

## Staff Development Committee

### CHARGE:

To develop a campus community and culture of continuous improvement by providing, supporting, and increasing awareness of activities and opportunities which will enhance job performance, personal growth, and social interaction among all Porterville College employees for equitable student success.

### Scope of Work:

- Responsible for both professional and staff development where:
  - Professional Development generally refers to *individualized or job specific skills and career advancement opportunities*, and
  - Staff Development generally refers to *broad-based learning opportunities of general topics relevant to a wide range of employees*.
- Act as a communication hub for activities and projects to help ensure equitable access to professional and staff development.
- Facilitate the development and execution of professional and staff development projects.
- Advocate for the prioritization of comprehensive professional and staff development to include consistent and sufficient funding.
- Establish criteria for developing and executing professional and staff development projects facilitated or sponsored by the committee. The committee does not regulate an individual's access to professional and staff development of their choosing but intends to facilitate and communicate offerings and establish criteria for use of available general funds.
- Where dedicated professional and staff development general funds are available, the committee will develop guidelines for equitable allocation of these dedicated funds. Guidelines will include application forms and processes, while recognizing the college president or designee has final approval for all fiscal decisions.
- Maintain records of professional and staff development activities, funding history, and reports related to those activities.
- Maintain records ensuring that faculty have met their contractual annual Flexible Calendar obligations.
- Prepare and submit plans and reports of professional development activities to relevant reporting authorities as required.
- Establish and maintain committee bylaws for voting on recommendations
- Regularly report activities to Academic Senate and College Council as requested.

### Membership:

- 4 Faculty Representatives to be appointed by Academic Senate (presumed to represent each pathway)
- 4 Classified Staff to be appointed by CSEA
- 2 Student Workers to be appointed by ASPC

- Assistant Director of Academic Technology and Professional Development
- 1 additional administrator to be appointed by the President
- 3 Co-Chairs – faculty, classified, administration; of which the administration co-chair is the Assistant Director of Academic Technology and Professional Development

The Assistant Director of Academic Technology and Professional Development is a permanent member. Other members serve one-year terms and are appointed by their departments/divisions or relevant constituent groups. Members serve a maximum of three consecutive terms and require one non-serving year prior to reappointment.