
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: EMPLOYEE AND PROGRAM DEVELOPMENT

NUMBER: PRO 5-28

REFERENCE: Board Rule 6.16

Florida Statutes 1001.2; 1001.64 (18); SBE 6A-14.029

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I. PURPOSE

Lake-Sumter State College, through its District Board of Trustees and the College President, is committed to ensuring that program development and employee development is provided to improve organizational effectiveness and performance. This procedure defines the support mechanisms for ensuring effective program and employee development and the guidelines for the maintenance of professional qualifications.

II. GUIDELINES & RESPONSIBILITIES

- a. Program and employee development shall be governed by the guidelines of the Staff and Program Development (SPD) and professional development plans. These two plans are inter-connected and share joint goals necessary for organizational effectiveness in support of LSSC's strategic plan. The SPD plan complies with the Florida Statute regarding program and employee development and its oversight is provided by the President's Cabinet. As approved by the President's Cabinet the professional development plan shall support SPD by specifically providing employees with in-service learning programs and resources as related to defined learning outcomes.
- b. The following information details the connectivity of both plans and major functions for each in how they support each other. Also defined below are general guidelines for the maintenance of professional qualifications for Administrators and Faculty.

III. STAFF AND PROGRAM DEVELOPMENT (SPD)

- a. The President's Cabinet shall establish yearly an operating budget to support the major goal of SPD, such as program development and employee education for the accomplishment of accredited certificates or degrees, and specialized professional programs or conferences as outlined by its plan. Please see the SPD Guidebook on the Lakehawk Leadership Academy website for details. The Cabinet shall allocate funding within the SPD budget to professional development to provide cost effective in-service employee development opportunities which support LSSC's identified key competencies and specific learning outcomes in support of organizational effectiveness and performance.
- b. The Cabinet, or its designee, shall review and approve employee applications for program development funding support and for accredited courses in pursuit of certifications or degrees from accredited educational institutions. Also, the Cabinet, or

its designee, shall review and approve employee applications for conferences and/or symposia funding where such provides a higher level of professional development otherwise not available through the Professional Development in-service training program.

IV. THE LAKEHAWK LEADERSHIP ACADEMY

- a. Informed by the Lakehawk Leadership Academy Advisory Committee (which represents all employee groups), SPD applications, and individual development plans, the LLA shall recommend to the President's Cabinet a training and development annual plan of in-service learning programs and other resources. The training and development plan shall be:
 - 1. Cost effective by providing large economy of scale employee training & development resources;
 - 2. Targeted to approved learning outcomes by the Cabinet; and
 - 3. Aligned with LSSC identified key competencies.
- b. Successful record-keeping of employee training and development is critical. The LLA shall support professional development by providing record-keeping for in-service professional development. Specifically, the LLA shall be responsible for:
 - 1. Publishing the in-service training schedules/programs;
 - 2. Capturing employee registration;
 - 3. Handling training rosters;
 - 4. Inputting employee training completions into Banner database;
 - 5. Providing the SACSCOC or other accrediting organizations and auditing agencies with reports.

V. MAINTENANCE OF PROFESSIONAL QUALIFICATIONS FOR ADMINISTRATORS AND FACULTY GUIDELINES

- a. Full-time faculty and administrators are expected to maintain their professional qualifications with or without College funding.
- b. Because seeking information about new ideas in teaching, leadership, technical skills and maintaining current knowledge in one's field are a critical part of quality teaching and administration, LSSC requires the following:
 - 1. Each full-time administrator and faculty are expected to engage in related professional development from either credited or non-credit learning in an area related to the position.

- c. See below a list of approved non-credit learning activities:
 - 1. Attendance at in-service or outside conferences, workshops, or seminars directly related to assigned responsibilities;
 - 2. Active performance at in-service or outside workshops, conferences, or seminars (speaker, presenter, participant, etc.);
 - 3. Professional travel (subject to appropriate College rules and in accordance with Florida administrative code rules);
 - 4. Participating in College-wide professional development sessions (in-service, Fall and Spring planning, department meetings and Administrative Council meetings may be used if education component is included;
 - 5. Short courses sponsored by industry or continuing education;
 - 6. Contributing to professional publications;
 - 7. Service on boards of national and state associations and as an officer of professional associations;
 - 8. Research, development and evaluation approved by the individual's supervisor.
- d. In order to receive credit, all such development accomplishments outside this list must have prior approval of the appropriate supervisor.
- e. Faculty and Administrators are to submit their development accomplishment documentation, other than in-service training/development documentation, to their supervisor at a mid-year evaluation and annual evaluation.
- f. Part-time faculty are expected to participate in professional development activities as approved by supervisor.