

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COMMITTEE ON PROFESSIONAL DEVELOPMENT
EFFECTIVE DATE:	July 25, 1995* (*Title Updates 2/24/05)
CANCELLATION:	none
OFFICE:	Academic Affairs (AA)

CHARTER

FUNCTION

The Committee on Professional Development, in coordination with college-wide councils, has responsibility for faculty and staff enrichment activities at the College. Faculty and staff enrichment activities include but are not limited to in-service training, continuing education, and support for new faculty. Specifically, the Committee will:

1. Develop, recommend, and maintain a long range comprehensive plan for professional development;
2. Recommend activities and support for Faculty and Staff Convocations in the fall and spring semesters, and survey faculty and staff concerning needed activities at each Convocation;
3. Develop, recommend, and maintain guidelines for mini-grants and, pursuant to the guidelines, make recommendations for mini-grant awards;
4. Develop, recommend, and organize a calendar of activities, which will promote the professional growth of faculty and staff on a regular basis (the calendar is to be prepared for insertion in the College's yearly *Operational Guidelines*); and
5. Support all professional development activities, in particular those which involve new faculty members.

MEMBERSHIP

The Committee will be appointed by the Chancellor upon recommendation of the Vice Chancellor for Learning and Student Development. The Committee will be composed of representatives of each campus, academic division, and administrative area of the College. The Vice Chancellor for Learning and Student Development, the Director of Faculty and Staff Development, and the Director of the Center for the Advancement of Teaching and Technology (CATT) serve as ex-officio members. The Committee reports to the Vice Chancellor for Learning and Student Development.

TERMS OF OFFICE

Each member will serve for three consecutive years; appointments will be staggered. The Chair of the Committee will be appointed by the Vice Chancellor for Learning and Student Development.

MEETINGS

The Vice Chancellor for Learning and Student Development directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibilities of the Committee.

REPORTS

The Chair of the Committee will prepare and submit the required reports as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

Review Process:

Deans' Council 7/11/95
Executive Council 7/25/95

Distribution:

Electronic Distribution via the College's Intranet and Email Systems.

Attachments:

[Committee Standard Forms:](#)

[Committee Initial Report \(Form A\)](#)

[Committee Recommendation Form \(Form B\)](#)

[Committee Attendance Report \(Form C\)](#)

[Committee Final Report \(Form D\)](#)