

# **Proposal for a Professional Development Institute School of Extended Learning College of Education**

In an effort to meet the professional development needs and desire for lifelong learning of our alumni, partners, and community members, the Professional Development Institute is a forum through which Eastern Illinois University sponsors educational programs. Housed in the College of Education and administered by the School of Extended Learning, the Professional Development Institute offers educational programming that supplements, supports, and/or moves beyond the current programming offered at Eastern Illinois University. Course offerings vary in length, time, and delivery formats to meet the needs of the participants.

## **Mission**

Eastern Illinois University's Professional Development Institute offers accessible educational opportunities for professional and personal development for individuals, organizations, and communities.

## **Vision**

The Professional Development Institute at Eastern Illinois University offers multiple credentials on a variety of topics. The Professional Development Institute propels lifelong learning to foster an informed and critical citizenry to thrive in an ever-changing society.

## **Goals**

To enrich personal development through quality programming.

To propel lifelong learning.

To serve as a community resource for leaders seeking to develop skills as problem solvers.

To provide participants with the agility to address challenges.

## **Organizational Structure**

Any unit within the university or one that is sponsored by the university may offer programs through the Professional Development Institute. Specific units within the university will have policies and procedures that govern their program offerings.

## **Current Offerings in the Professional Development Institute**

### **Academy of Lifelong Learning**

The purpose of the Academy is to provide all community members informal opportunities for non-credit learning. We offer a wide variety of low-cost, high-quality short courses and events that enable participants to enjoy learning in a relaxed environment. Our goal is to encourage learning and dialogue to help individuals advance their abilities to cope with the continuous change that surrounds us today.

The Academy asks to co-sponsor events offered through the Professional Development Institute that target senior citizens in an effort to reach a wider audience and to bring additional programming to life-long learners.

### **Teacher Education and Educational Leadership**

Teacher Education and Educational Leadership offerings in the Professional Development Institute target individuals with an interest in p-20 education. We seek to promote professional growth, problem-solving, and enrichment for participants.

### **University-wide (for now, more details later)**

Any unit within the university is welcome to offer programs through the PDI to meet the needs of their audience. Section headers associated with areas will be added as they become available.

### **Administration**

Professional Development Institute is housed within the School of Extended Learning. As such they will market the program, arrange for professional development hours from the appropriate source school districts or other venue, facilitate course delivery e.g., set up the D2L site or reserve classroom space, pay facilitators, provide for registration, and collect participant's fees. They will also collect student evaluations of the program.

The Professional Development Committee will vet general program proposals.

**Eastern Illinois University**  
**Professional Development Institute**  
**Program Proposal Request Form**  
**CDPH Professional Development Requested**

**Name:**

**Address:**

**Email:**

**Department:**

**Proposed Name of Event:**

**Number of Professional Development Hours Requesting (Contact Hours):**

**Brief Description of Event (Draft Brochure of Event if available):**

**Outcome(s) for the Professional Development from approved ISBE list (Mark all that apply):**

- increase the knowledge and skills of school and district leaders who guide continuous professional development;
- improve the learning of students;
- organize adults into learning communities whose goals are aligned with those of the school and district;
- deepen educator's content knowledge;
- provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards;
- prepare educators to appropriately use various types of classroom assessments;
- use learning strategies appropriate to the intended goals;
- provide educators with the knowledge and skills to collaborate
- prepare educators to apply research to decision-making.

**Type of Professional Development from approved ISBE list (Mark all that apply):**

- Engage participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being;
- Align to the licensee's performance (evaluation);
- Include outcomes that relate to student growth or district improvement;
- Align to State-approved standards;

**Rationale--Describe how this event aligns with the approved ISBE Outcomes and Type of Professional Development identified above (add pages if needed)** Breakout sessions and keynote address will address the broad conference theme and will be aligned with the ISBE outcomes and type of professional development identified above. All presenter names and brief summary of presenter qualifications on the topic. A statement should include any/all college/university faculty and/or state P-12 classroom teachers who are connected with the event.



**Eastern Illinois University**  
**Professional Development Institute**  
**Program Proposal Request Form**

Procedures

1. Proposals for PDI sessions must be submitted eight weeks in advance of the event.
2. Proposals should be submitted to the College of Education Dean's office.
3. The PDI committee regularly reviews proposals and will (with the Dean's approval) determine the proposal's viability.
4. Proposals should meet the mission of PDI and at least one of the goals.

Applicant/Instructor/Moderator Name(s):

Title of Program:

Abstract of Proposal Session/Event (not to exceed one page):

Intended Audience:

Outcomes or Objectives of the Session/Event:

How does the proposal meet the mission of PDI?

Which goal(s) does the proposal meet? How so?

# Eastern Illinois University

## Professional Development Institute

### Presenter Checklist

This checklist serves as a guide for presenters to follow to host a program through the Professional Development Institute. This is the checklist that SEL will share with presenters to guide them through the process of offering programs.

