

SWVCC PROFESSIONAL DEVELOPMENT DIRECTORY



Revised 01/07

Introduction

Southwest Virginia Community College is a two-year institution of higher education established as a part of a state-wide system of community colleges serving primarily the residents of the counties of Buchanan, Dickenson (partial), Russell and Tazewell. The College operates under policies established by the State Board for Community Colleges and the Local College Board. The institution is financed primarily by State funds supplemented by contributions from the participating localities.

Southwest Virginia Community College, as a comprehensive institution of higher education, dedicates its services to area citizens. Believing that each person should be given an opportunity for continuing personal and intellectual development, the College assumes responsibility as a catalyst in the life of the individual and the community. SWVCC provides citizens the means for improving skills; expanding knowledge as well as cultural, aesthetic and global awareness; and encouraging economic development and responsible citizenship.

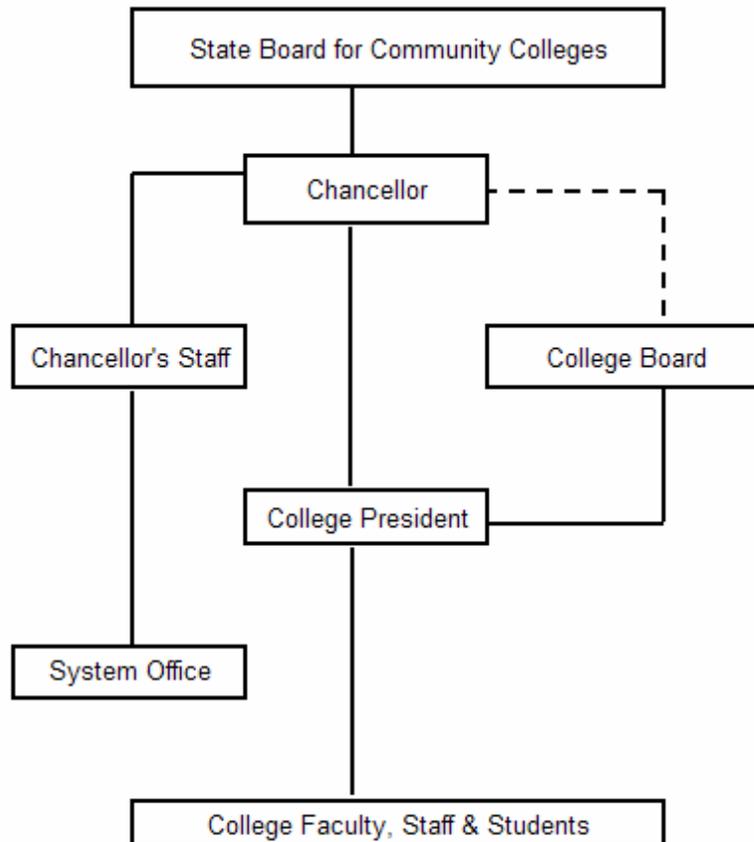
Southwest Virginia Community College offers programs of traditional classroom instruction and technologically enhanced courses generally extending not more than two years beyond high school. Educational opportunities for adults and college-age youth include instruction in associate degree, diploma, and certificate programs, as well as in continuing education. Counseling services and other student development programs assist students with decisions on occupational, educational, and personal goals.

To implement these broadly conceived purposes, the College provides many options:

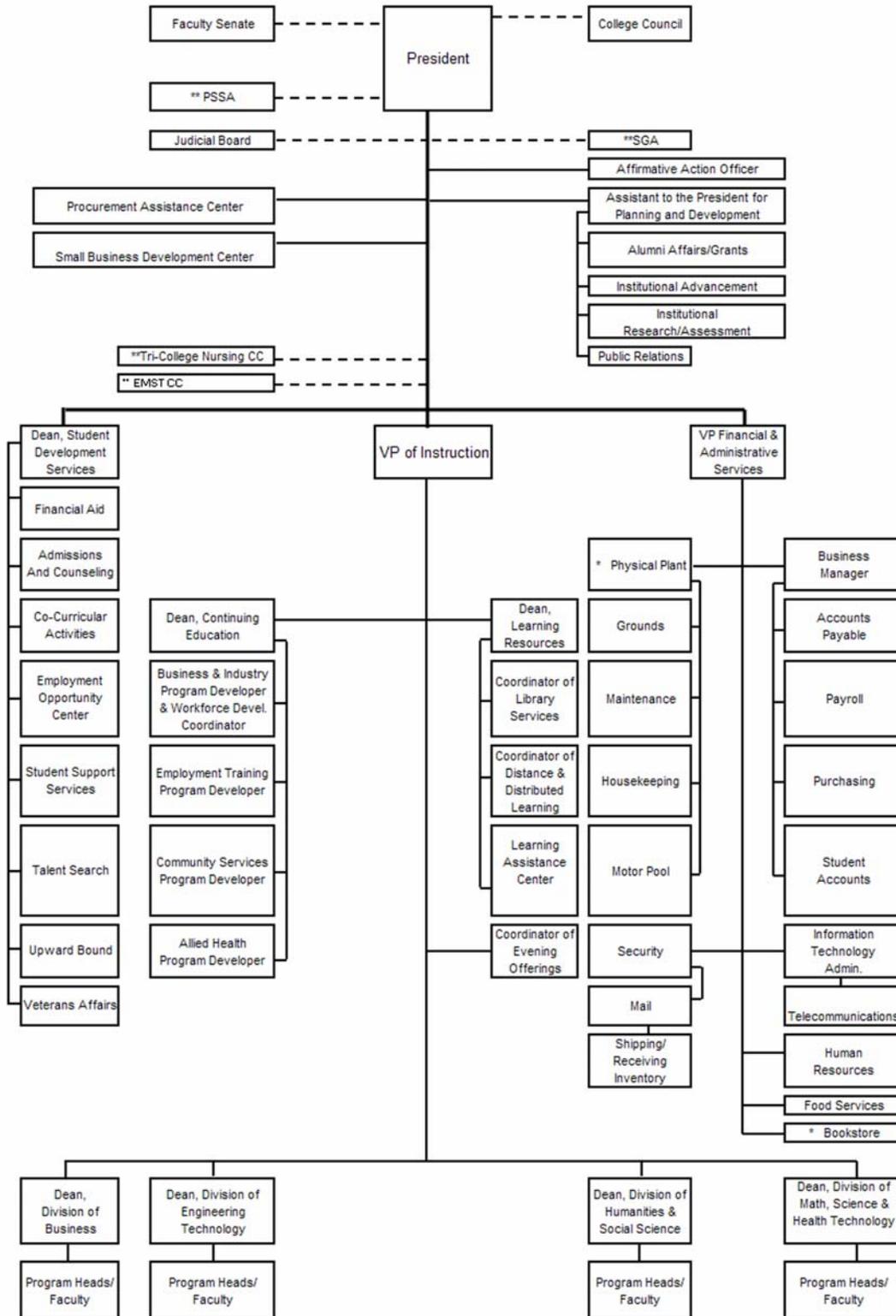
- **Occupational Technical Education** meets the demand for technicians, para-professionals, and skilled craftpersons for employment in industry, business, the professions, and government through curricula planned primarily to satisfy needs for and of workers within the SWVCC service region.
- **College Transfer Education** offers college courses in the arts and sciences and pre-professional education designed to transfer to four-year colleges and universities.
- **General Education** encompasses the knowledge, skills, attitudes, and perspectives each student needs to improve as an individual, a worker, a consumer, and a citizen of the community and the world. General education encourages creative and critical thinking by helping students recognize the connections among bodies of knowledge through courses and special programs, such as honors seminars and across-the-curriculum programs.
- **Developmental Education Courses** help prepare individuals for admission to an occupational technical or college transfer curriculum by developing basic skills necessary for personal or academic endeavors.
- **Continuing Education** enables students to pursue learning experiences for work and personal enrichment which include degree and non-degree programs and courses at flexible times and locations. Work-force training responds to the changing needs of local industries.

