Professional Development Plan for Classified Professionals

**Institution:** San Diego Miramar College  
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I. Purpose  
To support the continuous, purposeful professional growth of classified professionals through structured and equitable access to opportunities that enhance job performance, personal development, and career advancement, in alignment with college and district goals.

II. Guiding Principles  
- Equitable access to professional development across all classified roles.  
- Recognition of both formal and informal learning (e.g., committee service).  
- Supervisor-approved release time for development activities.  
- Alignment with the AFT CBA Article XV on Professional Growth.  
- Collaboration across departments and participatory governance.

# III. Program Categories and Offerings

1. Local (Within SDCCD)  
Accessible and relevant development hosted within the district:  
- Campus Events: Convocation, Equity Summit, PD Day, Planning Summit  
- Union-Sponsored: AFT workshops, mentor/mentee programs  
- District-Wide: Webinars and Leadership Academies from District PD Office  
Goal: Promote interdepartmental knowledge sharing and collaboration.

2. External Conferences  
Exposure to broader industry best practices and innovation:  
- Equity & Leadership Conferences: HACU, APAHE, NCORE  
- Global Opportunities: Study Abroad programs  
- Funding Support: Coordinate with LEAD Office, SEAP, and other funding sources  
Goal: Equip classified professionals with global, equity-informed perspectives.

3. Educational Incentive Program & Tuition Reimbursement  
Support continued formal education:  
- Participation guided by CBA Article XV (p.78–80)  
- Encourage degree and certificate completion  
- Tuition reimbursement procedures and eligibility outlined in the CBA  
Goal: Incentivize formal educational attainment and lifelong learning.

4. Job-Specific Certifications & Compliance Trainings  
Professional skill-building aligned with classification roles:  
- Cal OSHA, HR compliance, data privacy, customer service, etc.  
- Customized training based on departmental or individual needs  
Goal: Ensure regulatory compliance and maintain technical proficiency.

5. Classified Senate/4CS Engagement  
Foster leadership, voice, and professional advocacy:  
- Participation in 4CS events like Fall & Spring Gatherings  
- Classified Leadership Institute (CLI), Senate President Retreat  
- Campus- or region-specific Senate-led workshops  
Goal: Build shared governance capacity and leadership pathways.

# IV. Implementation and Support

Professional Development Committee Responsibilities  
- Assess and prioritize training needs (via surveys/focus groups)  
- Maintain a yearly PD calendar  
- Curate and promote PD opportunities  
- Evaluate impact and participation

Supervisor & Department Support  
- Encourage and approve relevant PD participation  
- Incorporate PD into annual evaluations  
- Foster a culture of learning in departmental operations

Incentives & Recognition  
- Certificates of completion  
- Spotlight features in newsletters or campus-wide meetings  
- Annual awards for distinguished participation in PD activities

V. Evaluation and Continuous Improvement  
- Annual Survey to gather feedback and assess needs  
- Participation Reports compiled per semester  
- Review Metrics: participation rate, satisfaction, impact on job performance  
- Adjustment Plan: modify offerings based on emerging trends and feedback

VI. Resources & References  
<https://www.sdccd.edu/departments/human-resources/professional-development/>

<https://www.sdccd.edu/docs/HumanResources/employee%20relations/Collective%20Bargaining%20Agreements/AFT-Guild%20Local%201931%20-%20Classified%20Staff%20w%20signatures.pdf>   
<https://www.ccccs.org/nonprofit-organization-4cs-events-and-recognition/4cs-events>