#### Presenter

1. Determine audience, topic, format and length of program
2. Complete the appropriate Presentation Proposal Form
  - a. If Professional Development hours are desired – apply to COTE (6 weeks)
3. Meet with School of Extended Learning (as soon as approved)
  - a. Marketing Plan
    - i. Email
    - ii. Social Media
    - iii. Other
  - b. Registration Plan
    - i. Minimum cost for 25 attendees, 2-hour session is \$40 (TBD)
    - ii. Minimum attendance is 25 (TBD)
  - c. Schedule Session
    - i. Determine delivery mode
    - ii. Determine learning management system (Zoom, D2L Collaborate, TEAMS)
    - iii. Determine length of the program or sessions within the program (Recommend 2 hour maximum)
4. Prepare material for attendees (2 - 3 weeks before session)

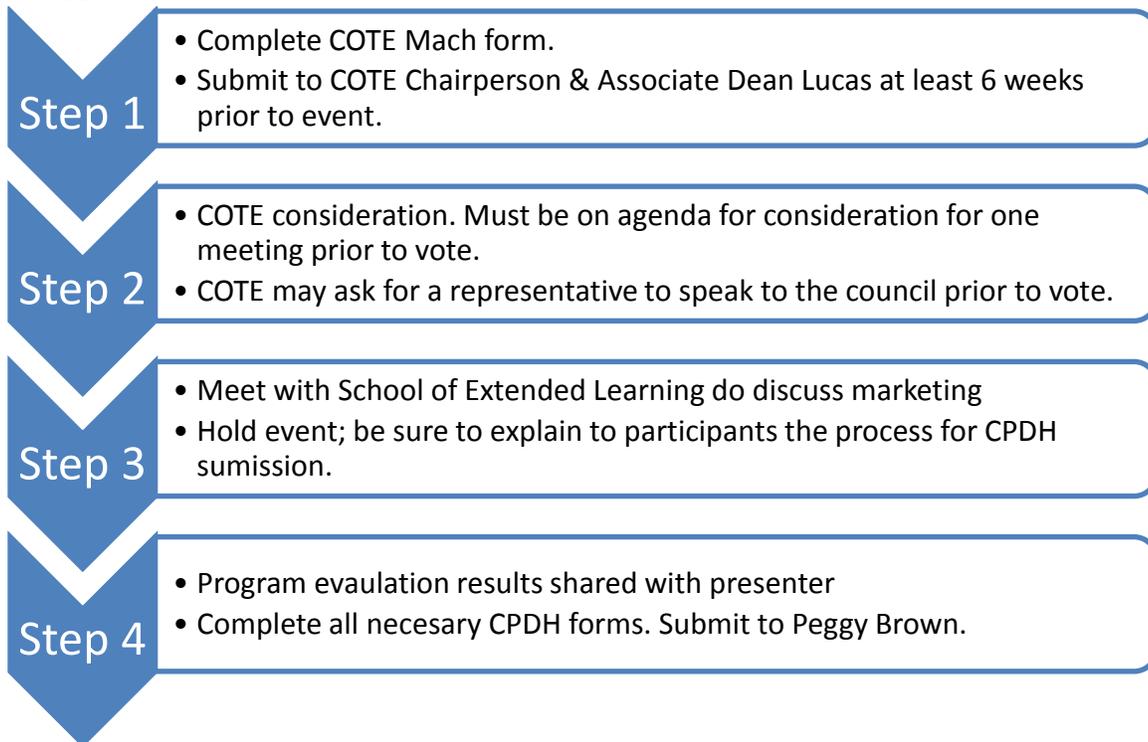
#### School of Extended Learning

- ❖ Meet with Presenter (as soon as approved)
- ❖ Prepare Marketing Plan (1 – 2 months before session)
- ❖ Prepare Registration Plan (1 – 2 months before session)
- ❖ Schedule Session
- ❖ Prepare Presenter supplemental contract (Rate is \$250 per hour) [1 month before session]
- ❖ Prepare CPDH Paperwork, Assessment, Evaluations [2 – 3 weeks before session]
- ❖ Set up registration system and register attendees [1 – 2 months before session]
- ❖ Implement marketing plan [1 -2 months before session]
- ❖ Send conference links and materials to attendees [2 – 3 weeks before session]
- ❖ Conduct evaluation [at the end of the program]
- ❖ Share evaluation with COTE (if relevant), relevant college, and presenter

**College of Education  
Teacher Education and Educational Leadership  
CPDH Professional Development  
Logistics**

The committee suggests:

1. There be an informational website dedicated to COE – Professional Development.
2. From the main page, two separate paths to seek workshop permission should be provided (i.e., 1 with and without CPDH).
  - A flow-chart / visual would be helpful to “show” how to gain permission with CPDH (seeking permission from COTE) and one without need for CPDH.
  - A glossary of terms should be provided. (Terms: COTE, ISBE, and/or CPDH)
  - Forms for submission should be in a Mach form for ease of use.
  - Example of completed form could be provided. Example scenarios could be provided.
3. A decision needs to be made regarding who will be the contact person in case questions arise.



4. IDEA: We could develop a rubric or check list form to “vet” presenters.