

This is the current text from the Shared Governance Handbook:

Staff Development Committee

Charge:

Develop policies and processes for awarding of staff development funds; review and make recommendations for funding of staff proposals; plan and promote staff development activities.

Reporting Relationship: President

Members: Staff Development Program Coordinator (Chair, Non-voting, serves on College Council)
1 Administrator
1 Faculty from each Division (2014-15 = 4 Faculty)
1 Adjunct Faculty
4 Classified Professionals (including 1 from the Teaching & Learning Center)

Quorum: 7 voting members, Quorum = 4

Quorum: 10 members; Quorum = 6

Proposed Revision:

Professional Development Committee

Charge: Develop policies and processes for awarding of professional development funds and reporting on professional development activities; review and make recommendations for funding of proposals; plan, promote, and evaluate professional development activities; and encourage discussions with all district employees about professional development.

Reports To: Academic Senate and Classified Senate and serves on College Council

Members: Chair(s) (Non-voting, Faculty Flex co-chair and Professional Planning Co-chair)
1 Administrator
1 Faculty from each Division
1 Adjunct Faculty
4 Classified Professionals (at least one from the Teaching and Learning Center)

Co-chair Structure:

Faculty Flex Co-chair and Professional Planning Co-chair

(The co-chairs be combined into one chair if appropriate or necessary; Co-chairs will split equally the 3.0 CAH assigned as reassign time unless otherwise agreed.)

Term of Office: Two years

Overview: The Co-chairs provide leadership and coordination in developing policies and processes for awarding of professional development funds and reporting on professional development activities;

review and make recommendations for funding of proposals; plan, promote, and evaluate professional development activities, including workshops offered through the Teaching and Learning Center; and encourage discussions with all district employees about professional development.

<u>Faculty Flex Co-chair Duties</u>	<u>Professional Planning Co-chair Duties</u>
<ul style="list-style-type: none"> • Serve as co-chair of the Professional Development Committee and provide leadership in meeting the committee charge and responsibilities. • The co-chair may directly engage in the tasks below or work with a member (or members) of the Staff Development Committee designated to perform the task: <ul style="list-style-type: none"> ○ Develop policies and processes for awarding of staff development funds. ○ Review and make recommendations for funding of staff proposals. ○ Plan, promote, develop, coordinate, and evaluate staff development activities, including Flex Days and trainings. ○ Create and maintain a long-term calendar, identifying potential Variable Flex opportunities on campus. • These responsibilities are specific to the Faculty Flex Co-chair: <ul style="list-style-type: none"> ○ Complete and submit appropriate forms to state for reporting. ○ Maintain completed forms, including faculty planning forms, faculty reports of plans, and state reports. ○ Make recommendations to the Academic Senate regarding professional development forms and processes. ○ Communicate with the Academic Senate and the Classified Senate about professional development activities. 	<ul style="list-style-type: none"> • Serve as co-chair of the Professional Development Committee and provide leadership in meeting the committee charge and responsibilities. • The co-chair may directly engage in the tasks below or work with a member (or members) of the Staff Development Committee designated to perform the task: <ul style="list-style-type: none"> ○ Develop policies and processes for awarding of staff development funds. ○ Review and make recommendations for funding of staff proposals. ○ Plan, promote, develop, coordinate, and evaluate staff development activities, including Flex Days and trainings. ○ Create and maintain a long-term calendar, identifying potential Variable Flex opportunities on campus. • The responsibilities are specific to the Professional Planning Co-chair: <ul style="list-style-type: none"> ○ Prepare agendas for Professional Development Committee meetings in conjunction with the Faculty Flex Co-chair. ○ Prepare draft and final versions of all documents produced by the committee. ○ Monitor Professional Development funds and ensure that faculty and classified professionals are reimbursed for appropriate activities. ○ Coordinate long-term and short-term planning in consultation with an advisory committee, the Teaching and Learning Center, and district employees. ○ Prepare a workshop schedule each semester that is posted on the Staff Development web site and allows for faculty and staff registrations.