

PROFESSIONAL DEVELOPMENT CHECKLIST- January 2016

Form updated 11 January 2016

Printed Name		Signature	
Division		Department	
Campus		Date	

- Go to the college home page at www.swtjc.edu.
- Click on "PD."
- Click on "PD PLANNER."
- Log in. [Note: The user name is consistent with the portal user name and password is swtjc for initial log in until it is reset by the user.]

Check or initial if item is complete.

2015-2016

	Faculty Profile		Faculty Directory page-All links are current.
	Fall Classes		Spring Classes
	Fall Profile		Spring Profile
	Fall Load Sheet		Spring Load Sheet
			Office hours and other syllabi updates

2015-2016

	PD Plans (Due Mid-Feb. for 2016-2017)		Institutional Service Responsibilities
	PD Activities, Section I (Due Mid-Feb. for 2016-2017)		Student Service Responsibilities
	PD Activities, Section II (Due May 31, 2016)		Professional Growth
	Fall Institutional Hours		Self-Evaluation Form
	Spring Institutional Hours		Professional Development Form

Please leave this form with Jeanette Saucedo, Professional Development Team Member.