• **Specialized Regional and Community Services** help meet the cultural and educational needs of the region by offering non-classroom and non-credit programs, cultural and arts events, workshops, meetings, lectures, exhibits, conferences, teleconferences, seminars, sports and recreation, and special community projects.

ORGANIZATIONAL CHART
VIRGINIA COMMUNITY COLLEGE SYSTEM



SWVCC Organizational Chart



*Privatized **PSSA=Professional Support Staff Association **SGA=Student Government Association 14/Feb/2005
 **EMST CC=Emergency Medical Services Technology Coordinating Council **Tri-College Nursing CC=Tri-College Nursing Coordinating Council

Professional Development Directory

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Individual Development Plan (IDP)

- Purpose:* In conjunction with the VCCS professional development initiative, SWVCC has instituted a voluntary method for faculty to identify and document their personal and professional goals in order to increase the potential for goal achievement. By providing the individual with a clearer sense of career direction, the IDP better equips the individual to select among various professional development offerings that can be used to advance the plan.
- The IDP may also be used as a management tool. By working with a supervisor to develop the IDP, an individual makes the supervisor aware of his or her professional goals and, thereby, better enables the supervisor to assist the individual in reaching his or her goals.
- Available to:* All full-time and part-time SWVCC faculty members.
- Application form:* Yes.
- Available from:* Division Offices, Office of the Vice President of Instruction, Human Resources Office.
- Funding Source:* There is no funding for developing the IDP; however, funding to support the professional development activities listed in the IDP is available through multiple sources, including SWVCC, the VCCS professional development initiative, outside grants, etc. Also, a new Internet source is available to identify outside funding sources. The *Grant Advisor* is updated monthly and access information is available from the Grants Officer.
- Deadline:* The IDP should be updated each spring so that activities cited in the IDP can be considered during budget planning for the upcoming fiscal year.
- Resources or assistance available:*
A division chair, a colleague, the Chair of the Professional Development Committee, or the Human Resources Manager may be consulted.
- Contact Person:* Division Chairs, Human Resources Manager, Professional Development Committee Chair or members.
- Report or follow-up obligation:*
As required by the selected activities.
- Comments:* You are under no obligation to share a copy of your IDP with anyone, but sharing a copy with your supervisor, colleagues, and whoever else you deem appropriate can greatly assist you in reaching your stated goals.

Ongoing Programs

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|---|---|
| <i>Activity:</i> | Adjunct Faculty Orientation and Training |
| <i>Available to:</i> | All adjunct faculty members. |
| <i>Application form:</i> | None. All new faculty are invited to attend to the adjunct faculty orientation and training. RSVPs are requested. |
| <i>Available from:</i> | Not applicable. |
| <i>Funding Source:</i> | Vice President of Instruction. |
| <i>Deadline:</i> | The adjunct faculty orientation and training is usually held the Saturday preceding or following Fall in service. |
| <i>Resources or assistance available:</i> | Office of the Dean of Instruction, appropriate Academic Divisions, the Dean of Continuing Education, or the Off-Campus Coordinator. |
| <i>Contact Person</i> | Vice President of Instruction. |
| <i>Report or follow up obligation:</i> | None. |
| <i>Comments:</i> | Other training or professional development opportunities are planned and administered by divisions. |

Ongoing Programs

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|---|--|
| <i>Activity:</i> | Tuition Reimbursement |
| <i>Purpose:</i> | <ul style="list-style-type: none"> • To encourage faculty and staff to become updated in the field or discipline in which they work or teach at SWVCC. • To provide opportunities for faculty to achieve higher degrees in the field or discipline in which they work or teach at SWVCC. |
| <i>Available to:</i> | All full-time faculty and classified staff. |
| <i>Application form:</i> | Yes. VCCS 16 (Educational Aid Request). |
| <i>Available from:</i> | Division Offices. |
| <i>Funding Source:</i> | Division or departmental budgets. Approval for tuition reimbursement will be contingent upon available funds. |
| <i>Deadline:</i> | Tuition reimbursement must be requested and approved prior to course enrollment. Any forms submitted after the first class session will not be approved. Courses that are relevant to IDPs will receive special consideration for reimbursement. |
| <i>Resources or assistance available:</i> | Information about tuition reimbursement can be obtained from Division Chairs, the Vice President of Instruction's office, the President's office, or the Human Resources office. |
| <i>Contact Person:</i> | Division Deans or Supervisors. |
| <i>Report or follow-up obligation:</i> | <p>Reimbursement is dependent upon successful completion of the course, defined as a grade of B or above in graduate courses; C or above in undergraduate courses; or "pass" in a "pass/fail" course. Upon completion of the course, the employee must submit proof of the grade earned along with the original receipt for initial payment. Submit properly signed and coded purchase requisition with the course grade and receipt for reimbursement.</p> <p>The college will not reimburse more than two courses per employee during each term. Reimbursement requests must be submitted within 60 days after completion of the course.</p> |
| <i>Comments:</i> | Faculty and staff are encouraged to pursue coursework in any subject that is personally or professionally rewarding, or that may lead to a different career; however, reimbursement is reserved for coursework that will directly contribute to improved performance in a current position. The supervisor should sign only if he or she agrees that taking the class will enhance on employee's job performance. For further information, refer to the <i>VCCS Policy Manual</i> . |

Ongoing Programs

Activity: Continuous Learning Program

Purpose:

The purpose of this policy is to establish guidelines for the SwVCC Continuous Learning Program that will enable SwVCC to support the continuous learning goals of eligible employees.

