

Wisconsin Technical College System Board
310 Price Place, PO Box 7874
Madison, Wisconsin 53707

Edward Chin, State Director

ADMINISTRATIVE BULLETIN

Date: March 29, 1999

Subject: Faculty and Staff Development: Policies on Needs Assessment, Coordination, District Plans, Joint Planning and Programming, and Communication

Contact: Janet Washbon janet.washbon@wtcsystem.org

Effective: March 29, 1999

Distribution: District Directors
Chief Financial Officers
Instructional Services Administrators
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Each WTCS District shall:

1. Establish a comprehensive needs assessment process to help ensure that faculty and staff maintain their knowledge and skills at a state-of-the-art level;
2. Designate an individual or group responsible for coordinating faculty and staff development;
3. Develop a plan for faculty and staff development which considers district resources to be committed and participation by instructional program area;
4. Engage in joint planning and programming with other districts for faculty and staff development, where feasible, particularly in programs offered by a number of districts;
5. Ensure that the individuals responsible for the planning and coordination of faculty and staff development activities meet periodically to share information on development opportunities and strategies;
6. Update the district faculty and staff development plan periodically.

Edward Chin /s
Edward Chin
State Director