

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Changes to Professional Development Policy

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|---|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | | <input type="checkbox"/> Statutes Revision |
| <input type="checkbox"/> Policy Proposal. | <input checked="" type="checkbox"/> Policy Revision | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

[Signature]
Signature

1-7-20
Date

Dean Approval:

[Signature]
Signature

1/7/20
Date

APCC Action: Approved Denied Returned Tabled

Signature of Vice President for Academic and Student Affairs, Chair Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled

Signature of Faculty Senate President Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action: Approved Denied Returned Tabled

Signature Date

Comments: _____

Distribution By:

Signature Date

President retains original **ACADEMIC POLICY/PROPOSAL ROUTING FORM**

President's Office Distributes Copies To:

Faculty Senate—President Date _____

Academic Policies & Curriculum Committee—Chair/VPASA Date _____

Chief of Staff/Legal Counsel Date _____

Changes to Professional Development Policy

Current Professional Development Policy

The EGSC Professional Development Policy says, "In support of employee professional development, the college will fund professional higher education association and organization dues in the college's name for employees in the subject areas that are related to the employee's specific job responsibilities subject to provision contained herein" (Professional Development Policy, 1). The EGSC Business Office interprets this policy to prohibit EGSC from buying employees individual memberships in professional associations.

The EGSC Professional Development Policy says, "This policy addresses the college's position on payment for membership dues in professional associations and organizations in the college's name and payment for the attainment and renewal of job specific employee licensures and certifications" (Professional Development Policy, 1)

The EGSC Professional Development Policy says, "Payment of association and organization dues in the college's name and payment for professional continuing education courses for licensed or certified employees must be approved by the employee's supervisor prior to the employee's participation in an association or organization event, accessing association or organization resources and prior to attending a continuing education course" (Professional Development Policy, 1).

Changes to Professional Development Policy

The following shall be added after the first paragraph under the "Professional Organization Dues" heading of the Professional Development Policy:

"The college will buy employees individual memberships in professional associations if two conditions hold. First, the college pays an employee's costs of attending a professional association's conference for the purpose of professional development. Second, the cost of buying the employee an individual membership in the association plus the cost of the member conference registration fee is less than the cost of the non-member conference registration fee."

The following shall be added after the words "in the college's name" in the last sentence of the paragraph under the "Purpose" heading of the Professional Development Policy:

"and in an employee's name"

The following shall be added after the words "in the college's name" in the first sentence of the first paragraph under the "Approval Procedure" heading of the Professional Development Policy:

“and in an employee’s name”

Justification for Changes to Professional Development Policy

The main justification for changing the EGSC Professional Development Policy is more efficiently using EGSC’s professional development funding. Many professional associations hold conferences and they often charge members lower conference registration fees than non-members. In some cases, the difference between the member and non-member conference registration fees is large enough that the cost of an individual membership in the association plus the cost of the member conference registration fee is less than the price of the non-member conference registration fee. To promote professional development, EGSC often pays employees’ costs of attending professional conferences. According to the Business Office’s interpretation of the EGSC Professional Development Policy, EGSC cannot pay for individual memberships in professional associations. When EGSC pays an employee’s cost of attending a conference, it must always pay the non-member conference registration fee, even in cases where buying the employee an individual membership and paying the member conference registration fee is less expensive. Paying higher costs than necessary to send employees to conferences is an inefficient use of EGSC’s professional development funding. Amending the EGSC Professional Development Policy to allow EGSC to purchase individual memberships in professional associations when the cost of an individual membership plus the member conference registration fee is less than the price of the non-member conference registration fee would rectify this problem.

Adding the words “and in an employee’s name” to the last sentence of the first paragraph under the “Purpose” heading clarifies the issues this policy addresses. Currently, the Professional Development Policy is silent on the issue of EGSC buying employees individual memberships in professional associations. This policy proposal advocates adding a paragraph to the Professional Development Policy that address the conditions under which EGSC can buy employees individual memberships in professional associations. Adding the words “and in an employee’s name” makes it clear that the Professional Development Policy deals with the issue of EGSC buying employees individual memberships in professional associations.

Adding the words “and in an employee’s name” to the first sentence of the first paragraph under the “Approval Procedure” heading of the Professional Development Policy applies the existing approval procedures to the proposed edition to the Professional Development Policy. The first sentence of the first paragraph under the “Approval Procedure” heading says, “Payment of association and organization dues in the college’s name...must be approved by the employee’s supervisor” (Professional Development Policy, 1). Adding the words “and in an employee’s name” makes EGSC buying an employee an individual membership in a professional association subject to the employee’s supervisor’s approval.