Course Eligibility Requirements:

Courses included in this program must be offered by Southwest Virginia Community College. The courses may be job related or non-job related (credit or non-credit).

Eligible Employees:

Full-time employees, wage employees, and adjunct faculty are eligible. Student workers, including students who are on P-14s are not included.

Number of hours

Employees will be allowed to take up to six credit or non-credit hours of instruction per semester.

Documentation

PeopleSoft will track the courses taken to comply with General Assembly requirements for reporting.

Approval Process:

A form will be used to obtain approval similar to the Educational Aid Request Form currently used for tuition reimbursement. The employee's supervisor and respective V-P will approve the course(s) prior to enrollment.

Registration

Employees are not allowed to pre-register for courses.

Overtime:

Overtime will not be provided for employees taking courses. If the course hours are job related, then the employee may be allowed to take up to three course hours during the normal work schedule provided it does not interfere with the employee's work or departmental duties and with the approval of the employee's supervisor. All course hours taken after the regular scheduled work hours will be on the employee's own time.

Ongoing Programs

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|---|--|
| <i>Activity:</i> | Educational Leave With Partial Pay or Without Pay |
| <i>Purpose:</i> | To provide opportunities for state employees to receive education or training that is either job related or degree required. Such training or higher degrees will enhance job performance and support the college's mission. |
| <i>Available to:</i> | All positions covered under the Virginia Personnel Act. |
| <i>Application form:</i> | Yes. |
| <i>Available from:</i> | Division/Department Offices, Human Resources Office or President's Office. |
| <i>Funding Source:</i> | Departmental/Divisional Budgets. |
| <i>Deadline:</i> | Requests for educational leave with partial pay or educational leave without pay must be requested and approved prior to enrollment in a course of study. |
| <i>Resources or assistance available:</i> | Direct questions to the Division/Departmental Offices, the Human Resources Office, the Vice President of Instruction's Office, or the President's Office. |
| <i>Contact person:</i> | Human Resources Manager. |
| <i>Report or follow-up obligation:</i> | Individuals receiving tuition assistance must submit receipt of tuition paid and copy of final grade, along with a properly executed purchase requisition, so that reimbursement can be made. Unless arrangements are made with the institution at which the employee is attending, all tuition is paid on a reimbursable basis. |
| <i>Comments:</i> | Individuals are encouraged to acquaint themselves to the types of educational assistance available, as well as the eligibility criteria, limitations and obligations of the individual requesting assistance. Assistance is available as noted above. For further information, refer to the <i>SWVCC Faculty Handbook</i> . |

Ongoing Programs

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|---|--|
| <i>Activity:</i> | <p>Sabbatical Leave</p> <ul style="list-style-type: none"> • A sabbatical is a compensated leave of absence of one or two semesters for full-time academic faculty and up to 13 months for administrative and professional faculty and the college president. • Sabbatical leaves are not designed for planned courses of study or academic credit. Planned courses of study for academic credit will be requested under the “Educational Aid Policy.” |
| <i>Purpose:</i> | <ul style="list-style-type: none"> • To engage in activities designed to improve teaching effectiveness, enhance creative and/or artistic activities, improve professional competency and provide a renewed capacity for significant contribution of service to the college and the community at large. • To sustain vigor, especially in the college’s academic instructional programs, and to ensure that faculty members have the opportunity for professional development. |
| <i>Available to:</i> | Teaching faculty, administrative and professional faculty, and the college president who have completed 6 years of creditable service at the time of application for sabbatical leave or since a previously awarded sabbatical leave. |
| <i>Application form:</i> | Yes. |
| <i>Available from:</i> | President’s Office. |
| <i>Funding Source:</i> | The College will pay no less than 50% of current salary in effect on the last contractual workday prior to the effective date of sabbatical leave. |
| <i>Deadline:</i> | Applications due in October preceding the year of requested sabbatical leave. |
| <i>Resources or assistance available:</i> | Office of the President, Vice President of Instruction, Division Deans, Human Resources Manager. |
| <i>Contact Person:</i> | Office of the President, Vice President of Instruction, Division Deans, Human Resources Manager. |
| <i>Report or follow-up obligation:</i> | <p>Faculty members who are awarded sabbatical leave must serve twice the time of the approved leave with pay at the college after return from leave with pay.</p> <p>A written report summarizing project accomplishments must be submitted to appropriate college officials.</p> |

Ongoing Programs

Comments:

The number of sabbatical leave awards granted in any year will depend upon the availability of funds.

For further information, refer to the VCCS Policy Manual.

Ongoing Programs

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|---|---|
| <i>Activity:</i> | Conferences |
| <i>Purpose:</i> | <ul style="list-style-type: none"> • To provide faculty and staff the opportunity to gain state, regional, and national perspectives on issues in the various disciplines and in community college education. • To encourage faculty and staff to engage in scholarship that culminates in conference presentations. |
| <i>Available to:</i> | All faculty and staff. |
| <i>Application form:</i> | Yes. If reimbursement is to be requested, complete a Request For Travel form. Those who have completed IDPs and have shown therein how the conference contributes to the realization of their professional goals will receive special consideration. |
| <i>Available from:</i> | Division Offices. |
| <i>Funding Source:</i> | Variable sources, including division budgets, grants funds, and local funds. |
| <i>Deadline:</i> | As advertised. Make reservations in a timely manner so that you can take advantage of discounts on registration, and travel. |
| <i>Resources or assistance available:</i> | Conference announcements are generally found in professional journals within each discipline. The Center for Teaching Excellence can provide information about a variety of conferences. Bulletin boards in and around the division offices will also display conference announcements. Additionally, notices are distributed by the Human Resources Office, and training information is published in the <i>Communiqué</i> . |
| <i>Contact Person:</i> | Immediate Supervisor. |
| <i>Report or follow-up obligation:</i> | Participants may be asked to share materials or information obtained at a conference either in a general or division meeting. |
| <i>Comments:</i> | <ul style="list-style-type: none"> • It is recommended that faculty and staff make their immediate supervisor aware of upcoming conferences they would like to attend as far in advance as possible if reimbursement is to be requested. • Faculty development to be gained from conference attendance should be indicated in the IDP. • Faculty attending and/or presenting at major conferences should make the President and the Vice President of Instruction aware in advance of their participation. |

