	2024 2025	QEP Director, Co-Director, Divisional Deans (optional), and instructors
Best Practices for Advisement (Fall 2024-Spring 2025) Divisional Deans will select advisors each semester from their areas Advisor Evaluations for the QEP Plan	Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website Evaluations will include feedback from advisors on Best Practices. To be included in 5-year QEP Plan report	October- April April	2024 2025 2025	QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors
Best Practices for LLS 1311 instructors Instructor Evals -- Canvas	Best Practices discussion on strengths of course Eval results will be included in the QEP 5-Year Plan report	March May	2025 2025	QEP Director, Co-Director, Divisional Deans (optional), and instructors