

## EXTERNAL TRAINING – INDIVIDUAL ACTIVITIES

Are you looking for some more flexibility for your Professional Development?

If you would rather learn on your own time, you can choose from numerous self-designed PD opportunities. In the Vision Resource Center (VRC), self-designed training is termed *External Training*. To add External Training to your Learning Transcript log onto the VRC and click on the External Training button. You will then be able to add the details of the self-designed external training and select the appropriate self-designed workshop category.

Important Note: You cannot mark an External Training complete until the end date you entered has past! Be sure the end date for your External Training is at least a couple days before the PD deadline so you have time to mark it as complete.

### Criteria for Professional Development

- The activity must meet the [state guidelines](#) (improves teaching, maintains current academic and technical knowledge and skills, etc.).
- The hours requested are reasonable.
- Completion of the activity can be documented (e.g. receipt, program, agenda) and/or the teacher can clearly explain how the activity is relevant to his or her professional development in a brief summary submitted with the completed activity form.
- The activity is not part of normal job responsibilities and is not already compensated, including regular instructional and office hours, regular department meetings held at any time during the semester other than Professional Development Week, standing committee meetings (including screening committee meetings), classroom preparation time (syllabus preparation, ongoing web page development, preparation of instructional materials, gathering resources, etc.), Chair/Coordinator responsibilities, including those that occur during Professional Development Week (reassignment as a Chair/Coordinator is part of a full-time faculty load), activities occurring during paid work hours, and activities used for salary advancement.

## PRE-APPROVED EXTERNAL TRAINING ACTIVITIES

### Training related to Student Success and Equity

Description: Activities that support faculty and staff to generate and implement individual, departmental, and divisional [equity efforts](#).

### Online Teacher Training

Description: Any training that moves faculty toward fulfilling the [Cuyamaca requirements](#) to become an online instructor. In addition, any activities related to [Online Educational Resources](#) (OER) and Zero Textbook Costs (ZTC).

### Read materials relevant to improvement of teaching

Description: Choose readings that will improve or enhance your knowledge in your discipline.

Reading selections may include journal articles or books with implications for one's profession. Use

your best professional judgment when estimating the number of hours. Using a website such as Audible.com can be helpful for estimating your reading time, or you can use a text to speech calculator which provides an estimation of reading time based on word count. Be sure to describe how the reading qualifies as professional development.

#### **SLO Training - Individually or with Colleagues**

Description: Working with the SLO Coordinator for training to develop [SLO assessment processes](#). Part-time faculty can get up to 5 hours for working on SLOs or SLO assessment. Document your work with a TracDat report or email from your department chair.

#### **Create Original Works for Instruction or Develop New Instructional Media**

Description: Producing special topic videos and slide presentations, creating and/or maintaining a website, writing storyboards or scripts for multimedia presentations, or writing workbooks and lab manuals would all be appropriate activities. As well as, composing music, paintings, sculptures, essays, short stories, novels, poetry, and film are examples of appropriate activities. Routine classroom/teaching preparation (e.g., updating PowerPoint slides, presentations, handouts, lectures, etc.) does not count as professional development.

#### **Instructional Technology Training**

Description: Training that enhances your technology knowledge and skills such as Canvas, Zoom, Online Teaching, @One, Vision Resource Center, Microsoft Office, Accessibility, or any technology that helps with creating, and sharing content with students; facilitating classroom activities; and assessing learning inside the classroom or online.

#### **Mentor a New Instructor or be Mentored by a Tenured Faculty**

Description: If you have taught at Cuyamaca for at least 4 years, you can get up to 5 hours per semester for mentoring another teacher. If it is your first semester at Cuyamaca or your first semester teaching online, you can also get up to 5 hours for working with a mentor.

#### **Write for a Publication**

Description: The topic must be related to the writer's field of expertise. Included are journal articles, popular magazine articles, scholarly books, textbooks, and other curricular materials. The writing does not have to be published in order to complete the professional development hours. Provide attachments to your External Training online form.

#### **PREPARE for Conference and Workshop Presentation**

Description: Preparing for oral or written presentations to professional conferences. Preparation time for presenters of professional development workshops are granted for as many hours as the preparation requires. *USE THIS CATEGORY TO CLAIM HOURS FOR PD WORKSHOPS YOU LEAD ON CAMPUS.*

#### **ATTEND Professional Conferences, Workshops, and Educational Events**

Description: This includes attendance at conferences, workshops, and community educational events including those offered on the Cuyamaca College campus *not listed on the VRC Workshop Calendar.*

**Participate in Department Meetings and/or College Governance-PART TIME FACULTY**

Description: *Part-time* faculty can get up to 5 hours per semester for serving on a Cuyamaca committee or attending a department meeting. This does not apply to any committee for which PT faculty are paid to attend.

**Chair a campus committee**

Description: Chair a campus committee for up to 5 hours of flex credit per semester (unless you are getting release time).

**Observe a Colleague's Teaching**

Description: (arrange dates in advance). Submit your Completed Activity form with a brief summary of what you learned. Limit to 5 hours per semester.

**Mentor and/or Advise Students**

Description: Cuyamaca College is committed to student success and helping students identify and reach their educational goals. Support may come in the form of individual meetings, referrals to support programs or other out-of-class interventions designed to improve student success. This may also include advising students during open registration process. *Mentoring students during office hours is a routine activity and does not qualify as professional development.*

**Engage in Legislation and State Programs which Affect the College**

Description: Learning about, and acting on, changing regulations, legislation, and state programs which affect the College and District. This includes the statewide Academic Senate and other community college associations and commissions.

**Participate in Online Webinars**

Description: Educational webinars and online activities that you access on your computer may be used as a Professional Development activity. Please include the date of the webinar, the total time, and a description.

**Take a Class Related to Your Teaching Area**

You may earn up to 20 hours of flex credit per course. (You cannot use the same course for professional development credit and salary advancement.)

**Meeting with Instructional Design Tech Specialist**

Description: Meet with the Instructional Design Specialist to work on your Canvas container or other technology used to delivery instruction. Limit 5 hrs. per semester

**Cultural Arts Activities**

Description: Museum visits, site visits, cultural arts activities, and Exercise Science classes can be used for professional development credit. Limit 5 hrs. per semester.