Ongoing Programs

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| <i>Activity:</i> | Computer Training |
| <i>Purpose:</i> | <ul style="list-style-type: none"> • To provide training to enable faculty and staff to use available hardware. • To update faculty and staff on new versions of software. |
| <i>Programs:</i> | <ol style="list-style-type: none"> a. Introduction to PCs b. Excel c. Microsoft Word d. PageMaker e. Internet f. SIS g. E-mail h. People Soft |
| <i>Available to:</i> | All faculty and staff. |
| <i>Application form:</i> | Registration is generally required through the Information Services Office. |
| <i>Available from:</i> | Information Services. |
| <i>Funding Source:</i> | Varies based on the nature of the program. |
| <i>Deadline:</i> | Registration as published. |
| <i>Contact Person:</i> | Information Technology Manager. |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | Special training sessions are occasionally offered through the Humanities Writing Center. Notice of such sessions will be published in the College Bulletin. |

Ongoing Programs

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|---|--|
| <i>Activity:</i> | Commonhealth |
| <i>Purpose:</i> | <ul style="list-style-type: none">• To provide a means for all College employees and eligible family members to make positive changes in lifestyle factors and thereby lead healthier lives.• To help employees identify their own health risks and learn how to make lifestyle changes to reduce or eliminate those risks. |
| <i>Available to:</i> | All faculty and staff. |
| <i>Application form:</i> | Yes. |
| <i>Available from:</i> | Human Resources Office. |
| <i>Funding Source:</i> | Employee-only membership is \$5.00. Family membership is \$7.00. |
| <i>Deadline:</i> | Registration is continuous. |
| <i>Resources or assistance available:</i> | Information about the Commonhealth program is available through the Human Resources Office. |
| <i>Contact Person:</i> | Human Resources Analyst or Human Resources Manager. |
| <i>Report or follow-up obligation:</i> | A Health Risk Appraisal is used to compile a personalized health profile every two years. Periodic retesting of your fitness level is recommended. |
| <i>Comments:</i> | Commonhealth is a comprehensive wellness program and, as such, includes scheduled informational sessions and other activities. Information about these events will be sent to you and/or announced in the Bulletin. |

Ongoing Programs

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|---|---|
| <i>Activity:</i> | In-service <ul style="list-style-type: none"> • Fall • Spring • Other |
| <i>Purpose:</i> | <ul style="list-style-type: none"> • To kick-off the semester. • To provide time for general faculty and staff meetings, division meetings, and other campus meetings and activities. • To provide opportunities for professional development activities. • To encourage development of curriculum and teaching strategies. |
| <i>Available to:</i> | All faculty and staff. |
| <i>Application form:</i> | None. |
| <i>Available from:</i> | In-service activities are generally sponsored by the President's Office with input from the Professional Development Committee and the Human Resources Manager. |
| <i>Funding Source:</i> | Faculty/Staff Development. |
| <i>Deadline:</i> | The in-service scheduled is dictated by the annual College calendar. |
| <i>Resources or assistance available:</i> | Requests for programs should be directed to the Office of the President, the Professional Development Committee and/or the Human Resources Office. |
| <i>Contact Person:</i> | Office of the President, Professional Development Committee members, Vice President of Instruction, Human Resources Manager. |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | All full-time faculty and staff are expected to participate in all in-service programs. |

Ongoing Programs

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|---|--|
| <i>Activity:</i> | Divisional Programs |
| <i>Purpose:</i> | To provide or support special programs designed to meet the needs of divisions or groups within divisions. |
| <i>Available to:</i> | Any academic or other division through the supervisor. |
| <i>Application form.</i> | None. |
| <i>Available from:</i> | Academic or other division. |
| <i>Funding Source:</i> | Division budget. |
| <i>Deadline:</i> | Not applicable. |
| <i>Resources or assistance available:</i> | Faculty and staff are encouraged to contribute their knowledge and expertise to assist with special programs when appropriate. |
| <i>Contact Person:</i> | Division Deans or program directors. |
| <i>Report or follow-up obligations:</i> | Many programs will be evaluated at the end of the session or after some time has elapsed. Completing the evaluation is an important follow-up activity because it is used for future planning. |
| <i>Comments:</i> | Sample programs might include divisional retreats, workshops, seminars, etc. |

Ongoing Programs

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|---|--|
| <i>Activity:</i> | SWVCC Series |
| <i>Purpose:</i> | <ul style="list-style-type: none"> • To provide outstanding speakers and performances for SWVCC personnel and students. • To offer cultural and educational programs to the community. |
| <i>Available to:</i> | All faculty and staff. |
| <i>Application form:</i> | None. |
| <i>Available from:</i> | Not applicable. |
| <i>Funding Source:</i> | Several sources, including Student Government Association, SWVCC Foundation, President's Office, etc. |
| <i>Deadline:</i> | A schedule is published annually, and each event is listed in the <i>Bulletin</i> . |
| <i>Resources or assistance available:</i> | Members of the SWVCC Series Committee select topics, secure speakers, schedule appearances, and generally manage all aspects of the activities. |
| <i>Contact Person:</i> | Chair of SWVCC Series Committee and/or President's Office. |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | Each semester, the presentations made available through the SWVCC Series are superior in quality, and the on-campus location makes them convenient to attend. You are encouraged to participate whenever possible. |

Ongoing Programs

- Activity:* **Office Professional's Day**
- Purpose:*
- To provide a special training session for all office/technical staff on a topic of general interest to this group.
 - To recognize the outstanding contributions of clerical/technical personnel to the success of SWVCC.
- Available to:* All office/technical personnel.
- Application form:* Pre-registration is required for both the program and the luncheon.
- Available from:* Continuing Education or Business Division.
- Funding Source:* Continuing Education, VCCA grant, CSA, local budgets. Outside guests (non-College personnel) are charged a nominal fee.
- Deadline:* To be announced in the *Bulletin*.
- Resources or assistance available:*
Seminar topic suggestions are requested from office/technical personnel. Submit your ideas to the Business Division Chair or the Director of Continuing Education.
- Contact Person:* Director of Continuing Education, Human Resources Manager, Business Division Chair
- Report or follow-up obligation:*
None.
- Comments:* Encourage your supervisor to attend the luncheon and to discuss the program content with you.

