How to Report Cultural Competency Professional Development Activities

Cultural Competency professional development activities (formerly known as FEN activities) are prescribed for Calvin employees in both the From Every Nation document and the Strategic Plan. The new reporting system is now in place for tracking your activities and can be accessed through the Human Resources website (http://www.calvin.edu/admin/hr/development/stafftraining#FEN) by selecting “Report your Cultural Competency activities.”

Qualifying workshops that are offered through Calvin College and partnering organizations are:

- Anti-Racism Workshop (i.e., CORR, DORR, and Calvin workshops)
- Intercultural Competency Assessments (i.e., CQ and IDI)
- Calvin Search Committee Cognitive Error session
- Calvin D & I Book groups
- Calvin D & I Development Workshops
- Calvin D & I Academic Based Lectures

To record your activity: Log in with your Calvin credentials and you will be able to see a record of all of your previous activities. To report your activities, select “Add New Activity” at the top left of the page; then you will need to enter the name of your activity, category (select “Cultural Competency”), activity type, etc. When you are done, select the “save” button at the top left.

Employees participating in the activities identified above and who report their participation through the Cultural Competency reporting link on the HR webpage will automatically be credited as having satisfied the intercultural competency professional development requirement.

However, employees who would like to have an activity not identified above as a qualifying activity, they must request approval for their proposed Cultural Competency Professional Development activity. To request approval, individuals will still need to access the Cultural Competency reporting link on the HR webpage (http://www.calvin.edu/admin/hr/development/stafftraining#FEN). There is a space identified as “Other”. Once you click on that box a set of questions will pop up. Individuals requesting approval should be prepared to answer the questions listed below.

1. Identify the name of the facilitator, location, and duration of the activity.
2. Identify the learning outcomes – must identify at least three of the nine – met by participating in this event (see next section).
3. Provide support for each learning outcome identified in #2 (i.e., copy of handout, slides, notes).
4. Provide a statement of no less than 300 words of how participating in the event has increased your intercultural competency awareness, knowledge, and skills.

Requests will be reviewed by the President’s Advisory Team for Diversity and Inclusion and individuals will be informed of the status of their request.

Please note: faculty and staff now use the same reporting system and faculty can no longer record Cultural Competence Professional Development Activity on their FAR.

Please contact diversity@calvin.edu if you have any questions.