

**EMPLOYEE LEARNING**

In keeping with its mission of enriching the community by providing the environment and educational resources for individuals to become lifelong learners, Black Hawk College is committed to the professional growth of its faculty, staff and administrators. Even in this tough economic time when the College is asking for controls on travel it still remains committed to the lifelong learning of its workforce. Our mission implies that each employee commits to, in philosophy and actions, continuous performance improvement and professional growth. This document outlines the professional development expectations for all new and continuing Black Hawk College employees.

**Employee Learning:** Employee learning activities should directly contribute to an employee’s ability to serve the students of Black Hawk College through the enhancement and advancement of his/her professional knowledge, skills and abilities. In response to the states inability to fund community colleges allocating resources to employee enrichment continues to be a challenge. It is expected that in these times of fiscal uncertainty that supervisors and employees look for cost effective approaches to employee learning. These may include during the 2017-2018 fiscal Enrichment & development activities may include, but are not limited to the following:

- Department assessment training
- Classes, sessions and seminars conducted in house and by peers
- Panel/group discussions or forums
- Artistic/cultural events
- Webinars
- Activities that directly contribute to an employee’s ability to serve Black Hawk College by the enhancement or advancement of his/her professional knowledge, skills and abilities.

**Annual Core Expectations for Full-Time Black Hawk College Employees**

All full-time employees are required to complete the following each academic year:

- FERPA Training
- Sexual Misconduct/Title IX Training
- Computer Security and Appropriate Use
- Identified Hazardous Chemical Training
- College Faculty Assembly OR Staff Development
- Individual Professional Development in accordance with job specific duties and responsibilities

In addition to the requirement in the section above:

- Administrators and full-time faculty are expected to participate in the Black Hawk College graduation ceremony
- Supervisors are expected to participate in bi-annual Supervisor Update meetings

**Expectations for Part-Time Employees**

- a. Annual Core expectations for new and continuing Adjunct Faculty
  - FERPA Training
  - Sexual Misconduct/Title IX Training
- b. Annual Core expectations for new and continuing Part-time Staff
  - FERPA Training
  - Sexual Misconduct/Title IX Training

**Completion Tracking Responsibilities**

<i>Training/Activity</i>	<i>Responsibility</i>
<i>FERPA</i>	<i>Human Resources</i>
<i>Sexual Misconduct/Title IX</i>	<i>Human Resources</i>
<i>Computer Security and Appropriate Use</i>	<i>Information Technology Services</i>
<i>Identified Hazardous Chemical Training</i>	<i>Risk Management</i>
<i>Job Specific Professional Development</i>	<i>Supervisor Responsible for identifying Employee Responsible for fulfill the expectations</i>
<i>Post official Staff Enrichment Report in WEAVE CREDENTIALS</i>	<i>Employee</i>

*Note: FERPA, Sexual Misconduct/Title IX Training will be completed during the first sixty (60) days of employment.*

### Employee Learning Report

**Name:**  
**Academic Year:**

**This log is required for all full-time employees.** During a meeting with your supervisor prior to the start of the year, please review the professional develop requirements for your position. **You are responsible for maintaining an up to date Employee Learning Report in WEAVE Credentials. Present you Employee Learning Report and supporting documentation to your supervisor at the time of your annual performance review.**

**Part A:**

**Required Professional Development Activities for ALL Employees(FT, PT Regular Instructors, Faculty, Staff, Administration):**

**Date Completed**

<input type="checkbox"/> New Employee On-Boarding		
<input type="checkbox"/> Computer Security and Appropriate Use	(1 hour)	Within 60 days of initial employment and Annually- October
<input type="checkbox"/> Identified Hazardous Chemical Training	(1 hour)	November, Annually
<input type="checkbox"/> Sexual Misconduct/Title IX	(1 hour)	Within 60 days of initial employment, and Annually
<input type="checkbox"/> FERPA	(1 hour)	Within 60 days of initial employment and every other year
<input type="checkbox"/> Job Specific Training/activities* (See Part B)	(6 hours)	

**Additional Required Supervisor/Administrator Professional Development Activities**

<input type="checkbox"/> Budget Building	(3 hours)	February, Annually
<input type="checkbox"/> Finance 101 P-Card & Procurement System	(1 hour)	Prior to issuance of a P-Card
<input type="checkbox"/> Payroll Procedures	(1 hour)	
<input type="checkbox"/> CQI/AQIP/Unit Planning	(3 hours)	October, Annually

**Staff Only**

<input type="checkbox"/> Staff Development Day	(6 hours)	March, Annually
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**Faculty Only**

<input type="checkbox"/> Fall & Spring Assembly Day	(6 hours)	August, January, Annually
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**TOTAL**

(16—24 hours)