Recognition Awards

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|---|---|
| <i>Activity:</i> | Awards for Length of Service |
| | <ul style="list-style-type: none"> • 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 years. |
| <i>Purpose:</i> | To recognize employees for years of service to the College and the Commonwealth. |
| <i>Available to:</i> | All full-time employees. |
| <i>Application form:</i> | None. |
| <i>Available from:</i> | Human Resources provide the President's Office with a list of start dates. Service awards are determined from August 16, 20__ to August 15, 20__ (Fall semester through Summer session). |
| <i>Funding Source:</i> | Faculty and Staff Development budget. |
| <i>Deadline:</i> | Service awards are given for each five year increment of state service and are figured to coincide with a Fall semester awards ceremony. |
| <i>Resources or assistance available:</i> | Direct any questions to President's Office. |
| <i>Contact Person:</i> | President's secretary. |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | <p>Service awards are given during Fall Semester In-service. For five years of service a certificate and ceramic mug with state seal is given. A certificate and jeweled pin or specialty item* is given for milestones thereafter.</p> <p>Employees may choose other jewelry items or other specialty items for these awards, i.e., tie tac, tie bar, necklace, brooch, belt buckle, charm bracelet, cast paperweight with state seal, wooden plaque with state seal, pen and pencil set with state seal, engraved Jefferson cup, gold face watch with state seal, engraved clock, silver-plate bowl with state seal, engraved pewter bowl, engraved silver-plate tray with state seal, engraved pewter tray with state seal. Specialty items and other jewelry items differ for increment years of service.</p> |

VCCA Professional Development Opportunities

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|---|--|
| <i>Activity:</i> | VCCA Faculty Showcase |
| <i>Purpose:</i> | To recognize a member of the teaching faculty for teaching excellence and contributions to the College's mission. |
| <i>Available to:</i> | All teaching faculty. |
| <i>Application form:</i> | Nomination materials and documentation are required. |
| <i>Available from:</i> | President of Faculty Senate. |
| <i>Funding Source:</i> | College, VCCA. |
| <i>Deadline:</i> | Nominations are received and selections made prior to the end of the May 15 contract period, effective for the following Fall VCCA convention. |
| <i>Resources or assistance available:</i> | Direct questions to Faculty Senate. |
| <i>Contact Person:</i> | President of Faculty Senate. |
| <i>Report or follow-up obligation:</i> | Successful nominee is expected to participate in the VCCA awards ceremony to recognize this achievement. |
| <i>Comments:</i> | The Faculty Showcase recipient is recognized at SWVCC with a reception and plaque to further highlight this achievement. |

VCCA Professional Development Opportunities

| | |
|---|--|
| <i>Activity:</i> | VCCA Support Staff Showcase |
| <i>Purpose:</i> | To recognize SWVCC Support Staff for exemplary job performance and contributions to the College. |
| <i>Available to:</i> | All Classified employees. |
| <i>Application form:</i> | Employees are nominated by Support Staff Association members. |
| <i>Available from:</i> | Classified Staff Association Officers. |
| <i>Funding Source:</i> | College, VCCA. |
| <i>Deadline:</i> | Nominations are received and selections made in June of each year to be effective for the following Fall VCCA convention. |
| <i>Resources or assistance available:</i> | Direct questions to Support Staff Association. |
| <i>Contact Person:</i> | President of Support Staff Association. |
| <i>Report or follow-up obligation:</i> | Successful nominee is expected to participate in the VCCA Support Staff Showcase to recognize this achievement. |
| <i>Comments:</i> | The Support Staff Showcase recipient is recognized at SWVCC with a reception and plaque to further highlight this achievement. |

VCCS Professional Development Opportunities

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|---|---|
| <i>Activity:</i> | Peer Group Meetings |
| <i>Purpose:</i> | To encourage intra/interdisciplinary collaboration, creativity, problem-solving, planning, forecasting, learning, and networking in the Virginia Community College System. |
| <i>Available to:</i> | All faculty. |
| <i>Application form:</i> | Registration materials are to be completed and returned on or before the deadline. |
| <i>Available from:</i> | VCCS Director of Professional Development. |
| <i>Funding Source:</i> | VCCS and SWVCC. |
| <i>Deadline:</i> | Announced on registration materials. |
| <i>Resources or assistance available:</i> | Peer Group Planning Committees made up of representatives from each college plan the professional development offerings of the meeting. Faculty is encouraged to consult the appropriate faculty representative at SWVCC to obtain information about scheduled meetings or to contribute ideas and suggestions for future meetings. |
| <i>Contact Person:</i> | SWVCC Faculty Representative of the Peer Group Planning Committee, VCCS Director of Professional Development. |
| <i>Report or follow-up obligation:</i> | Participants will be asked to complete a questionnaire evaluating the program. Participants may be requested to share their experience with other faculty in a general or departmental meeting. |
| <i>Comments:</i> | Each peer group, defined by discipline, position, or special interest, will meet on a rotational basis every one, two, or three years. |

VCCS Professional Development Opportunities*Activity:* **Research Grants***Purpose:* To promote research and scholarships as well as innovative projects that will ultimately benefit the VCCS.*Available to:* All full-time faculty.*Application form:* Applications are to be completed and returned on or before the established deadlines.*Available from:* Complete proposal packets are available from the office of the Dean of Instruction.*Funding Source:* VCCS.

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|------------------|-------------------------|--------------|
| <i>Deadline:</i> | • Summer semester grant | February 15 |
| | • Fall semester grant | April 15 |
| | • Spring semester grant | September 15 |

Resources or assistance available:

Sample grant proposals are available from the office of the Dean of Instruction. The proposal packet includes detailed instructions on how to complete the grant proposal form.

Contact person: VCCS Director of Professional Development.*Report or follow-up obligation:*

Evaluation of results and documentation of expenditures are required of each grant recipient.

