Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.7.3

3.7.3 - Faculty Development

The institution provides ongoing professional development of faculty as teachers, scholars, and practitioners.

Judgment of Compliance

☑ In Compliance

Chipola’s commitment to professional development of faculty as teachers, scholars and practitioners is evidenced in its policies, processes and programs. Professional development is a responsibility shared between the college, which provides opportunities and resources, and the faculty, who seek and complete professional development activities. Opportunities are available for faculty to host, attend, and present at conferences, explore academic areas of teaching and learning, and receive tuition reimbursement for further coursework. Additionally, the college has continued the practice of a once state-mandated funding for professional development to ensure opportunities for faculty as well as other college employees (\textsuperscript{[1]}).

Next, Chipola considers, among other things, continuing professional development for advancement in faculty rank according to the Chipola Faculty Association (CFA) contract (\textsuperscript{[2]}). The faculty member must present documented evidence of the applicant’s strengths and areas in which the faculty member has excelled in scholarship, service, and teaching effectiveness. Significant continuing contribution and/or participation in the following areas are included: (1) participation in college or educational committees (\textsuperscript{[3]}); (2) participation in community groups or projects; (3) contributions to the profession (such as conference presentations, professional publications, professional organization memberships and activities, grant writing); and (4) participation in other professional development activities.

The Chipola Faculty Association (CFA) contract supports faculty development by allowing for sabbatical leave and professional leave. A full-time tenured faculty member with four or more full-time years of service at Chipola is eligible for extended professional leave sabbatical for up to one contract year with up to 50 percent of full salary (\textsuperscript{[4]}). The one contract year sabbatical may be renewed or extended for up to one full year without pay. The faculty member files with the college a plan for college study, professional leave, or other approved activity. At the end of the activity, the faculty member submits to the college an official transcript or written report of professional leave or other approved activity. Other professional leave is granted for
less than thirty days. With the approval of the President or designee, a maximum of five
days professional leave with full pay may be granted upon request.

Chipola College offers professional development through a Staff and Program
Development Program. The program is administered by a standing Governance
Council committee (staff). The committee allocates funds for tuition reimbursement,
innovator projects, in-service projects and sabbaticals to extend to faculty the
opportunity to develop themselves professionally. Each semester, faculty may acquire
funds outside department travel budgets for attending state, national and international
conferences and presentations. These in-service activities are awarded on a
competitive basis by the committee, and attendance is confirmed before
reimbursement. Faculty may also apply for funding for innovative projects that directly
impact student learning. The college’s tuition reimbursement funds allow faculty to
pursue additional courses and higher degrees. Funds are awarded when the
coursework is successfully completed and a satisfactory grade earned. Coursework
should be that which enhances professional skills and/or teaching abilities. The Staff
and Program Development Committee presents an End-of-the-Year Report to the
Governance Council identifying faculty goals, proposals submitted, and evaluations, in
accordance with their guidelines and the college mission.

Chipola organizations provide numerous development opportunities throughout each
year to all faculty members. These opportunities include administrative-sponsored
faculty in-service presentations before classes begin and after classes end each
semester. Examples include in-service presentations on Chipola’s Ethics and
Compliance Program and Family Educational Rights and Privacy Act (FERPA).
Additionally, groups such as The Council for Chipola Educators sponsored workshops
on student engagement, and Chipola’s chapter of the Florida Association of Community
Colleges sponsored professional development activities on campus and at regional and
State meetings. Community colleges share resources by extending invitations to other
colleges for not only discipline-specific conferences but also for topics such as Distance
Learning and Learning Outcomes. Recently, Pensacola Junior College conducted a
workshop for Chipola on Distance Learning courses. The State Distance Learning
Consortium and the College Center for Library Automation (CCLA) representatives
frequently come to Chipola’s campus for technology updates. Additionally, faculty write
grants and participate in collaborative activities with other state and national agencies
such as Florida Environmental Protection Agency, National Science Foundation, and
Internal Revenue Service.

Faculty meetings are another opportunity for professional development (staff). Each
agenda includes information, presentations, and in-service from various departments,
such as Information Systems offering Identity Theft workshops and Network Security
workshops, the English Department’s offering Plagiarism workshops using Turn It In
software, and the Library offering Electronic Resource Updates. Other instructional
technology presentations included Smart Thinking and Desire2Learn. Workforce faculty
have all-day professional development activities scheduled as a unit several times a
year. Faculty annually share best practices at department or faculty meetings and
discuss selected texts such as *Successful Beginnings for College Teaching* or scholarly brochures such as *The Professor in the Classroom*. College faculty sponsor and participate in the Chipola Lecture Series, a scholarly presentation open to students and community as well as faculty. College faculty are recognized at faculty meetings, on the college’s website, and in the catalog for professional development activities and accomplishments ([7]). A Faculty/Administrator of the Month is awarded monthly and annually. Faculty development and professional growth are evaluated as a part of the faculty member’s annual evaluation.

See Table 3.7.3-1 for a three-year summary of faculty development funding.

<table>
<thead>
<tr>
<th>Table 3.7.3-1</th>
<th>Chipola College Faculty Professional Development Funding 2004-07</th>
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<tbody>
<tr>
<td></td>
<td>Faculty and Program Mini-Grants</td>
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<td>Tuition Reimbursement/Sabbatical</td>
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<td>Faculty SPD Projects</td>
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<td>In-service: Technology/Lecture Series/ Speakers</td>
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<td>Conferences/Workshops/Travel</td>
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<td>Best Practices Travel, Stipends, &amp; Awards</td>
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<td></td>
<td>Department Professional Memberships &amp; Publications</td>
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<tr>
<td><strong>Totals</strong></td>
<td>$142,946</td>
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</table>

**Documentation:**

[1] ![Chipola College Board Policy Number 5.380: Staff and Program Development](#)


[3] ![Chipola College IMM #2 - Governance Council Standing Committees](#)


[5] ![Chipola College IMM #6 - Staff and Program Development](#)
Sample Faculty Meeting Agendas

Chipola College 2006-2007 Catalog, pp. 12-13