### 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

<table>
<thead>
<tr>
<th>(A) Knowledge/skill to be acquired or developed</th>
<th>(B) How can this knowledge or skill support your goal?</th>
<th>(C) How can this knowledge or skill support the goals of your department, the Division, University, and/or profession?</th>
<th>(D) How will you know you have developed?</th>
<th>(E) Knowing how you want to develop (column D), what methods will you use?</th>
<th>(F) Time frame</th>
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| Student Affairs assessment knowledge | Content needed to become an expert | • 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 | • 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 | • 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

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<th>(A) Knowledge/skill to be acquired or developed</th>
<th>(B) How can this knowledge or skill support your goal?</th>
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| Identify my own biases and group identities   | In order to be culturally competent must understand myself first | SA Knowledge Area: Cultural Competence | Will have examples of when I have used increased knowledge of myself when interacting with others and providing inclusive services | • 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 | • 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 | • 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.