Comments: Faculty are required to coordinate reassigned time with their division chairs and dean.

If the grant calls for any matching funds from the college, these expenses must be approved by appropriate administrative personnel.

VCCS Professional Development Opportunities

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|---|--|
| <i>Activity:</i> | Faculty Research Days |
| | Five days per academic year are set aside for teaching faculty to participate in research or other professional development activities pertinent to their professional growth. |
| <i>Purpose:</i> | To promote the professional development of faculty for the purpose of improving instruction and educational programs. |
| <i>Available to:</i> | All full-time teaching faculty. |
| <i>Application form:</i> | Not applicable. |
| <i>Available from:</i> | Not applicable. |
| <i>Funding Source:</i> | VCCS. |
| <i>Deadline:</i> | Not applicable. |
| <i>Resources or assistance available:</i> | Not applicable. |
| <i>Contact Person:</i> | Division Chairs, Vice President of Instruction. |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | Though encouraged, faculty members are under no obligation to report their intended activities on designated faculty research days to their supervisors. |

VCCS Professional Development Opportunities

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| <i>Activity:</i> | Faculty Exchange Program |
| <i>Purpose:</i> | <ul style="list-style-type: none"> • To provide faculty the opportunity to explore other college and community cultures by working in a different institutional setting within the VCCS for a week, a month, or a semester. • To provide faculty the opportunity to learn about different curricular programs, educational philosophies, and teaching techniques. • To provide faculty the opportunity to contribute and share pedagogical insights with colleagues at another institution. |
| <i>Available to:</i> | All full-time faculty. |
| <i>Application form:</i> | A faculty exchange request form is required for travel reimbursement. |
| <i>Available from:</i> | VCCS Professional Development Director. |
| <i>Funding Source:</i> | VCCS will reimburse for certain expenses, such as mileage for occasional home visits; however, home colleges continue to be responsible for faculty salaries and benefits. |
| <i>Deadline:</i> | Details of the exchange arrangement must be negotiated between faculty members, with the approval of appropriate division chairs and academic deans prior to the beginning of the exchange. |
| <i>Resources or assistance available:</i> | Initial faculty connections could be made through e-mail or peer group meetings. |
| <i>Contact person:</i> | VCCS Director of Professional Development. |
| <i>Report or follow-up obligation:</i> | Faculty may be required to share their experience with colleagues in a general or departmental meeting. |
| <i>Comments:</i> | Faculty are responsible for arranging a mutually agreeable time and accommodation situation for the exchange. |

VCCS Professional Development Opportunities

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| <i>Activity:</i> | VCCA Convention |
| <i>Purpose:</i> | <ul style="list-style-type: none">• To provide faculty and staff the opportunity to interact and network with colleagues at other VCCS institutions.• To provide faculty and staff with a forum for presenting and receiving information about innovative professional initiatives. |
| <i>Available to:</i> | All faculty and staff. |
| <i>Application form:</i> | Registration materials are published and distributed annually. |
| <i>Available from:</i> | VCCA campus representatives. |
| <i>Funding source:</i> | Division budgets. |
| <i>Deadline:</i> | Fall. The deadline for registration is included in the registration materials. |
| <i>Resources or assistance available:</i> | VCCA campus representatives can provide additional information about the VCCA convention. |
| <i>Contact person:</i> | VCCA campus representatives. |
| <i>Report or follow-up obligation:</i> | Faculty may be required to share their experience with colleagues in a general or departmental meeting. |
| <i>Comments:</i> | If you plan to attend the VCCA convention, be sure to include this activity in your IDP and/or to directly inform your supervisor of your intention to include this conference as part of your professional development plan so that consideration can be given to reimbursement of expenses. |

VCCS Professional Development Opportunities

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| <i>Activity:</i> | New Faculty Orientation |
| <i>Purpose:</i> | <ul style="list-style-type: none">• To acquaint new faculty with the mission of the Virginia Community College System.• To familiarize new faculty with the policies, procedures, and people comprising the VCCS. |
| <i>Available to:</i> | All new full-time faculty. |
| <i>Application form:</i> | Registration materials will be provided through the VCCS. |
| <i>Available from:</i> | VCCS Professional Development Director. |
| <i>Funding Source:</i> | The VCCS will pay travel, food, and lodging expenses. |
| <i>Deadline:</i> | The deadline for registration is included in the registration materials. |
| <i>Resources or assistance available:</i> | The VCCS Professional Development Office. |
| <i>Contact Person:</i> | VCCS Director of Professional Development. |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | The VCCS new faculty orientation is designed to supplement SWVCC's new faculty orientation program. |

VCCS Professional Development Opportunities

- Activity:* **Chancellor’s Commonwealth Professorships**
Each professor is awarded:
- Up to \$7,500 in reimbursable expenses related to a teaching/learning project to be conducted for up to two academic years,
 - Receive a stipend of \$3,000 for one summer session,
 - Reassigned time equivalent to one course each semester for two academic years to pursue a self-directed project of personal and professional development related to community college teaching, and
 - Participate periodically in VCCS seminars or other programs focusing on interdisciplinary topics or other aspects of community college education.
- Purpose:* To reward teaching excellence through statewide recognition and financial support.
- Available to:* All full-time faculty with at least five years of service.
- Application form:* Nominations by letter from community college president or dean/provost. Each college in the VCCS is invited to nominate one or more full-time teaching faculty members each year.
- Available from:* Not applicable.
- Funding Source:* VCCS and local college.
- Deadline:* April 15 of each year.
- Resources or assistance available:*
Human Resources Office, President’s Office, VCCS Professional Development Office.
- Contact Person:* Human Resources Office, President’s Office, VCCS Professional Development Office.
- Report or follow-up obligation:*
Faculty will participate in VCCS seminars or other programs focusing on interdisciplinary topics or other aspects of community college education.

VCCS Professional Development Opportunities*Comments:*

Nominations must originate from community college presidents, deans and/or provosts and must include:

- A letter of nomination by the college president, dean or provost,
- Demonstrated teaching excellence, which shall be documented in the nomination letter from the college president, dean or provost.
- A proposal submitted by the nominee regarding a self-directed project of personal and professional development related to community college teaching and learning to be conducted for up to two academic years,
- A detailed budget for up to \$7,500 reimbursement funding, and
- A statement of how the project will benefit other VCCS faculty.

Seven copies of the completed nomination are to be sent to the Chancellor by April 15. Final decision and appointments will be made by the Chancellor.

