

MIAMI UNIVERSITY LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (MULPDC)

Philosophy

It is the responsibility of all Miami University staff members who hold professional licenses in the teaching profession or related fields to be updating and continually examining their own professional development. The Miami University Local Professional Development Committee (MULPDC) will support Miami community members who need a local organization to recognize and legitimize their efforts toward professional development that leads to the continuation of licensure and certification. The MULPDC is a flexible, professional organization oriented towards the needs of a talented, diverse pool of practitioners interested in maintaining their professional status in fields related to their current work and necessary for their continued personal and professional growth across careers and institutions.

Purpose

The purpose of the MULPDC is to review professional development activities completed by full and part-time educators and staff within the University that are to be used for the renewal of certificates and licenses. The MULPDC does not issue certificates or licenses; that authority is solely reserved for the Ohio Department of Education. Therefore, MULPDC will:

- Plan, promote, and facilitate the connection between an effective and efficient professional educator IPDP and state license renewal standards;
- Determine whether professional development activities meet the requirement for licensure renewal;
- Validate the skills and knowledge gained through educator professional development by the approval and issuance of Continuing Education Units (CEUs). CEUs are approved units in established educational experiences, educational programs, and seminars not offered for semester hour credit.

Criteria for coursework or professional development activities

The following guidelines describe the criteria by which MULPDC will judge the merits and values for professional development activities conducted by its members toward continuing licensing and certification. First, the Individual Professional Development Plan (IPDP) should reflect the mission of Miami University and its manifestation in the life and work of the applicant. Second, the professional development experiences planned and taken by the applicant should help to foster the purpose of Miami University, the field of study, and the practice of the discipline in the field.

1. Taking a college course to fulfill continuing licensure or certification requirements.

The MULPDC recognizes that many members will pursue coursework in higher education in order to renew or transition a license or certificate. It should be noted that any person seeking renewal can communicate directly with the state by submitting forms, fees, and transcripts through the renewal and transitional licensure processes (see www.ode.state.oh.us for more information).

For the applicant's information, coursework should be in education or in a content area directly related to the individual's teaching field or other related professional field. The course must be taken through an accredited college or other approved post secondary educational institution. The Ohio Department of Education will be the final arbiter regarding the acceptance or non-acceptance of coursework for license or certificate renewal.

2. Taking or teaching a seminar/workshop through a Professional Development Provider to fulfill continuing licensure or certification requirements.

Teaching a seminar/workshop or teaching an adult vocational technical course or college course or professional presentation can be submitted to MULPDC.

10 clock hours of contact = 1.0 CEU

According to our guidelines, a course syllabus or copy of the presentation of the seminar or workshop must be turned in for credit to be granted.

3. Participating in a Self or Group-Directed Education Project to fulfill continuing licensure or certification requirements.

A Self or Group-directed educational project that applies educational skills and knowledge towards the development of a final product such as in curriculum development or grant writing, or other related work experience, qualifies for CEUs.

10 clock hours = 1.0 CEU

Writing an official course of study/curriculum or serving on a formal committee organized by an educational agency or organization qualify. A written grant need not be awarded to receive CEUs (however, it must be submitted for review to a funder). A copy of the final product or report of the project; a copy of the grant proposal and documentation of clock hours for planning and preparation; and a statement of verification by a supervisor must be submitted to the MULPDC to be considered for credit in this category.

4. Participating in a School District or Agency to fulfill continuing licensure or certification requirements.

CEU credit will be considered when an applicant participates as a peer coach; mentor; agency volunteer; cooperating teacher or supervisor for student teachers; presenter at a professional conference; presenter at a professional workshop; presenter at a professional institute.

10 clock Hours = 1.0 CEU

According to our guidelines, each experience must be documented with items such as agendas for meetings, conference schedules or proceedings, copies of registrations, etc.

Relationship Between the MULPDC and The Professions in Education

The MULPDC strives to recognize activities engaged in by its members that advance the goals and mission of the university and wider educational community.

Personal/professional goals of the members should be tied to Miami University's goals and student learning in the university or wider community and focus on one or more of the following areas:

- Curriculum/content knowledge
- Pedagogical and professional skills
- Family partnerships and development
- Community Partnerships
- Leadership

Composition and selection of the membership of the MULPDC

The members of the MULPDC will include a representative mix of faculty and staff. The terms shall be two years, July 1-June 30.

