

Team Student
Employee Professional Development Guide
2022-2023

Learning and Teaching Center, Athens Campus LRC 244
Instructional Innovation and Support



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Employee Resource Guide

Team Student is designed to support employee learning and development. Every employee at Trinity Valley is vital to a student's experience and success; therefore, Team Student encourages all TVCC employees to participate in learning and development activities. All learning and development activities are aligned with the goal of our college's vision: *quality education, innovative programs, and purpose for our students and employees.*

The professional development program focuses on:

1. varied types of activities
2. focus on activities related to supporting student *access* and *achievement*
3. the TVCC student data
4. employee feedback from Learning Day surveys

Professional Learning and Development

Professional learning experiences recognize employees who are actively learning from campus networking, projects, and engagement experiences. The participation in activities that sustain learning overtime through interactive and customized experiences are defined by professional learning. Professional development training and skill development will be provided through routine sessions for employees to attend. The intent of Team Student is to provide learning opportunities that are reflected by current needs of TVCC employees in ways that are relevant, hands-on, and productive.

Roles and Responsibilities

The second goal of the TVCC 2020-2025 Strategic Plan is to develop employee excellence. The activities of Team Student seek to enhance a culture of performance improvements by engaging faculty and staff in professional and leadership development opportunities.

The opportunity for TVCC employees to participate on Team Student will increase informed personnel, build confidence in personnel, and support trust and effective communication networks. The experiences are to enhance employees' skills, motivation, and effectiveness, while indirectly increasing student persistence, retention, and goal achievement.

Credits

Team Student is coordinated through the Learning and Teaching Center (LTC) located in the Learning Resource Center building 2nd floor room 244. All TVCC employees participating in Team Student will document their participation using the Team Student course in Canvas. Activities are built in Canvas and aligned with the Team Student Rubric found at the end of this guide. Employees should reference the course and rubric for pre-approved activities. Read and verify each activities description and requirements *prior* to an activity. For any activities not on the pre-approved list, note that *all activities require pre-approval and should be in Canvas*

"Learning is experience. Everything else is just information." -Albert Einstein

before the activity date for credit to be recognized. Contact Dr. Holley Collier or your vice president with questions and requests for special activity approvals.

Professional development credit should not prevent completion of expected job tasks or require over-time.

Credit Levels

- 15 credits: Magnet or Pin- Collect a new design each year to display around your office door frame or your lanyard.
- 30 credits: Shirt- Wear your cardinal pride as a member of Team Student!
- 50 credits: Keepsake- A mantel or shelf keepsake to honor your hard work and dedication. Yearly plaques will be added to the keepsake for repeat awards.

Dates

Team Student credits are accrued yearly starting in June through May. Recognition of achievements will be announced during the Fall semester in-service.

Checklist for Participation:

- Acknowledge the activity will not require or create overtime, or hinder timeliness to complete job duties.
- Is it external or internal?
 - External
 - VP permission
 - VP notifies and discusses the activity with Holley Collier in the LTC to finalize category and credits for activity.
 - Internal
 - Read and verify the activity's description and requirements *prior* to participating.
 - Inform supervisor/VP for best practices, or if required.
 - RSVP if needed.
 - Attend and invite a colleague!
 - Submit required documentation in the Team Student Canvas course.

Team Student Rubric

Activity	Description	Details	Process	Credits
Learning Day	Fall and Spring Semester TVCC Conference	Required Attendance	Sign out at the end of learning day.	5 credits each (total 10 credits)
TVCC Lunch and Learns	Sessions throughout the Fall and Spring semesters.	Sessions are organized by tracks for staff and faculty. <i>Send your needs/ideas to LTC.</i>	Sign in for attendance.	3 credits per session
External Learning Sessions	<ul style="list-style-type: none"> • Department specific trainings, • Professional conference, or • Certifications 	Vice President notification and discussion required before the event to decide on credits.	Attendee should gather designated artifacts to submit with reflection questions in Canvas; <i>including plans to share gained knowledge or skills with TVCC.</i>	Points determined by VP before event (up to 10 credits).
Presenter	<ul style="list-style-type: none"> • Learning day, • Learning Session or • External conference 	Presenter needs to inform and discuss with LTC the schedule and expectations before the event.	Presenter should gather designated artifacts and reflection to submit in Canvas.	<ul style="list-style-type: none"> • 3 credits for preparation • 3 credits per presentation
C.U.R.A.T.E. Cardinals United to Reveal Authentic Targets for Excellence	Guided activity with Instructional Designer or Counseling and Access Office.	<ul style="list-style-type: none"> • Course update/redesign • Universally designed (UD) resources 	Submit <i>reflection</i> in Canvas. <i>See rubric descriptions for more information.</i>	10 credits each
Student Sponsor	TVCC Learning Symposium	Mentor, support, and collaborate with students' project-based learning, research, and/or service learning by extending course work. (Faculty or Staff)	Attendance with student(s) at the TVCC Learning Symposium and acknowledgment as student mentor.	10 credits
Mentor	A) New faculty/staff mentor or	Prior approval by Vice President appointment or	LTC staff will provide verification.	10 credits given per year

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	B) Mentoring Program with TVCC students.	volunteer as student mentor. Contact LTC to volunteer as a student mentor.		
TVCC Retreats	Faculty Retreat, COCP, Mid-Level Management Retreat, etc.	<ul style="list-style-type: none"> • Faculty Retreat highly encouraged for new faculty and requests for veteran faculty • COCP invitation only • Mid-Level invitation only 	Attendance from retreat directors will be gathered.	Points determined by VP before event (up to 10 credits).
Committee	Consistent, active participation on TVCC committee(s).	Only committees recognized and approved by TVCC.	Committee chairs will provide attendance to LTC.	2 credits per semester per active committee
Becoming A Cardinal	Monthly meeting/activity to learn and cultivate the TVCC heritage.	1 year commitment with no more than one absence. New hires highly encouraged and veteran colleague nominations encouraged.	Attendance taken at monthly meeting/activity.	10 credits
Student Engagement	Attend student events.	All student events accepted (athletics, fine arts, academic, rodeo, PTK, etc.)	Submit artifacts from event in Canvas. Artifacts details in Team Student Canvas course.	4 credits per event.
Leadership Academy	Administrator and staff mentorship.	Participants will receive a detailed perspective of aspects of higher education administration and a focus on leadership at TVCC. Invitation or nomination only by Vice Presidents.	<ul style="list-style-type: none"> • Limit of 5-7 member cohort • Year-long commitment with 3 – 4 meetings • Attendance mandatory for credit. 	10 credits

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Descriptions

C.U.R.A.T.E. Cardinals United to Reveal Authentic Targets for Excellence

- Requires collaboration sessions with an instructional designer for course updates or redesign. One course redesign per semester.
- Requires collaboration sessions with Melinda Berry, Director of Student Counseling and Access to update student resources for accessibility and/or increasing student understanding.

Becoming a Cardinal



Becoming a Cardinal
Team Student New Employee Cohort

SAVE THE DATES

Orientation	August 13th
Speakers and Volleyball Game	Sept. 19th
Homecoming Football Tailgate/Game	Oct. 23rd
Lunch and Advocacy Center	Nov. 19th
Christmas Lunch Decorate/Attend	Dec. TBD
Basketball, Campus tours, Socials	Jan. - May