VCCS Professional Development Opportunities

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| <i>Activity:</i> | <p>Chancellor’s Fellowship Program</p> <p>The Chancellor’s Fellowship is awarded annually to up to five outstanding community college educators for full-time residential graduate study during the twelve (12) month period of their award at:</p> <ul style="list-style-type: none"> • Curry School of Education, University of Virginia. • Community College Program Area at Virginia Tech. • National Center for Community College Education at George Mason University. • School of Education, William and Mary University. • School of Graduate Studies, Virginia Commonwealth University. |
| <i>Purpose:</i> | <p>To support the educational aspirations of faculty and to assist in the preparation of future education administrators and instructional leaders within the VCCS by providing a fellowship grant minimum of \$10,000 (\$5,000 from the university and \$5,000 from the Chancellor), one-half salary from the sponsoring college, and one year leave of absence from the sponsoring college with a continuation of insurance, retirement, seniority, and other VCCS employee benefits.</p> |
| <i>Available to:</i> | <p>Outstanding community college faculty who meet the specific requirements for admission to the doctoral program at the participating university of choice. Selections are made by the Chancellor along with university representatives.</p> |
| <i>Application form:</i> | <p>Yes.</p> |
| <i>Available from:</i> | <p>Participating universities, the offices of VCCS presidents, and the VCCS Academic Services and Research office.</p> |
| <i>Funding Source:</i> | <p>VCCS and local college.</p> |
| <i>Deadline:</i> | <p>April 15 of each year.</p> |
| <i>Resources or assistance available:</i> | <p>Participating universities, the offices of VCCS presidents, and the VCCS Academic Services and Research office.</p> |
| <i>Contact Person:</i> | <p>President’s Office, VCCS Director of Professional Development.</p> |
| <i>Report or follow-up obligation:</i> | <p>Fellows will be required to resume employment with the VCCS for two years following the Fellowship.</p> |
| <i>Comments:</i> | <p>To be considered for the Chancellor’s Fellowship Program, submit the application, letters of endorsement, and other supporting materials to the university of choice by the annual deadline of April 15.</p> |

VCCS Professional Development Opportunities

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| <i>Activity:</i> | VCCA Leadership Conference |
| <i>Purpose:</i> | To encourage participants to explore VCCA leadership positions. |
| <i>Available to:</i> | All VCCS faculty and staff |
| <i>Application form:</i> | Yes |
| <i>Available from:</i> | Available from local VCCA contacts |
| <i>Funding Source:</i> | VCCA and local college |
| <i>Deadline:</i> | The conference occurs in the spring. Information about the conference will be distributed in a timely manner. |
| <i>Resources or assistance available:</i> | Local VCCA contacts |
| <i>Contact Person:</i> | VCCA Representatives |
| <i>Report or follow-up obligation:</i> | None |
| <i>Comments:</i> | Contact a local VCCA representative to obtain further information |

Consortium Activities

- Activity:* **National Institute for Staff and Organizational Development (NISOD)**
- “Celebrating Teaching Excellence” Conference.
 - Innovation Abstracts.
 - Leadership Abstracts.
 - Linkages.
- Purpose:*
- To celebrate excellence in teaching.
 - To provide publications about teaching strategies and management skills.
 - To provide a conference that brings faculty together from community colleges across the nation.
 - To encourage interaction among administrators of community college across the nation.
- Available to:* Publications are provided to all full-time faculty. NISOD conference attendance is a professional development option for any full-time faculty member.
- Application form:* Information will either be sent to you directly from NISOD or will be available through program administrators and division chairs early in the spring semester.
- Available from:* Information will be made available as it is received.
- Funding Source:* Division Budget.
- Deadline:* Usually early in April because the conference is held in late May.
- Resources or assistance available:*
Division Chair, Program Administrators, or any SWVCC faculty member who has previously attended the conference can provide information.
- Contact Person:* Division Chair or Program Administrator.
- Report or follow-up obligation:*
Participants may be asked to share information from the conference at a general or division meeting.
- Comments:* NISOD’s program of activities tends not to be discipline specific.

Consortium Activities

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| <i>Activity:</i> | American Association of Community Colleges (AACCC) |
| <i>Purpose:</i> | To provide faculty and administrators the opportunity to gain national perspectives on issues in community college education. |
| <i>Available to:</i> | All full-time faculty and administrators. |
| <i>Application form:</i> | Yes. If reimbursement is to be requested, complete a Request For Travel form. Faculty who have completed IDPs and have shown therein how the conference contributes to the realization of their professional goals will receive special consideration. |
| <i>Available from:</i> | Division Offices. |
| <i>Funding Source:</i> | Division Budgets. |
| <i>Deadline:</i> | As advertised. Make reservations in a timely manner so that you can take advantage of discounts on registration, travel, etc. |
| <i>Resources or assistance available:</i> | President's Office. |
| <i>Contact Person:</i> | President's Office. |
| <i>Report or follow-up obligation:</i> | Participants may be asked to share materials or information obtained at a conference either in a general or division meeting. |
| <i>Comments:</i> | It is recommended that faculty make their immediate supervisor aware of upcoming conferences they plan to attend as far in advance as possible if reimbursement is to be requested. The development gained from conference attendance should be indicated in the IDP. Faculty planning to attend and/or present at major conferences should inform the President and the Dean of Instruction. |

VCCS Professional Development Research Grant Award

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| <i>Activity:</i> | Research Grant |
| <i>Purpose:</i> | Faculty professional development is essential for faculty and student learning. |
| <i>Available to:</i> | All full-time community college faculty. |
| <i>Application form:</i> | Yes. Must be submitted electronically by the deadline to the System Office. |
| <i>Funding Source:</i> | This benefit is available at no cost to all full-time community college faculty. |
| <i>Deadline:</i> | 5:00 p.m. on Friday, October 1. |
| <i>Resources or assistance available:</i> | VCCS Director of Professional Development. |
| <i>Contact Person:</i> | Dr. Susan Coffey, VCCS Director of Professional Development. |
| <i>Report or Follow-up Obligation:</i> | None. |
| <i>Comments:</i> | A combination of reassigned time and grant award is possible, dependent upon the quality. |

