

## Professional Development Plan Record of

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**This log is required for all full-time employees.** As you maintain this log of your Professional Development activities, identify the appropriate **Strategic Planning Priority** (listed below) for every activity. Present your completed log to your dean or supervisor at the time of your annual evaluation because it is part of your formal evaluation/progress discussion.

**Required Activities:**

Convocation	( 3 hours)
District Conference Day/PSS Conference Day	( 4 hours)
Intercultural Competence	( 3 hours)
Quality Enhancement Plan	(16 hours)
<u>Elective courses/activities</u>	<u>(10 hours)</u>
<b>Total</b>	<b>(36 hours)</b>

**Additional Required DCCCD Professional Development activities:**

**Richland Colleges Strategic Planning Priorities (SSPs)**

1. Response to Community
2. Student Success
3. Employee Success
4. Institutional Effectiveness

**Record of Participation:**

Name of Activity and number of appropriate Strategic Planning Priority (SPP)	Date, Time, and Place	Name of Presenter/Team Leader	Entered into T Reg or signed Blue Sheet	Signature of Presenter/Team Leader that denotes your participation in the PD activity	Description and date of Alternative Activity (if you were unable to attend scheduled activity)
Convocation SPP 2, 3, 4					
District Conference Day SPP 3, 4					
Intercultural Competence SPP 2, 3, 4					
QEP meeting 1 SPP 2, 3, 4					
QEP meeting 2 SPP 2, 3, 4					
QEP meeting 3 SPP 2, 3, 4					

Name of Activity and number of appropriate Strategic Planning Priority (SPP)	Date, Time, and Place	Name of Presenter/Team Leader	Entered into T Reg or signed Blue Sheet	Signature of Presenter/Team Leader that denotes your participation in the PD activity	Description and date of Alternative Activity (if you were unable to attend scheduled activity)
QEP meeting 4 SPP 2, 3, 4					
QEP meeting 5 SPP 2, 3, 4					
<i>Elective Activities listed below</i>					

