

SAMPLE Individual Professional Development Plan for Erin Thomas

Division of Student Affairs – Illinois State University

Goal 1: To become an assessment expert for the Division

(A) Knowledge/skill to be acquired or developed	(B) How can this knowledge or skill support your goal?	(C) How can this knowledge or skill support the goals of your department, the Division, University, and/or profession?	(D) How will you know you have developed?	(E) Knowing how you want to develop (column D), what methods will you use?	(F) Time frame
Student Affairs assessment knowledge	Content needed to become an expert	<ul style="list-style-type: none"> SA Knowledge Area: Technology, Assessment, and Professional Competence Position requirement Supports Educating Illinois Goal 1 	I'm the first call made by department staff with assessment questions	Read assessment publications Attend assessment conference	Ongoing
Presentation skills	Effectively sharing information necessary to providing assistance and expertise	<ul style="list-style-type: none"> Two SA Knowledge Areas Position requirement 	Effective learning of attendees (evaluations)	Training webinar Practice with peers Create evaluation and use feedback to improve	1 year
Department knowledge related to assessment	Buy-in from departments required to be considered an expert Content knowledge needed	<ul style="list-style-type: none"> SA Knowledge Area: Student and University Community Division Value: Relationships Supports Educating Illinois Goal 2 	Well-versed when offering information and answering questions	Meet quarterly with each department Read available resources	2 years

(G) Progress toward goal:

Attended assessment conference (August 2014)
 Read Assessment and Evaluation in Higher Education (ongoing)
 Created evaluation for presentations (October 2014)
 Completed quarterly meetings with each department (February 2015)

(H) Next steps:

- Will continue to develop Student Affairs assessment knowledge and carry over each year.
- Progressed significantly in presentation skills and will put this skill to practice.
- Made some progress on gaining department knowledge related to assessment. Will continue to schedule regular meeting with departments to continue to stay up-to-date. Will carry over for one more year.

SAMPLE Individual Professional Development Plan for Reginald Redbird

Division of Student Affairs – Illinois State University

Goal 1: To improve cultural competency

(A) Knowledge/skill to be acquired or developed	(B) How can this knowledge or skill support your goal?	(C) How can this knowledge or skill support the goals of your department, the Division, University, and/or profession?	(D) How will you know you have developed?	(E) Knowing how you want to develop (column D), what methods will you use?	(F) Time frame
Identify my own biases and group identities	In order to be culturally competent must understand myself first	SA Knowledge Area: Cultural Competence SA Value: Diversity Supports Educating Illinois Value: Diversity	Will have examples of when I have used increased knowledge of myself when interacting with others and providing inclusive services	<ul style="list-style-type: none"> • Participate in department professional development event • Discuss with my mentor • Use resources from Kathy Obear May 2014 training 	1 year
Increase knowledge of other races and ethnicities	In order to be culturally competent it is essential to understand others and their identities	SA Knowledge Area: Cultural Competence; Division and ISU Value Requirement of position	Will have examples of when I have approached services I provide in my daily job differently by better understanding cultural background of students	<ul style="list-style-type: none"> • Attend Student Affairs professional development panel • Join CTLT learning community • Read “35 Dumb Things Well-Intended People Say” 	Ongoing
Ability to engage in conversations about race and ethnicity	Cultural competency requires that you can discuss relevant topics comfortably and manage differing opinions	SA Knowledge Area: Cultural Competence; Division and ISU Value Recommended for proficiency in my field	Demonstrate comfort bringing up issues of race with colleague or at department meeting and discussing appropriately	<ul style="list-style-type: none"> • Practice! Use knowledge gained to contribute to discussions • Ask for feedback from supervisor • Watch videos modeling desired behavior 	2 years

(G) Progress toward goal:

Went to YWCA Racial Justice Summit (November 2014)
 Attended department brown bag discussion on race (December 2014)
 Used online tool to assess biases and discussed with mentor (January 2015)
 Completed Maura Cullen book (May 2015)

(H) Next steps:

- Gained significant knowledge about myself and my identities. Still working on identifying my biases and how they affect my interactions with others. Will continue to work on this over the next year.
- Still want to learn more about other races and ethnicities, and other identities. Next year plan to learn more about gender identity as well.
- Starting to feel comfortable having conversations about race. Will continue to practice and refine. Would like to attend White Privilege Conference in the future to learn even more.