

AP 7160 PROFESSIONAL DEVELOPMENT

Reference:

Accreditation Standard III.A.5

❖ **From the current CLPCCD Policy 4220 titled College Fee Reimbursement**

College Fee Reimbursement

The District will reimburse to confidential or supervisory employees the costs of enrollment fees for ~~approved credit~~ **approved credit** course work **towards a degree or certificate offered by taken within** the District, **other California community college districts, the California State University or University of California systems** ~~or other educational institutions.~~ Eligibility for such reimbursement shall be based upon:

1. satisfactory completion of the course;
2. demonstration that the reimbursement does not exceed ten (10) semester units per year.

The District will reimburse the employee at the cost of the prevailing California Community College fee **or up to \$75 per unit for approved colleges and universities.** An employee may only be approved for up to \$750 per fiscal year. This program is administered on a first come, first served basis. ~~The total District reimbursement will not exceed nine thousand dollars (\$9,000) per year. Employees will not be eligible for reimbursement once the nine thousand dollars has been utilized in any fiscal year. This program is administered annually and the funds do not roll over from year to year.~~

Information on professional development and tuition reimbursement for ~~of~~-represented employees can be found in the respective collective bargaining agreement.

NOTE: This procedure is required to address Accreditation Standard III. The language in **green ink** was added on July 31, 2013 during the review with Wyman, David, Diana, and Kit. Changes in **blue ink** were made by David on May 29, 2015.

Date Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Legal Citation for AP 7160

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

A. Human Resources

The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.
 - a. The institution plans professional development activities to meet the needs of its personnel.
 - b. With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.