

# PDP @ MCC

Welcome to the Professional Development Program  
(PDP) at MiraCosta College!

Fall 2015

# What is PDP/Flex?

- \* PDP stands for Professional Development Program
- \* We provide faculty with a comprehensive and systematic program of activities, resources, and support to foster staff, student, and instructional improvement
- \* FLEX is short for Flexible Calendar Program
- \* Instructional time can be replaced by “flex” time on the academic calendar
- \* PDP-sponsored activities are sometimes referred to as “flex” activities

# Do you have to participate in PD/Flex?

- \* All full-time and associate faculty have an obligation to complete and properly document 2.0 hours of pre-approved flex-eligible PD activities for every 1.0 LHE spent in the classroom
- \* Anyone not meeting his/her obligation by the reporting deadline(s) will have to return pay to the District
- \* Visit the “Participate” page of the PDP [Program Handbook](#) for more detailed information including faculty responsibilities, deadlines, and more...

# What can PDP do for you?

- \* We sponsor workshops during Flex week and throughout each semester
- \* Develop the Flex calendar
- \* Maintain a library of resources and equipment for faculty use
- \* Offer funds to support travel to and participation in PD activities
- \* Assist faculty with maintaining their Flex transcripts
- \* Provide access to other relevant resources

# PDP Committee / Meetings

- \* The PDP Committee includes representation from a diverse selection of departments, disciplines, and academic/CTE areas and includes, at least, two associate faculty, one administrator, and one student
- \* Current committee members and email links are listed on the [PDP / FLEX website](#)
- \* The PDP Committee meets once per month ~ the 2<sup>nd</sup> Friday of each month from 11:30am to 1:30pm
- \* Email notices of meetings are sent out each month with an agenda and location ~ everyone is welcome to attend

# Want to Learn More?

Visit our [PDP/Flex](#) webpage for additional PDF presentations about Professional Development / FLEX at MCC:

1. PDP @ MCC – Welcome (this presentation)
2. MyFlex @ MCC
  - ❖ What is MyFlex?
  - ❖ How do I find it?
  - ❖ Who can I contact?
3. Recording PDP/Flex Activities in MyFlex
  - ❖ PART ONE: Workshops
  - ❖ PART TWO: Other Pre-Approved PD Activities
4. Editing Your Transcript Entries in MyFlex
  - ❖ Edit a workshop
  - ❖ Edit a reflection statement
  - ❖ Edit supporting documentation
5. Requesting PDP Funds for Travel

# Contact Information

Please contact the PDP Office with your questions anytime!

- \* [Kelly Hagen](#), PDP Coordinator
- \* [Debby Adler](#), Administrative Secretary
- \* The PDP Office is on the Oceanside Campus ~ Room OC460
- \* Mail Station 8C
- \* Phone: 760.757.2121 x6498
- \* Email: [pdp2@miracosta.edu](mailto:pdp2@miracosta.edu)
- \* Visit our [Website](#)