

# Professional Development Report

## April 25, 2023

### Professional Development/Flex Obligation:

- Prepare to have all flex submitted and completed by June 4, 2023.
  - All personal flex projects (external trainings) should be submitted and marked complete in the PD Gateway by May 21, 2023, as Deans will need time to verify the completion before the last day of instruction.
  - If faculty have any conferences that will complete between June 4-June30, 2023, they must email their Dean for approval to have their completed flex turned in late.
  - On July 1<sup>st</sup>, the system will transition to the obligation for the new academic school year; Faculty can begin working on their flex for 2023-24 at that time.
  - Gateway link: <https://rscdd.edu/pdgateway>
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### Fall '23 PD Flex Week:

- An email asking for PD Week Workshop submissions should be in your inbox and can also be located in the bi-weekly eblast.
  - The theme for Fall will be: ***“Equity at the Center: All Roads Lead to Completion and Student Success.”***
  - Please submit by May 7, 2023.
  - Propose a Workshop link:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=IQAEqG1xSU63g7X3Ru6oswQaNPUTCetKhyJH-QDoj8tUOFpOSzJKVVJCR1cyQ1dMM11CNUZOODJXRCQIQCN0PWcu>
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### Please note:

Professional Development has been flooded with Gateway submissions for committee and department meetings this semester. Please keep in mind that full-time faculty do not receive flex for any department or committee meetings outside Flex Week. This time counts towards your 5-hours a week of institutional service that all full-time faculty is contracted to fulfill. Please do not submit for these meetings to be built in the Gateway during the semester. The exceptions are as follows:

1. Meeting is taking place during PD/Flex Week.
  1. These should be submitted to your Division Administrative Assistant.
2. Meeting needs to be built to give adjuncts credit.
  1. Adjuncts receive flex for any and all meetings, as they don't have the 5-hour a week obligation.
  2. Chairs, please submit these stating in the description that the meeting is built for part-time credit only. Then, please only mark part-timers as present.
3. The meeting is going to be held to provide specialized training outside regular department business and planning. If this is the case, the description, title and choice of Title V needs to explain how this meeting will be different from a regular standing meeting and will be focused on the specialized training.

We thank you for your attention and adherence to these procedures.

~ Your Professional Development Team