

# CENTER FOR EXCELLENCE GUIDELINES

## MISSION

Holyoke Community College's Center for Excellence supports a culture of inclusion, innovation, and collaboration through quality professional development, access to progressive technology tools, and opportunities for employees to share and develop best practices to meet the diverse needs of our students, and foster student success through faculty and staff excellence.

## STRUCTURE

The Center for Excellence is supported by the work of staff and faculty from the HCC community. The Assistant Vice President of Academic Affairs provides oversight for the Center for Excellence, and the Staff and Faculty in Residence. The Instructional Designer will have hours designated to working with faculty members in the Center. Professional development workshops will be hosted in the Center, both by internal and external experts. HCC employees are invited to attend, and present workshops and other events in the Center.

## CFE ADVISORY COUNCIL

The Advisory Council will meet three times per academic year, and will provide advisory services and support to the Center for Excellence staff. The Advisory Council will include representatives from the College Senate Professional Development Committee, chosen by that committee. In addition, the Advisory Council will include one representative from each of the following categories: Full Time Faculty, Adjunct Faculty, MCCC Professional Staff, AFSCME Staff and Non Unit Professionals who are invited to serve, through an all campus e-mail. Participation on the Advisory Council is voluntary and members will serve two-year rotating staggered terms. This participation would be eligible for college service.

## REGISTERING FOR WORKSHOPS

The HCC Professional Development Calendar of upcoming events can be found on the HCC website page for the Center for Excellence: [hcc.edu/cfe](http://hcc.edu/cfe). To register for an event, click on the event in the calendar to see detailed information, and register using the link.

Supervisors and team members are encouraged to discuss and plan attendance to professional development opportunities. Balancing schedules, coverage, professional development, college service, and other commitments can be complicated, especially during busy times of the year. Communication about plans and schedules is important. A [Workshop & Attendance Worksheet](#) has been created for supervisors and their teams to plan attendance during the year. This is optional, and meant to be used as a guide to facilitate planning conversations. It does not replace the E-5 form for MCCC employees, but may be a helpful tool in planning professional development as part of college service. Supervisors are encouraged to support team members' participation in HCC events as much as possible given the restraints of the particular department and/or program. Equitable and inclusive participation for employees should be considered when approving/denying participation in an event.

## **FACILITATING WORKSHOPS**

HCC employees have expertise in a variety of areas, and have important knowledge, tools, best practices, and successes to share. We welcome any employee who would like to schedule a workshop, training, or event at the Center for Excellence that aligns with our mission, values, or the [HCC FY19-FY22 Strategic Plan](#). To indicate interest in facilitating a workshop or event, please fill out [this form](#).

## **PROFESSIONAL DEVELOPMENT FUND**

Holyoke Community College is committed to providing opportunities for its employees to grow both professionally and personally, and has established a Professional Development Fund to support professional development in alignment with the [HCC FY19-FY22 Strategic Plan](#). Monies for the Fund are allotted annually as available. The funds will be recommended for distribution by the Center for Excellence (CFE) Funding Committee and approved by the Cabinet per the Principles and Guidelines outlined below.

### **PRINCIPLES AND GUIDELINES**

Professional development opportunities for which groups and individuals can seek approval and funding include local, regional and national workshops or conferences, classes or courses either face-to-face or in an online, webinar or other electronic format. Funding can also be used to host presenters or speakers, or purchase materials needed to achieve the objectives in the Strategic Plan.

A Professional Development Fund Proposal must be submitted to the Center for Excellence and demonstrate that it supports:

1. One or more strategies, objectives and/or action items of the [HCC FY19-FY22 Strategic Plan](#) and
2. Provides professional enrichment for the employee and for the HCC community

All employees are eligible to apply for professional development funding. Funds are available in accordance with budget availability. The Professional Development Fund is a supplemental fund and is not intended to be the only source of funding for professional development. Applicants are encouraged to secure alternative sources of funding (i.e. department, personal or other). The college's [travel policy](#) and all other applicable guidelines must be observed.

### **PROPOSAL PROCESS**

To access funding, a proposal must be submitted which outlines how the Professional Development will support the achievement of a specific activity in the [HCC FY19-FY22 Strategic Plan](#).

**Please note, all requests that include travel must be submitted at least 30 days prior to the travel dates.**

1. Meet with your direct supervisor to obtain approval to participate in professional development.
2. Complete the online [Professional Development Funds Proposal Form](#). Group proposals should be submitted by one individual.

3. A narrative proposal, along with all relevant documents including conference or webinar descriptions, etc. supporting your application should be emailed to [cfe@hcc.edu](mailto:cfe@hcc.edu).
1. Proposals will be reviewed on a rolling cycle, and applicant will receive communication of approval status by the Center for Excellence staff.
2. If your request includes travel, related forms must be filled out and submitted in accordance with the [HCC Travel Policy](#).
3. If your request is denied, you may submit a written appeal by emailing [cfe@hcc.edu](mailto:cfe@hcc.edu). Final appeal decisions will be made by Assistant Vice President of Academic Affairs, Idelia Smith.

## **FUNDING REVIEW PROCESS**

A CFE Funding Committee, a subset of the CFE Advisory Council, will be established to review all incoming Professional Development Fund applications. The CFE Funding Committee members will serve a two-year rotating term, and will meet on a rolling basis.

The CFE Funding committee will include a representative of the Professional Development Committee of the Senate, as well as one representative from each of the following categories: Full Time Faculty, Adjunct Faculty, MCCC Professional Staff, AFSCME Staff, and Non Unit Professionals.

## **POST PROFESSIONAL DEVELOPMENT EVALUATION & DEMONSTRATION**

Employees who are granted professional development funding must complete an evaluation form to be submitted to the CFE Staff in Residence (with a copy to their supervisor), within 20 days of the conclusion of the professional development activity. In addition, employees are required to explain or demonstrate what they learned by providing a publication, presentation, performance, exhibit, workshop or training session to share with the HCC community. Any alternatives must be pre-approved by the CFE Funding Committee. Demonstrations must be completed within six months of the completion of the professional development opportunity. Individuals who do not fulfill this requirement will be ineligible for future funding from the Professional Development Fund.