VCCS Professional Development Mini-Grant Award

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| <i>Activity:</i> | Mini-Grant Award |
| <i>Purpose:</i> | <p>The VCCS mini-grant program encourages proposals which:</p> <ul style="list-style-type: none"> • Promote the best possible conditions for professional service and growth. • Encourage the involvement of all interested individuals and groups in a cooperative effort to improve Virginia's community colleges and the programs and services they provide. • Promote improved communication about and among the community colleges of Virginia. • Benefit personnel from more than one VCCS college. |
| <i>Available to:</i> | Full-time VCCS employees. |
| <i>Application form:</i> | Yes. |
| <i>Available from:</i> | VCCS Director of Professional Development. |
| <i>Funding Source:</i> | This benefit is available at no cost to all employees. |
| <i>Deadline:</i> | <ul style="list-style-type: none"> • Summer Semester: February 1st—5:00 p.m. • Fall Semester: April 1st—5:00 p.m. • Spring Semester: October 1st—5:00 p.m. |
| <i>Resources or assistance available:</i> | VCCS Director of Professional Development. |
| <i>Contact Person:</i> | Dr. Susan Coffey, VCCS Director of Professional Development. |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | The mini-grants will provide funding for development and implementation of group activities for professional development such as workshops, in-services, and conferences. |

New Horizons Conference

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| <i>Activity:</i> | Annual New Horizons Conference |
| <i>Purpose:</i> | Allows faculty and staff to share ways to integrate technology into the teaching and learning process. |
| <i>Available to:</i> | All Full-time faculty and staff. |
| <i>Application form:</i> | None. |
| <i>Available from:</i> | Not applicable. |
| <i>Funding Source:</i> | Various vendors. |
| <i>Deadline:</i> | None. |
| <i>Resources or assistance available:</i> | Not Applicable. |
| <i>Contact:</i> | Human Resources Manager |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | <p>The eighteenth VCCS New Horizon Conference (NHC) 2005 is scheduled for April 7-9, 2005 at the Hotel Roanoke and Conference Center. Topics covered will be:</p> <ul style="list-style-type: none"> • Tools for learning • Tutoring Systems • Hybrid Courses • Course Modules • Commonwealth Courses • Service Learning • Teaching Techniques/Activities • International Education • Learning Styles • Motivating Today's Students • Leadership • Blackboard e-Learning System • VCCS Initiatives • Tech Prep • Information System Technology • User-friendly Tools for the Classrooms • Peoplesoft • Workforce Development |

Peer Group Programs

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| <i>Activity:</i> | Peer Group Programs |
| <i>Purpose:</i> | To encourage intra/interdisciplinary collaboration, creativity, problem-solving, planning, forecasting, learning, and networking in the Virginia Community College System. |
| <i>Available to:</i> | All employees. |
| <i>Application form:</i> | None. |
| <i>Available from:</i> | VCCS |
| <i>Funding Source:</i> | VCCS |
| <i>Deadline:</i> | None. |
| <i>Resources or assistance available:</i> | VCCS Homepage |
| <i>Contact:</i> | VCCS Homepage or Human Resources Manager |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | Peer group meetings are organized by a planning committee comprised of individuals in the discipline or peer group. A peer group planning committee can be self-appointed but needs to be represented of the discipline as a whole. For more information visit the VCCS website http://www.vccs.edu/vcprodev/Peergroups.htm |

International Education

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| <i>Activity:</i> | VaCIE-Cemp Professional Development Exchange. |
| <i>Purpose:</i> | Annual program of short-term reciprocal professional development exchanges between the VCCS and workplace partners from other countries. |
| <i>Available to:</i> | All employees. |
| <i>Application form:</i> | Yes. |
| <i>Available from:</i> | Dr. Craig Cowden at ccowden@nvcc.edu |
| <i>Funding Source:</i> | Virginia Council for International Education and the Virginia Community College System. |
| <i>Deadline:</i> | None. |
| <i>Resources or assistance available:</i> | Dr. Craig Cowden and Human Resources Manager. |
| <i>Contact:</i> | Dr. Craig Cowden at 703-257-6537 or email at ccowden@nvcc.edu . Or http://www.nvcc.edu/depts/vacie/2003brochure%20.pdf |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | Since the 1995-96 academic year, the Virginia Council for International Education and the Virginia Community College System have facilitated eight successful cycles of reciprocal professional development exchanges for a total of one hundred ninety-three community colleges teaching and professional faculty and administrators. |

Chancellor's Commonwealth Professorship

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| <i>Activity:</i> | Chancellor's Commonwealth Professorship Program |
| <i>Purpose:</i> | To recognize and support teaching excellence in the Virginia Community College System. |
| <i>Available to:</i> | All employees. |
| <i>Application form:</i> | Yes. |
| <i>Available from:</i> | VCCS at http://www.vccs.edu/vcprodev/leadership.html |
| <i>Funding Source:</i> | VCCS. |
| <i>Deadline:</i> | February 1 st , 2005 |
| <i>Resources or assistance available:</i> | VCCS at http://www.vccs.edu/vcprodev/leadership.html |
| <i>Contact:</i> | VCCS at http://www.vccs.edu/vcprodev/leadership.html |
| <i>Report or follow-up obligation:</i> | None. |
| <i>Comments:</i> | Each college in the VCCS is invited to nominate one or more full-time teaching faculty members with at least five years of service in the VCCS whose instruction sets a standard of excellence. Up to four Chancellor's Commonwealth Professors will be chosen each year. |

Classified Leadership Academy

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| <i>Activity:</i> | Three day leadership Academy |
| <i>Purpose:</i> | To provide a short-term, intensive program of professional and personal development to classified staff of the VCCS. |
| <i>Available to:</i> | Classified Staff. |
| <i>Application form:</i> | Yes. |
| <i>Available from:</i> | VCCS at http://www.vccs.edu/vcprodev/cfellowship0311.doc |
| <i>Funding Source:</i> | This benefit is available at no cost to all classified staff. |
| <i>Deadline:</i> | April 15 th , 2005 |
| <i>Resources or assistance available:</i> | VCCS at http://www.vccs.edu/vcprodev/cfellowship0311.doc |
| <i>Contact:</i> | VCCS at http://www.vccs.edu/vcprodev/cfellowship0311.doc |
| <i>Report or follow-up obligations:</i> | Each participant will carry out a college project related to Dateline 2009 and meet for a follow-up session to share their project and plan for additional leadership roles. |
| <i>Comments:</i> | The program provides learning experiences in skill development, leadership study, and personal growth. |