The MULPDC shall consist of five (5) members appointed by the Miami University Partnership Office Director.

Chair

Preside over all LPDC meetings

Call all meetings and set agenda in collaboration with membership

Ensure adherence to the review process and procedures

Suggest necessary professional growth for the MULPDC

Vice-Chair

Fulfill the duties of the Chair at any meeting the Chair is unable to attend

Fulfill the duties of committee member when not serving as Chair

Committee Members:

Serve as staff information contact person

Participate fully as review panel member

Work with individuals as necessary to ensure professional growth of colleagues

Suggest necessary professional growth for the MULPDC committee

Operational Procedures

The member applicants must submit an Individual Professional Development Plan (IPDP) to the MULPDC. The development of the Individual Professional Development Plan is a process that allows educators to plan and prepare for the recertification/licensure process by setting goals, identifying objectives, predicting outcomes, analyzing educational strategies and evaluating current practice. The MULPDC is responsible for determining whether the professional development activities that an educator proposes for meeting the educator licenses standards promulgated by the State Board of Education reflect the IPDP. In essence, the MULPDC reviews the professional development activities proposed by members and makes the appropriate recommendation.

An IPDP must be submitted two weeks ahead of a scheduled MULPDC meeting (August, December, May) that is at least one meeting cycle ahead of the meeting during which the member's formal request for credit will be reviewed. So, for example, if a member wishes to request 3 CEU credits for activities to be completed before the May meeting of an academic year, the member must submit an IPDP two weeks before the December meeting for review and upon approval of the IPDP the formal request for credit must be made two weeks prior to the May meeting for consideration.

The initial meeting of the MULPDC shall be called by Director of the Miami University Partnership Office in August of the academic year. At this initial meeting, the committee shall select a chair. The committee shall schedule three meetings during the academic year (August, December, May). An annual calendar of meeting dates, times, and locations shall be distributed to all members in August of each year. Additional meetings may be scheduled as required.

- A minimum of three MULPDC members shall be required to conduct a meeting.
- A simple majority of the quorum must agree to any decision.
- Minutes shall be kept of each meeting.
- All MULPDC decisions and business shall be kept as confidential as permitted by law.
- MULPDC members will strive for fairness and consistency in decision-making.
- MULPDC members will make every effort to attend all meetings.
- MULPDC members will maintain confidentiality with respect to all MULPDC business.

If the Mulpdc declines to award credit for submitted requests, applicants may appeal for a re-consideration by the committee. This appeal must be made in writing before the end of the semester in which the request was made. If this is unsatisfactory to the applicant, he or she may request a third-party review by a three member panel made up of one licensed educator selected by the Mulpdc; one licensed educator selected by the applicant; and one licensed educator agreed upon by both parties.

Reflection and revision

The Mulpdc will require each applicant member to complete a service questionnaire following his or her experience with the Committee. The responses will be collated and reviewed anonymously after each set of 10 are completed. The Committee will use these data to determine strengths and weaknesses in the work and to revise procedures as need be to most effectively serve its members.

Miami University
Individual Professional Development Plan (IPDP)

Name _____

Job Title _____

Certificate/License # _____

Certificate/License Type _____

Certificate/License Area _____

Certificate/License Exp _____

Years of Experience in
Cert./License Area(s) _____

Total Years of Experience _____

The IPDP Personal/Professional Goals:

**Miami University
Local Professional Development Committee**

Applicant Cover Sheet

Name of Applicant _____

Job Title _____

Certificate/License # _____

Certificate/License Type _____

Certificate/License Area _____

Certificate/License Exp _____

Years of Experience in
Cert./License Area(s) _____

Total Years of Experience _____

Miami University
CEU Request Summary Sheet

PROFESSIONAL DEVELOPMENT ACTIVITIES LOG

This Form To Be Submitted By Member Applicants for Approval for Credit by MULPDC along with Supporting Documents (project documents, course syllabi, participation log, etc.):

Name of Activity _____

Date _____

Description _____

Total Hours (CEU) _____

Course Hours _____

Supervisor's
Signature _____

Date _____

Committee Action Taken:

MULPDC Chair, Signature _____

Date _____